



Broadway East First School PTFA

Minutes – Thursday 5th November 2019

Attendees		
Sarah Baylis	Jess Berg Quinn	Sarah Peace
Victoria Mclannahan	Claire Jones	Caz Onions
Nicola Harper		
Apologies		
Carrie Young	Sarah Hughes	Judith Devlin
Joy Yong	Jean Audsley	Fiona Barclay
Katherine Winter	Fahina Khan	

Meeting Points

Points	Comment	Actions
Treasurers Financial Review	<ul style="list-style-type: none"> Bank acc update to JQ and SB signatories. Cake Sale profit £192.60 Preloved uniform £15 Cupcake stand purchased at £3 Lanyards purchased for events at £18.82 Notification of first payment from Giving Machine. £19.50 due so far. Copy of Financial Guideline amended and a copy placed with expense claim forms and school donation request forms in PTFA Folder 	→ No actions required
Winter Disco	<ul style="list-style-type: none"> Snacks discussed to have popcorn with some ring biscuits added to bag. Children to sit in class groups Lisa to purchase 8 prizes for the children's raffle. Volunteers for the disco so far: Victoria, Jess, Sarah, Carl, Liam, Caz 	→ VM getting Biscuits to go with popcorn → CS checking popcorn machine once back in UK → Sibling Discout to be discussed further → LG to purchase 8 raffle prizes



	<ul style="list-style-type: none"> • Future Prices- sibling discount, should this be offered at future discos? 	
Christmas Fair	<ul style="list-style-type: none"> • Stalls suggested and discussed. Decided on: Christmas Tattoos, Face painting (JQ to reach out for someone to do this), Cake Stall (donations needed on day), Gift Stall (RD trees, JQ plates, SP sweets), knock santa off chimney, Chocolate Tombola (donations from non-uniform day), Tin Can Alley, Christmas Flavored popcorn, Christmas Selfie Station, Name the Elf, Advent, racing Penguins and cup Stall (RQ to donate) • Student council to be asked if they want a table again. • Raffle discussed that hampers be made from donations by class groups. Themes were suggested by PTFA group and teachers to be asked to pick theres. • Bottles to be donated by classes 4-7 for bottle tombola. • Floats will be sorted by SB 	<ul style="list-style-type: none"> → JQ to get compostable cups for the Sweet cups stall → SP to make stall list for teachers to select slots → Committee to sort out prizes for the stalls → Letters sent out to ask for hamper donations (SP to do) → Fruit boxes to be saved by school for hampers (SP to email school as reminder) → Stall Posters to be made → Christmas Crafts to be decided on.
Any other business	<ul style="list-style-type: none"> • Meeting Date- Thursday 16th Jan 2020 for sponsored bounce and cake sale (feb 14th) 	<ul style="list-style-type: none"> → Put in Diary
Date/Time of next meetings	<ul style="list-style-type: none"> • Thursday 28th November 6pm 	