



Broadway East First School PTFA

Minutes – Thursday 10th October 2019

Attendees		
Victoria Mclannahan	Sarah Baylis	Jessica Berg Quinn
Jean Audsley	Carrie Young	Claire Jones
Fahina Khan	Sarah Peace	
Apologies		
Sarah Hughes	Caz Onions	Claire Percival
Joy Yong	Fiona Barclay	Nicola Harper
Judith Devlin	Asami Reed	Katie Saint

Meeting Points

Points	Comment	Actions
Treasurers Report and New Processes	<ul style="list-style-type: none"> A Financial Review to be added to each meeting agenda. Purchasing decisions to be made at PTFA meetings, especially purchases over £100. -If a purchase needs a quick decision, permission to be sought from joint chairs, then if not possible from treasurer. PTFA prefer to pay bills directly, but if reimbursements need to be made: volunteers must submit a PTFA expenses form and have a receipt to give to treasurer. Receipts to be handed in straight away, not accumulated. Reimbursements under £50 will be made in cash, if available. Over £50 will be made by cheque. New Financial Guidelines explain about floats at events and payments. Please see treasurer for a copy to be emailed to you. 	<ul style="list-style-type: none"> → SB to add expense forms and guidance to PTFA Facebook files → SB to have expenses forms ready in office for when needed. → SB to prepare floats for cake sale. (Cakes, Coffees and uniform)



Cake Sale	<ul style="list-style-type: none"> • Agreed set up from 2pm to start at 2.30pm • KS2 parents to donate baked goods and volunteer for cake sale. • Teas and coffees to be served, free refill suggested if parents bring a reusable cup. • Suggested parents bring own containers too to save on using extra packaging. 	<ul style="list-style-type: none"> → Uniform Sale to be set up during sale → SP to send out cake sale poster reminding KS2 parents for donations, to bring own travel mugs for free refill. To bring own containers for cake. → JBQ to type up a message to send to class reps for them to copy and send to their groups. → Milk needed for hot drinks. → SB has float ready
Winter Disco	<ul style="list-style-type: none"> • Agreed raffle should still go ahead with classes being numbered 1-30 for when children pick numbers during disco, JQ to do this on day of disco. • Alternative snacks discussed for children instead of hotdogs. Costs will be looked at from previous discos. Then alternatives will be sought. 	<ul style="list-style-type: none"> → LG to get 8 prizes for raffle → SB checking costs of hotdogs, buns and drinks → Snack alternatives being explored → SP to do poster to inc £3 cost, snack provided, children to bring own NAMED water bottle to be filled at disco. → Non uniform day for all pupils.
Christmas Tea Towels	<ul style="list-style-type: none"> • Use royal blue for both handprints around edge and for the children's self-portraits. • Reception to have 75 ordered • KS1 - 100 • KS2 - 100 • £5.00 for first towel, £4.00 for additional towels 	<ul style="list-style-type: none"> → SB looking into amounts that can be ordered and past orders.
Environmental Considerations	<ul style="list-style-type: none"> • Something to think about during meeting to make sure we are doing what we can at each event. 	<ul style="list-style-type: none"> → To be added to future meeting agendas
School Fundraising Requests	<ul style="list-style-type: none"> • Computer Suit and Library area to be made more child friendly with 	<ul style="list-style-type: none"> → VM going to speak to HMc about fundraising target.



	bean bags and child sized tables and chairs. EYFS library made up.	
Any other business	<ul style="list-style-type: none"> Lanyards for volunteers for during events so people know who is helping 	<p>→ VM going to find yellow lanyards with volunteer</p> <p>→ SP to make some PTFA cards for each event</p>
Date/Time of next meetings	<ul style="list-style-type: none"> Winter Disco and Christmas Fair planning - Tuesday 5th November @ 1.30pm Christmas fair and sponsored bounce planning - Thursday 28th November @ 6pm 	