

Minutes of St Patrick's School PTFA Meeting Tuesday 1st December 2009

Attendees: Helen Eaton (HE), Sarah Taylor (ST), Paul, Arrowsmith (PA), Letitia Bradley, Mary Ellis, Rhiannon Price and Miss Smith Yr 4

Apologies: Fiona Bolton-Dowling, Andrea Hunt, Julie Duddy, Lyndsey Adams, Becky Avery, Steve McCulloch, Elinor Anderson, Fleur Arrowsmith, Nora Bonmba, Daisy Zhu, Nick Skeet, Alison Keene, Helen Redpath, Cath Parfitt -Year 5, Liz Richards, Kelly Collier, Louise Green, Rachel King, Pippa Moores

Purpose:

The meeting was held to discuss the forthcoming planned Christmas events, agenda items:-

- Treasurer's Report
- Christmas performances
- Christmas parties
- Mr Loftus' leaving mass
- Christmas Bazaar
- Any other business

Minutes

Treasurer's report

Paul gave the Treasurer's report, the PTFA bank balance as of 30/11/09 was £9,216.62. The income for the period of 01/09 – 30/11 was £1,678

Resulting Actions:

- Accounts review complete
- Vodafone have kindly donated money for some matched funding for the summer fete and sponsored bike ride. HE to send a thank you letter to the Vodafone Foundation
- Thanks to Morrisons & Tesco

Christmas Performances

There will be two performances on Wednesday 16th December, KS1 Nativity 1.45pm and KS2 Carol Concert 7pm (Helpers required for both events).

Resulting Actions:

- Raffle tickets for hampers will be sold and tickets drawn at both performances, helpers needed for both events. It was suggested that we ask Peter Dove if he would be happy to sell tickets again this year as he did such a good job last year, with help from PA and Tom Bradley (Letitias' husband)
- Hampers to be made up in the School library area by Class Reps in the days leading up to performances, cellophane wrapping paper will be supplied by PTFA, any additional ribbons etc for decoration will need to be individually sourced. Hampers to be made up by 14th December and displayed in School Reception area
- Mince pies (being kindly donated by Cath Parfitt), mulled wine and squash served by PTFA at evening performance, again help required preparing and serving

Christmas Parties

The parties will be held on Tuesday 15th December, helpers needed to set up, serve and clear up afterwards.

Resulting Actions:

- Parties to be co-ordinated by Fiona Bolton-Dowling, Sarah Taylor, Rhiannon Price and Fleur Arrowsmith
- Note on a plate in newsletter/book bags for food donations and the help of at least 12 volunteers per party
- Find out from Fiona what doesn't tend to get eaten and revise quantities of these items
- There are two sittings, just after lunch KS1 1.20pm and KS2 2.15pm
- Santa **HAS** confirmed he **WILL** be attending
- Sweets for Santa bought

Mr Loftus leaving mass

A mass is to take place for Mr Loftus on Thursday 17th December at 2.00pm.

Resulting Action:

- A gift from the PTFA to be presented to Mr Loftus at the end of the mass, confirm with Rita that there will be time for this. It was suggested that past and present Heads of PTFA to present gift or School Council, this has been done in the past
- Tea, squash, biscuits and mice pies (donated by PTFA) will be offered to families, visitors and staff. Mary Ellis and Rhiannon Price have kindly offered to bake some cakes PTFA to organise and run.

Christmas Bazaar

Year Reception

- Decorate a Ginger Bread Man
- Craft stall

Year 1

- Cake on a plate

Year 2

- Hunt the Reindeer competition, 10 cut out reindeer with clues to find around the school hall. To be priced at £1 a sheet, each child to get a sweet on entering competition. All completed sheets to be put into a prize draw at end. Competition sheets to be sold around school.

Year 3

- Nearly new, toys books, jigsaws (good quality items only) all helpers to monitor that all items donated were age appropriate (last year unsuitable PSP games were sold to young children)
- Lucky dip

Year 4

- Bottle Tombola (bottles from pupils mufti on day of bazaar)

- Guess the number of sweets in the jar is doing very well and is located in school reception area, year six pupils to help sell tickets at Bazaar

Year 5

- Festive tattoos and snow storms
- Grotto to be set up Thursday and Friday by Eleanor and Letitia (more helpers needed) in old library. It will not be ticketed this year it will be on a first come first served basis. Peter Dove to take photos' if available to do so. Voluntary donations in exchange for photos
- Name the teddy located in the school reception area, is doing very well thanks to Cath Parfitt who kindly donated teddy and names grid (this is a general PTFA competition in the run up to the Bazaar)

Year Six

- Gift stocking tombola.
- Pizza and mince pies. Pizza ordered (two trays) and to be collected from My Loaf by (PA) Friday 2.00pm, mince pies (mince pies kindly being donated by Cath Parfitt)

Teachers

- Tea, coffee, mulled wine tea and mince pies to be served by staff in Year 4 class room
- Whiskey bottle raffle (Mr Loftus). Bottle of Whiskey to be supplied by PTFA

Shopping List and after Bazaar

- Chocolate for Alison and bottle of whiskey (HE) to buy at Macro
- Volunteers needed from each stall to take left over items to charity shops
- Colouring in pictures (HE)

Advertising

- Posters put up in local shops and on road signs in and around the Corsham area
- Leaflets and posters sent out to St Patrick's church Corsham and St Antony's in Melksham
- Leaflets sent to Mansion House

Any Other Business

- Christmas cards to say thank you to be sent to local businesses that have supported the PTFA over the past year, My Loaf, Indulgence, Book Shop, **Hairdressers (names TBC)**, Sweets & Treats, Whitehall garden Centre (HE & ST)
- PTFA to arrange for memorial bench to be varnished
- Whitehall approached for donations of plants or flowers for front of school (HE)
- PTFA to donate plaque for chainsaw sculpture
- Ask School office to supply invoice for play equipment
- Miss Smith mentioned that Corsham Rugby Club would be willing to hold PTFA events at their club free of charge

Next Meeting

Monday 18th January 2010, venue TBC