

**New Horizons Children's Academy  
Parent Teacher and Friends Association**

**PTFA MEETING MINUTES  
Friday 5<sup>th</sup> May**

**Held in school meeting room 9.15am**

**1. Apologies for absence were received from the following:**

Emma Williams  
Claire P-C  
Bal Kaur

**Introduction of those present:**

Juanita Bacon - School Liaison (JB)  
Sarah Hanmore – Chair (SH)  
Lisa Harvey – Vice-Chair (LH)  
Jessica Fitz-Howard – Treasurer (JFH)  
Andrea Hellier (AH)  
Elizabeth Kielak (EK)  
Helen Brooks (HB)  
Tabitha Wells (TW)  
Samantha Pain (minuting) (SP)  
Mrs Hudson  
Pradeepa

**2. Minutes from meeting 6<sup>th</sup> March 2017**

**3. Organization of Events**

- Summer Fair 7<sup>th</sup> July 2017

All agreed that the focus should be child focused with fun and games. SH has purchase the Large playing cards and Quiotes as some of the games. JFH stated she had some tins for another game. JB to ask her father if he still has a splat the rat game and if we could use it. SH stated that is no it would be cheap enough to make on ourselves. SH suggested Lollipop island – JFH has a large MDF board and agreed to paint island ready for holes to be drilled etc. JFH to take on task of stall holder organisation – JFH advised that Rivermead cannot remember who the bouncy castle people were so we will need to look into this at the organisation meetings. JFH to look into face painting. Refreshments need t be organised – all felt that the cake sale went very well would want to have cakes on sale at the summer fair. Tombola was debated – it was suggested we asked for soft toy donation but it was decided that there could be a hygiene issue even if washed so it was agreed that the Tombola would be left to the Christmas Fair only. It was agreed that any donation from local businesses or goods received would be put in the raffle. We would have top prizes advertised on raffle tickets and then all others would be listed in the school office.SP advised we have a £100 Asda Voucher donated, SH advised her company would donate a weekend break. It was agreed that we would hold a Name the Teddy if we could get one donated – SH to speak to Toys r us and see if they would donate one. SH advised that we have had interest in stalls already. SH also advised that the Fire Brigade are set to appear. It was discussed if Symonds or the PTFA run a stall but all agreed that people do not come to Summer Fayres to buy school uniform and that as Symonds are in the following week anyway we would not be running any uniform stalls at the Summer Fayre. Mrs Hudson was asked if she would like to have a stall for Book Club on a smaller scale – she will consider it and

come back to us. There was a question raised as to whether we could get a police car also to attend however it was noted that it was unlikely due to the fact that we would need a reserve car as might be called off during the fayre. JFH suggested an American Cop car instead JFH to investigate this further. JB to ask the school external clubs, KungFu, Cheer leading, Creepy Claws if they might want a stall. It was recognised that we are going to need help outside that current volunteers to run the stalls. SP suggested asking Father Barry if any parishioners would help out – JB to ask. SH also suggested we asked parents to donate time also – to be discussed further during planning meetings. JFH to talk to the science kit man if he would like a stall. It was also suggested that Elenors be approached for an Ice cream van to attend. HB's sister works for Urban Foods and they may want a stall or donate something. SP asked if would be possible for 1 month in advance if the PTFA could have a work space for storage/production of goods. JB to look into availability of extra space. SH raised the issue that we will need to have planning meeting regularly. First meeting scheduled for Wednesday 17<sup>th</sup> May at 2pm

- Tea Towels

SH has got the packs from Class Fundraising. This needs to be done within school time. Week ending 26<sup>th</sup> May was agreed but as this is also the week of the Year 2 SATs it was agreed that Year 2 would be left to last. Afternoons would be best as this would not interfere with Maths and English lessons. Nursery and Year R to be together with hand prints for nursery to be done instead of a drawing.

- NSPCC 13<sup>th</sup> June

Dawn has asked for the PTFA to provide refreshments. She has also asked the PTFA to sign up for the talk. All to sign up if they are going to volunteer.

- Sports Day

JB advises that no dates have been set for sports days as yet – JB to provide SH with Miss Bouldens contact details to arrange directly regarding refreshments.

- New Parents Welcome Evenings

Dates still to be arranged but will only be for the new year R this time. SH has already taken delivery of the PTA UK packs in preparation.

#### 4. **Bank account total and updates.**

Current banked balance is £1121.14 plus the taking from the Coffee Afternoon which were handed to JFH by SH at the start of the meeting.

#### 5. **Any other business**

- LH asked about what was happening with the Forest School as we are still awaiting the wish list from Mrs Gillies. JB advised that Mrs Gillies is currently off sick and Mrs Gulvin who is the Eco school lead has just had an operation and is also currently signed off sick as a consequence. HB suggested possible buying the butterfly hatching kits to compliment the Forest School.
- AH identified that there is a company currently running a Facebook competition which just asks people to like their page and comment the name

of the school to win a prefabricated classroom. It was suggested that when Emma does the next newsletter we ask parents if they would enter the competition. <https://www.facebook.com/CreativePlayUk>

- TW suggested getting applying for the ASDA and Tesco coin charity drops – SH to look at.
  - JB also spoke about the new Library system and asked for volunteers to help Mrs Hudson. A number of volunteers from the group were identified – SH to arrange with volunteers and Mrs Hudson.
  - JB also advised the PTFA that the school were in the process of evidencing and producing changes for the Leading Parents Partnership Award.
- 6. Date for next meeting to be confirmed – possibly week commencing 12<sup>th</sup> June (post meeting confirmed date was set for 7<sup>th</sup> June at 9.15)**
  - 7. Date for Summer Fayre organising meeting 17<sup>th</sup> May at 2pm**