

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

**PTFA MEETING MINUTES  
Monday 6<sup>th</sup> March 2017**

**Held in school meeting room 9am**

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

Liz Kielak  
Tabitha Wells  
Lisa Harvey

**Introduction of those present:**

Juanita Bacon - School Liaison  
Sarah Hanmore – Chair  
Emma Williams – Secretary  
Jessica Fitz-Howard - Treasurer  
Andrea Hellier  
Helen Brooks  
Claire P-c  
Samantha Pain

**2. Minutes from meeting 3<sup>rd</sup> February 2017 approved**

**3. Organization of Events**

Mother's Day Coasters – Agreed that we collect monies Monday 20<sup>th</sup> – Wednesday 23<sup>rd</sup> and the school is happy for us to inform parents they can send the money back in book bags or hand into the office to avoid the problem we have had previously or parents who work and use breakfast club or stay and play. The coasters will be assembled Wednesday 23<sup>rd</sup> and Thursday 24<sup>th</sup> times to be agreed via the Facebook. Emma will email Juanita on 20<sup>th</sup> March to remind her to send out a parent mail to remind parents of when they can send them back and how. Emma will also purchase yellow tissue paper to wrap the coasters from wholesaler. Emma to design and print the leaflets to go home and send them back into school labelled with the classes to be handed out in and around the 16<sup>th</sup> March.

Easter –

Discussions for some sort of colouring competition with a few eggs as prizes. Free to enter just a nice activity for the children. Emma to see if Easy Fundraising have a free Easter colouring in page as they had at Christmas. The colouring sheet would possibly go out with the Mother's Day leaflets. Poster will be forwarded onto Juanita who can load it onto the website too. A parent mail can also be sent to advise people they can download from the website.

Coffee Morning or After School cake sale inc. Uniform Sale-

Sarah has been advised that Dawn has contacted her to say that she has been given school uniform we can sell so the idea was to have some sort of school event to raise money but also awareness for the PTFA. Inc. having some sort of PTFA yellow pages of parents who can help us with events in the future, getting parents to sign up for "easyfundraising". Date agreed was 28<sup>th</sup> April 2017 Juanita to confirm. We would try and have some activities for the children.

Summer Fair – confirmed for the 7<sup>th</sup> July.

Sarah confirmed that there will be a fire engine present.

Bouncy Castle man confirmed he does not do weekdays. He explained that he could provide the castle and we man the castle but Jess explained she knew someone

through a friend who maybe able to supply a castle which they man. We would just charge them for the pitch. To be discussed further.

Barriers were discussed as an investment for the future. Jess offered to look on eBay. These would be used at collection after events and maybe in larger stalls at events like tombola's etc.

Agreed that the summer fair would be mainly a child-oriented event. With stalls for them and games they can play.

The large tombola would be kept for Christmas but we would do a prize draw for the summer fair. This would include 3 larger presents and then an amount off smaller prizes like gift cards and vouchers etc.

Emma will check Baker Ross for fundraising items for stalls and report back at the next meeting on prices and ideas.

Stocks were discussed but we need to ok this with Mrs Murphy. Andrea has access to them if we do decide to do them.

Sam has acquired a folding camping table which can be used for face painting going forward.

Chartwells will be asked to do refreshments they will be served from Smyth Hall as going forward the school will use both halls for lunchtime.

Discussed that end of year tea towels could also be sold at the fair. To discuss how many to purchase as to not waste funds as they cannot be sent back.

#### **4. Cupboard Space**

Juanita will check on the progress of the emptying of the PTFA's new store cupboard and will email us in the week.

#### **5. Charity Status, HMRC updates, PayPal updates**

Charity status is all set up. Emma has filled in the forms and sent the relative paperwork to HMRC and they have been informed that we are a charity. PayPal have also been informed and we are in the process of registering for lower fee rates. Emma will chase this next week.

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

We now have a debit card hopefully going forward we will be able to get more than one so that Sarah and Emma can also have one for purchasing items.

Jess informed us that the eggs purchased for nursery to hatch had been paid for. The current balance is just under £1000.

#### **7. Any other business**

Sam has suggested that she is happy to go around the playground at pick up to try and get some interest in more people coming along to PTFA meetings or even getting some offers of help organizing or manning stalls at events.

Sarah has asked Juanita to contact Mrs Gillies about the Forestry School wish list and arranging a meeting for someone from the place she is having her training with to come out and price the things we will need for the outside area. This will be needed going forward so we can apply for grants to pay for larger more expensive items. A yellow pages again would be useful for this going forward.

#### **8. Date for next meeting 19<sup>th</sup> April 2017**

Close of meeting 9:50am