

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

**PTFA MEETING MINUTES  
Thursday 21<sup>st</sup> September 2017**

**Held in school meeting room 9:15am**

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

Jessica Fitz-Howard  
Samantha Pain

**Introduction of those present:**

Juanita Bacon - School Liaison  
Sarah Hanmore – Chair  
Emma Williams – Secretary  
Lisa Harvey – Vice Chair  
Liz Kielak  
Helen Brooks  
Andrea Hellier  
Bal Gill  
Zoe Callaway  
Claire P-c  
Pradeepa Wijesekars

**2. Minutes from meeting 20th July 2017 approved**

**3. Follow ups from last meeting –**

**Tokens** – Tokens to be used at events instead of money has been looked into over the summer by Emma Having denominations of £1, 50p and 25p work out at around £200+ to have enough for all monetary denominations would be very expensive and not really cost effective.

The end of year PTFA Sale worked really well with a long table and we all worked together to serve customers and floaters to go where it was busier.

Going forward this might be the best way to work the events and using a floater who collects excess cash from stalls and makes sure people have the change they require.

**Coasters** – Over summer, Emma looked into the chances of making the left over coasters into hanging decorations for the children to make at the Christmas fayre. The ribbon held fine without being glued but they can be prepped in advance and glued to save time. Emma will purchase ribbon to use in Christmas colours.

**4. Coffee Morning –**

Originally discussed for the 5<sup>th</sup> October but because Sarah will not be able to make it the 12<sup>th</sup> October has been proposed. Mrs. Bacon will advise if this date is available for the hall. An organisation date will be held closer to the time.

**5. Christmas Cards –**

The cards are cheaper if they are done at the beginning of October but this is unrealistic. Due to some children not taking part last year we will come into classes to make sure all the children have done their designs like the tea towel designs. W/c 25<sup>th</sup> September has been discussed in the afternoons. Poll on FB will be added to check who can do which days.

**6. Christmas Fayre –**

8<sup>th</sup> December 2017.

**Stock** - stock for fair has been sorted as an anonymous donation. We have stock we can easily make into pre made bags. 40 air walkers have been pre-purchased. Bal always suggested that Anya would enjoy helping out with the tattoo stall. Sarah has a list of tombola items already.

**Kids Produce stall** - The kids produce stall will be filled with –

- Nursery and Year R – snowman baubles
- Year 1 – Hot chocolate cones
- Year 2 – Filled baubles
- Year 3 – Bath Bombs
- Year 4 – Pine cones reindeers (Sarah has 200 pinecones)
- Year 5 – Traditional sweets

**Handmade stall** - is a stall for handmade items to be sold. Lisa has offered to help with some knitted items. Sarah has made some small chalkboards.

**Plan** - Sarah has already made a plan of the hall and where things will be. The tombola will have an area to itself and some sort of barriers for crowd control will be needed. Emma has said she will look into borrowing some the TV studios if possible.

**Refreshments** - Mrs. Bacon will ask Chartwells if they are willing to do the refreshments again.

**Repainting Lollipop Island** - Jess will be asked to repaint the lollipop island.

**Santa** - We will not be doing Santa at the fayre this year. Instead, he will visit the children on the last day of (20<sup>th</sup> Dec) and hand out chocolate coins. Bal's Husband has been put forward as a possible Santa.

TA's and teaching staff will be advised that they need to offer some help and support to the PTFA for the Christmas Fayre.

**7. Bank Account –**

Total is currently £1998.57 this includes an active float and payment to school for the visualizers has been made.

Emma will make payment to PTA UK this week. Noted that the membership is more as we will have more children in school now and so in a higher bracket.

**8. Date for next meeting – Monday 9<sup>th</sup> October 9am (Organization Meeting)  
Thursday 2<sup>nd</sup> November 9am**

**Close of meeting 10:30am**