

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

**PTFA MEETING
Thursday 2nd November 2017**

Held in school meeting room 9:00am

MINUTES

1. Apologies for absence were received from the following:

Jessica Fitz-Howard
Liz Kielak

Introduction of those present:

Juanita Bacon - School Liaison
Sarah Hanmore – Chair
Emma Williams – Secretary
Lisa Harvey – Vice Chair
Andrea Hellier
Bal Gill
Pradeepa Wijesekars
Samantha Pain

2. Minutes from 21st September 2017 approved

3. Follow ups from last meeting-

Juanita to follow up with Mrs. Murphy about year group items being made to sell at the Christmas fayre as we need to purchase any equipment we will need. Also to check re. Stay and Play collection on Christmas Fayre day to ease congestion in the hall, also to check if TA's are still available to help with stall running and crowd control.

4. Organisation for Christmas Fayre.

Chocolate coins have been purchased for the children on the last day from Santa.

Santa suit has been purchased and is a quality long lasting one.

Lots of progress has happened with the craft items for the stall with Sam, Sarah and Lisa making bits to sell. Jars are still needed to finish off the tea light holders Lisa is making. Lisa will not be making any more hair clips for the time being to allow time for the leaves to be made. Said we would supply red buttons.

Sweets will still need to be put into cones. Sarah will purchase small cones or we will cut down the cones we have, as they are quite large.

Poster has been Ok'd for laminating to be put up around the school.

Jess to be asked if she is able to paint the back of the lollipop island as a winter theme.

Emma will

- purchase thick ribbon for the bow holders in pink and purple (35mm)
- cellophane possibly glitter spray
- send Sam the poster for use to produce the leaflets
- print and laminate the posters

- put Christmas music onto a USB
- eBay red banquet roll we used last year.

Due to the amount of items that need to be made up or finished off the PTFA will sort a few days out over the next coming week to get together to finish them together to make the jobs easier for Sam. Sam will send a list over with what needs to be finished so we can access how many days this will take and Sarah will do a poll and book the meeting room.

Agreed that we will ask for 50p family contribution to the Christmas fayre. Two fundraising buckets will be used to collect the funds. This will be added to the poster as well as advising people to bring change, as it is a cash only event.

5. Outside year 1 area, update.

Emma has looked into grants for the outside area but has found it to be a minefield. Without previous experience as to where to apply so after doing, some research on PTA UK website she found a website (www.grants4schools.com) that is partnered with them for support with grants. If PTA UK Members apply, the first year is only £49.50 for a 12-month subscription. We discussed that the money is well spent to help us find the right grants for us to apply for, Emma will apply and in the new year look to start applying for funding with an aim to get funding within 16 weeks (time for spring term hopefully)

Lisa mentioned the Bridge Trust as a grant giving possibility this is a local charity so something to look into as well.

6. Bank account total.

Current bank total is - £1665.31

This does not include the cash float or the current PayPal Balance.

7. Any other business.

MB asked about the website we had previously asked about. Emma advised she would email details over to her to show Mrs. Murphy we still think the website will be a great way for the PTFA to update their own record of events and use for additional fundraising but may need to take priority after Christmas fayre.

Numbers need to be checked for the AGM, as we need more than we had last time.

Renewal of gambling license needs to be addressed. Emma will check the paperwork and advise Sarah.

Sarah to purchase plastic bags to bag up the Christmas card orders.

8. Future Dates –

27th November 2017 9am meeting room

AGM 11th January 2018 9am school hall.