

Minutes of the Ninian Park Primary School
Parent, Teacher, and Friends Association (PTFA) AGM
13th November 2023, 2.00pm

Attendees:

Leanne Nagle (LN) Chair
Rebecca Reynolds (RR) Vice-Chair
Dean Finch (DF) Vice-Treasurer
Michelle Tucker (MT) Secretary

Cate Morris (CM)
Andy Gowman (AG)
Heather Willis (HW)
Meg Boorman (MB)
Joy Lawrence (JL)
Idris Hasanilou (IH)

Apologies:

Diane Reyonolds (DR)

Approval of the Minutes of the previous Meeting:

The approval of the minutes were unanimously approved as distributed.

LN started the meeting by running through the plans for the Winter Fayre. She told the group that she has brought to school two large teddies one to be used as a prize for the tombola at the other can be used for a raffle/lucky dip prize, with a possible sweet as a consultation prize.

LN presented the group with tickets she had made for the Santa's Grotto experience. Tickets include admittance to one person or to a family of four. LN confirmed she as made some tickets ready to be sold at reception.

LM went on to ask CM if there was a soup kettle available so that hot dogs could be provided at the Fayre?

CM confirmed that the school does not have one. A discussion was had on what else could be used for the hot dogs and DF offered to bring a soup kettle from work to use for the fayre.

Action: DF

LN told the group that she has priced up the for hot dogs/veggie dogs and buns and around £40.

CM asked about Health and Safety?

LN replied that herself, RR and DF all have Food Hygiene Certificates and that they will ensure that these kettles are placed well away from where the children are.

LN asked the group what do we have in terms of games that we could provide for the event?

After a short discussion, it was established that the school has Tin Can Alley and Higher or Lower Game Cards that can be used.

LN suggested a Pin the Nose on Miss Scott game, or something similar that would draw the children in. If this was possible we would need a picture to enlarge.

CM explained to the group that there is a budget of £500 that can be used for the event but the PTFA will need a business bank account to access it.

CM asked the group if we still wanted hampers from the children? She confirmed that each year group could do a different theme such as a sweet hamper or a pamper one? These would make nice presents for the raffle?

The group agreed this would be a good idea and CM stated she would feed this back.

Action: CM

AG commented that the raffle only made about £25 last time but there was a lot more going on at the summer fayre.

LN told the group that the fayre and Santa's Grotto is the same day as the Santa photos and Christmas Jumper day, this will hopefully help everyone feel in festive mood and get people interesting in attending. LN went on to say that to prepare the Grotto, Miss Scott agreed that the PTFA could access the hall at 1.30pm. We would need to move the tables from the recess to use as the Grotto but retain a couple of tables to use for the event.

CM said she would check on this time as the hall is in constant use and so the school will need to account for this. CM also asked if it has been decided where the tables would go in the meantime? As this had not yet been decided, CM agreed to check on this as well.

Action: CM

LN told the group that Katie, who did the cake pop's at the last event will be providing these again for the Winter Fayre. She went on to say there would also be kids drinks, snacks and DF will be making balloon animals.

MB asked about how we go about ensuring food is safe for those with allergies as she could ask colleagues to provide food?

LN replied that it would be safer to get food from businesses as they already know about allergies, intolerances etc.

HW suggested that perhaps MB and colleagues could provide the ingredients for Katie to make cakes to save on costs?

MB agreed this is something she and her colleagues could help with.

LN agreed to look into this.

Action: LN

LN showed the group foam covered light sticks that she wants to donate to the school which could be sold at the fayre. She went on to say that as part of her business she could even personalise them?

MT asked if we could clarify whether the number of people in the hall is 150 kids or does this include adults as well?

CM stated that she believes it is 150 people in total but she will check on this.

Action: CM

MB asked for the date of the fayre?

LN replied that it is the 8th December to co-incidence with Christmas Jumper Day.

MB asked whether there would be face painting or glitter tattoos at the fayre?

LN agreed this was a good idea, specifically the glitter tattoos. DN added that if need be him and LN could pay for these items from their business account and be paid back from the PTFA account once it was up and running.

CM stated that there is money to be used from the school but you would just need an official bank account to access it.

AG added that as this meeting is our official AGM meeting, if members agree on a name we can then open a bank account and then this money can be used to purchase items for upcoming events.

A short discussion took place and the group agreed that the name Parent, Teacher and Friends Association of Ninian Park (PTFA) was a recognisable name and people would understand its purpose.

The name was proposed by: HW

Seconded by: RR

All members in agreement.

MB offered to do tattoos at the fayre and stated that she could bring someone with her to help.

Action: MB

LN told the group that she has lots of T-shirts that could be sold at the fayre with the school logo to be used as PE T-Shirts. These would be donated to the school from her business.

DF talked to the group about the private Facebook page that he recently set up that for the PTFA and how only those approved by the PTFA can access the page. Security questions will be asked to those who would like to join the group for example, name, child's name, year group. There is a QR code that parents can scan to access the site so if the QR code could be placed some where in the school for parents to access it, that would help with getting people involved.

LN told the group that for the school disco she has found someone who hires out a cart that will provide one food item on an unlimited basis and staffed for a £100. They provide, candyfloss, slushies, hot dogs, nachos. LN confirmed the dates for the disco as 18th, 19th, 20th. She confirmed that the tickets will include more than just entry free; possibly a drink, food items etc. this still to be confirmed.

DF asked if anyone has tested the school speaker yet? LN added that it would be great if this could be used as it would save money on a DJ?

No one could confirm this so this needs to be chased up.

Action: PTFA

HW asked the PTFA to check that all playlists are suitable for young children and are free from swearing.

Action: PTFA

DF asked whether the school has tea and coffer urns? If not DF stated he could borrow some from work for the event.

CM confirmed that the school does not have them.

Action: DF

HW suggested that when asking parents to volunteer, we could suggest to them to bring a friend with them to help as they are more likely to come if they have someone they know with them? HW went on to say that maybe the PTFA could ask Miss Morris to be an Elf to help out at Santa's grotto?

MB asked for the time of the Fayre?

LN confirmed it would be straight after school between 3.15pm – 4.15pm.

LN shared her idea with the group regarding buying 10 books for £10 from the works and using them for presents in Santa's Grotto. She went on to say there could also be chocolates to give parents a choice of present. We would just need the age on the ticket in order to give out an age appropriate book.

HW reminded the group about her idea to purchase books from an organisation in the Forest of Dean, where 50 books would be £50 and free delivery. She went on to say that we could sell them for approximately £1.50/£2.00 and make a small profit. They can also offer books in some of the schools main languages which would be great.

DF told the group about a school who provide a service where you can have your children's picture on a t-shirt, mug, tote bag etc. He went on to say that this is something that his and LN's business Totally Tobily could help provide for Ninian Park. This could be provided for all types of festivals, Diwali, Christmas and more. We would need to look into this further but this is something we could bring to the PTFA in the new year.

Action: DF & LN

MB asked if it is just the parents that come to the school fayre or whether the people from the general community come as well?

LN replied that it is mostly parents but she does speak to Abdul Sattar, Local Councillor, and owner of Millennium stores, about supporting Ninian Park. She has also spoken to him about hiring out Seven Oaks Park and doing a big festival but that would take more co-ordinating and may be something for the future.

HW added that Councillor Ash Lister works with him and can be very supportive, he helped with the Children's trip to Barry Island.

DF commented that there is a festival in Ely that raises money for the local leisure centre, could we do the same for the school?

CM agreed that would be great but what about Public Liability?

AG stated that a PTFA can have its own liability insurance and agreed to look into this.

Action: AG

DF suggested that next years fundraising idea could be Ninians Got Talent. We could have a number of shows, sell teas and coffees, hot dogs, have a winner show. A few shows should make a good income. Possible teacher judges or online voting system?

A short discussion was had about this and it was agreed to explore this further in the new year.

MB stated that she would be happy to ask for donations and feed back.

Action: MB

AG reminded the group that with soft toy donations they will need to have their CE labels on them for health and safety reasons.

MB asked if we had Christmas decorations?

LN replied that we have only just started collecting them so we still need more.

MB asked if the children could do old fashioned paper chains etc for decoration?

MB asked what time the disco would be?

LN stated the disco will run between 3.30pm – 4.30pm. We can sell tickets and then decide how many days we would need to run it over? We also need to test the speaker to see if it would be loud enough for the hall as that would save on the DJ. We could do Musical Bumps etc on the day to entertain the children. LN went on to say that if it does run over the three days we would just have to be mindful that we would need to take the decorations down and put them back up again.

MB said she would like to join the Facebook group but as she has no kids at the school how would she access the page without answering the security questions?

DF said he would add a comments box to the questions so that if members of the community wanted to join they could add their details in there.

Action: DF

A discussion was had and the next meeting was agreed as:

Monday 27th November at 2pm

Any Other Business

With no other business to discuss the meeting closed at 3.00pm