



## Grimsargh St Michael PTFA - Meeting Minutes Tuesday 21<sup>st</sup> September 2021 – 7:00pm The Plough

Attendees: Lorna, Debby, Kate, Alana, Debs, and Stuart  
Apologies: Maz

### 1. Opening Remarks

Lorna welcomed the team back together and shared the agenda with the group.

### 2. Meeting Structure & Roles

The number of intended meetings per year was briefly discussed and all agreed to hold one meeting each half term (6 meetings per academic year).

Lorna explained that current members had not been formally elected to positions, being the Chair, the Secretary and the Treasurer, and for insurance purposes we need to ensure the committee has been set up properly.

**Action:** All agreed to hold an AGM and elect into roles at our next meeting, which will be advertised in the weekly newsletter the week prior.

### 3. Finance Update

Debby provided an update on our current finances. Our latest outgoings have been the splash suits for reception, the Y6 leavers meal and funding the new school library books. Debby confirmed we have approximately £2 500 in our bank account.

The School Lottery continues to be a good fund raiser. We discussed the lottery licence and Alana asked if we could document a reminder for the declaration return to be completed each quarter.

**Action:** to print off lottery email and ensure it is counter signed by two PTFA members.

The rag bag scheme / clothing bin also continues to bring in funds. Lorna has requested for the bin to be emptied as it is currently full.

### 4. Ideas / Events for the Autumn Term

- **Break the rules day** – shared the flyer from last time with Stuart. The rules were to break 4 for £2. **Action:** Stuart to check a date for the last week before half term.
- **Wine & Gin Evening** - Lorna confirmed there is already a night in the village hall 19<sup>th</sup> Nov but all agreed it would be a nice event to hold this year.  
**Action:** Lorna to contact Mick Gould again and see if potential dates of Friday 12<sup>th</sup> November or Friday 26<sup>th</sup> November could work and Stuart to check School diary.  
**Action:** once we have an agreed date Alana to arrange a temporary licence online with council.
- **Christmas Panto** – all agreed to financially support this year. **Action:** Stuart to check total cost for this year and let us know.
- **Christmas Movie** – all agreed a date the first week of December would be good and to let infants come in Christmas pyjamas. **Action:** Stuart to check School diary for date.
- **Christmas Bauble Decoration** – all agreed this would be a nice activity to do again for the School Christmas tree. **Action:** Lorna/Kate to check if we have any left in the PTFA school cupboard.

- **Christmas Raffle** – Alana suggested this could be a good fund raiser with local business donations. **Action: to discuss at the next meeting after half term and progress.**

**Action: Stuart to check if we can use Parent Pay for parents to pay for events rather than cash.**

#### 5. Longer Term Ideas

- **Planters** – a parent has kindly offered to donate seeds / planters who works for Suez. Stuart said school would absolutely welcome any support / help to tidy up the current planters as some are rotten and this is on the school's wish list. **Action: Lorna to speak to parent and also see if more sustainable option to wood.**
- **Colours Fashion Show** – all agreed this has been a popular event in the past and to see if it something we could arrange for the Spring term.
- **Parent Kind** – **Action: Lorna to look in to setting up an account to support fundraising.**

#### 6. School Wish List

- **Nurture Room** – Stuart explained the old staff room is being turned into a nurture room for all classes. It has undergone a lot of change already but there are 6 or 7 items school would like to purchase to finish the room off totalling £793.84. It will turn the room into an inviting space for children who need additional nurture. **Action: all agreed we would contribute half the cost from PTFA funds.**
- **God's Creation Area** – Stuart explained this is in the outside of the playground and Miss Smith as faith leader is responsible for giving it a revamp. School has no costs as yet but would welcome any financial contributions.
- **Outdoor Classroom** - Stuart explained that this is sadly rotting and may need to drill into foundations to sort out. It really needs some attention which could be very expensive, therefore any financial contributions would be welcome here.
- **EYFS Outdoor Area** – another big project for school and in time it would be great if PTFA could help towards costs.
- **First Aid for Y6** – **Action: Stuart to check when running course and we would fund again.**

#### 7. AOB

- Stuart advised Miss Cross is looking at increasing Schools social media presence and that we could use these channels to promote our events. Alana explained business suit is run by face book and can schedule all our promotions and agreed to set up some regular promotions on our activities.
- **Action: Debs agreed to speak to Dan about a thermometer to show our fund-raising efforts.**
- Business Suit –
- Uniform Sale– Kate agreed to store remaining clothes, and all agreed to hold a further stall in the Spring Term.
- All agreed to circulate the minutes with the newsletter to all parents.

Stuart thanked the attendees for their time and efforts.

**Next meeting set for Tuesday 9<sup>th</sup> Nov @7:00pm at The Plough**