



The Richard Clarke First School PTFA  
Head Teacher: Mrs Kay Hanson  
Registered Charity: 1111098

**PTFA Meeting**  
**22.09.2023. Held in school – 3.30pm**

**Minutes of the latest meeting:**

**Present:** Susie Gray (SG), Elizabeth Dear (ED), Claire Reed (CR), Charlotte Fryatt (CF), Jeanette Redfern (JR), Lauren Parkinson (LP), Ellie Robinson (ER).  
Teacher Representation: Kay Hanson (KH)

**Apologies:** Rachael Gavin, Katie Redfern, Jenny Barnes, Harriet, Laura Tomlinson, Natalie Boyce

**Minutes from the last meeting:** Minutes from the previous meeting had been circulated prior and approved. This is the first meeting of the new academic year.

**Matters Arising:**

Trip Contribution – The PTFA in recent years have made a £5 per child contribution towards school trips. This was increased last year to £15 per child to help with the cost of living crisis. The group discussed whether this was a good way to spend our funds. Over £1600 last year was used for this. The overwhelming feeling from the group was that we should no longer contribute. Trips will be canvassed by teachers in advance of booking them to determine if they can go ahead or not financially.

It was agreed that the PTFA would rather use that money to fund activities outright such as a panto. KH also raised the concern for the current Y4 class being only 14 pupils. Due to extortionate transport costs and the extremely small class, trips are coming out very expensive. SG agreed that the PTFA will look at these to hopefully help out and bring the cost down so they do not miss out.

Harvest Festival Raffle – Thursday 26<sup>th</sup> October - 2pm

Prizes?

There are some books in the cupboard.

CR to source a giant pumpkin

LP to donate a bottle of something

SG to purchase a tub of chocolates

Volunteers – SG to ask for 3 people on the group chat

Book Fair – w/c Monday 20<sup>th</sup> November -

Volunteers needed to process sales 2 per day plus teachers.

SG to ask for volunteers on the group chat

Panto – Options were discussed and it was agreed to go for Trunk Theatre – Great Fire of London production - £500. The PTFA have decided to fund this outright as a treat for the children. ED to contact Miss Hartshorne who will confirm a date and book it.

Disco – Friday 10th November 2023 3.30-4.30pm

Crisps – given out in classrooms as they go into the hall. ED to source

Squash ED to source

Marshmallows – SG to source

Sweets

Cheap Choc

Tattoos left over from last year ED to check amount

Glow Sticks - CR to source

£3.50pp. Inc non uniform day

Volunteers needed at least 7 please

### Christmas Fair?

The PTFA decided to not go ahead with a Christmas fair but instead go for an Easter fair. Too much happening towards Christmas. Going to do the annual Spring competition at the fair too to save time at the Spring Sing. Y4 to have stalls. Provisional date Friday 15<sup>th</sup> March.

### Christmas Parties - Date?

Need a Santa – must buy a beard!!

Gifts – CR?

Biscuits

Pass the Parcel gifts

We didn't provide squash last year – teachers were happier for children to drink their own from their bottles – no spillages in classrooms and no washing up for us!!

### Pay Station –

ED suggested we have a pay station on the courtyard some mornings or afternoons when we announce an event such as the disco. Have class lists to tick off payments. SG confirmed that we charged a minimum amount on a card transaction on the machine we have. The group agreed this was a great idea and hassle free. Just need volunteers to man that for ten minutes in a morning and at pick up when we announce an event.

Bank Balance? Payment agreed for reception tables. This is £1027.45. JK is awaiting invoice as not arrived in school yet. Will then forward to RG.

### **Other Business**

We need a new shed!! SG showed all a brochure. Going to cost up metal too.

KH would like new Ipads for school – approx 15. KH will price up. The PTFA agreed that this would need to be funded by having a spelling bee or similar and advertise exactly what we are raising money for.

Next meeting TBC – most communication goes via our Whatsapp group

Signed..... Date.....

