



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

PTFA Meeting Agenda
02.02.2024. Held in school – 3.30pm

Present: Susie Gray (SG), Elizabeth Dear (ED), Rachael Gavin (RG), Claire Reed (CR), Katie Redfern (KR), Charlotte Fryatt (CF), Jeanette Redfern (JR)

Teacher Representation: Danielle Austin (DA)

Apologies: Kay Hanson (KH), Emma Carter (EC), Lauren Parkinson (LP), Jenny Barnes (JB)

Minutes from the last meeting: Minutes from the previous meeting had been circulated prior and approved. This is the first meeting of the term.

Matters Arising:

SG, ED, KH, (RG sent apologies) met on Friday 26th January to have preliminary discussions for Spring activity.

Friday 15th March – Easter Fair -3.15pm – 4.45pm – Outside weather permitting!!
This is also Red Nose Day - £1 contribution for no uniform to go to Comic Relief.

Begin with an all school song – preview of the Spring Sing – to open the fair.
Invite local community too and advertise. - produce a poster and social media image. KR to arrange.

Egg Hunt – pictures of, with letters to unscramble – prize use top shop donation (ED has contacted already – Gill will see how much they are) – (ED) will design and take charge of on the day.

Tombola – small number of prizes in the medical room already – will need donations. Group decided to have a chocolate tombola and include some bottles maybe too. (CR) happy to do this. Tombola drum we used to borrow from the Coach and Horses but Rose has moved out. Need to source another – KR to have a look.

Cake Stall – donations needed – but will be ran by y4 child with some volunteer help too.

Year 4 stalls – Easter themed – children to be guided towards these – see separate list. (ED) has advised DA to contact the year 4 parents as although there is a list of stalls, they need to be communicated to and agreed by them as the year 4's are responsible for their stall including providing small prizes if required. The ptfa agreed that running a stall solo is a lot of work. Suggested that parents are asked if they are happy to assist their child, if not they could ask a y3 child to help.

Tea/Coffee/Squash? - maybe just do squash for a donation so it doesn't need to be manned.

Bar?? - overwhelming majority said no to a bar – it doesn't make money and they thought unnecessary.

Chocolate Bingo – line – full house – pfa to provide the prizes in lieu of the spring competition. This was discussed but overwhelming majority did not like the idea at all. They did not like the idea of stopping everything for a game of bingo. It was suggested we hold a bingo event though perhaps Halloween.

Craft Stall – (CF) had seen a lovely hanging decoration which she is happy to sort. Add on the year 4 crafty stalls to the same table to collaborate.

Ask local groups – Scouts – (KR) will ask, Nostalgia group (ED has contacted they will let me know), Sporting PB. (ED) will ask, ABSA – (KR) will ask

See separate table for summary and volunteers required. May need to ask staff too depending on numbers.

RG unavailable on the day but will need to arrange floats in advance.

Other dates to note:

Thursday 23rd May – Alfresco Disco – 3.30pm – 4.30pm – Outside weather permitting

Note: Some tattoos and Haribo left over from before.

Friday 7th June – Quiz Night – (RG) to arrange Tens License. KR asked if we want the fish and chip van? Also suggested that people could pre order drinks for their table to help with order quantities.

July – date tbc – Sponsored Walk

Other Business

We need a new shed asap!! - group agreed this needs to be ordered and RG advised the funds are there to go ahead now.

KH would like new Ipads for school – approx 15. KH had these priced up at approx £4k. We should communicate that this is what we are fundraising for. (DA) advised to hang fire on this as the trust are looking at technology and may have a solution.

Next meeting TBC – most communication goes via our Whatsapp group

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

Who	What	Price to play	Prizes?	Notes
Year 4				
Kate	Own Easter Tombola			
William	Target Shoot (nerf/water)			
Otto	Tattoo?			
George	Bunny space hopper race			
Amelia	Guess the number of eggs in the jar			
Sapphire	Trail / Scavenger Hunt			ED already done a trail. Need a different idea please
Dylan	Easter tin can knock down			
Tomas	Easter egg decorating comp (card/paper)			Join main stall?
Ashton	Yucky Dip			
Charlie	Easter bake sale			Take charge of the stall by asking for donations. PTFA volunteers to help on the day
Coco	Guess the name of...			
Rupert	Pin the tail on the bunny	30p a go	Closest at end wins a choc egg	
Connor	Beanbag throw/aim			

Stall	Who	Price to play	Notes
PTFA			
Easter Trail	Liz	£1	Small choc egg for completion. Liz has contacted Top Shop for these. All correct answers go into a draw to win a larger egg. PTFA to fund prize in lieu of spring comp prizes.
Tombola	Claire +2	30p a ticket or 4 for £1	Ask for chocolate donations and some misc
Cake Stall	Charlie in y4 +2 adults	Price up self	Ask for donations
Squash	Unmanned – 1 to set up	Donation tub	
Craft Stall	Charlotte +2 adults	?	Add y4 crafty to same area
Ice Cream Van	Liz has contacted	Pay direct	
Nostalgia Group	Liz has contacted	n/a	
ABSA	Katie contacting	n/a	Info only cannot fundraise
Scouts	Katie contacting	n/a	Info only cannot fundraise
Sporting PB	Liz contacting	n/a	Penalty shoot out?
Year 4 stalls x13	See separate table for details	TBC	Ask parents of y4 children to assist. If not ask y3 plus ptfa volunteers. Floats required