



PTFA Minutes
23rd May 2024

Attendees:

Lucy Mills
Louise Farman
Amy Hills
Prisha Hill
Karen Norris
Ellen Redhead

1. Welcome: We began the meeting by confirming that the bank account is now open and all signatories have received their debit cards.
2. Cheque: The cheque still needs to be reissued by the previous treasurer, who currently holds the old cheque. In order to get the cheque reissued, the Vice chair has spoken to the Finance office, who has said they'd be willing to call HSBC on our behalf. Chair has suggested we send an email that we have official documentation of us attempting to get hold of the cheque. The email would be sent from the PTFA email account, so the Vice chair will compose a message, copying in Mark Steer, Sam Spruth and all former trustees, giving a 1 week deadline for response.
3. Father's Day: We have decided to hold an after-school stall at KRS, selling all the Father's Day stock from the lock-up. Looking to sell items on the 11th and 12th June. L Mills will write up a letter to go out to parents and will create a poster to go on our FB page and on the school gates to promote the event. The Chair and Treasurer will go through the lock-up on 3rd June to see what items we have available to sell.
4. Matilda: We have been asked to provide refreshments during the school production of Matilda, which run over 3 nights - 3rd, 4th and 5th July. Funds from the sale of the Father's Day items will go towards buying stock for the show refreshments. To get an idea of how many people to expect and what we should provide/what has been done in the past, Secretary will email the Matilda Team for guidance. Chair is going to apply for a licence to serve alcohol at the events. L Mills will be the licensee as she will definitely be present at all 3 performances.
5. Volunteers: We will need help staffing the Father's Day stall and running the refreshments, so we will put out a message on the PTFA FB page.
6. Leavers: We have agreed that parents should leave after the presentations and then collect their children later. We will be looking to order some props, like frames and wigs etc, for the

kids to use whilst taking selfies. There will be a proper planning meeting to be arranged separately.

7. Next Meeting: Thursday 27th June, 7.30pm, at The Yorkshire Grey pub.