

FAIRFIELD PRIMARY PTA MINUTES– 2nd October 2019

In attendance

Jaimie Clegg (Chair), Linda Wood (Vice Chair KS1), Michelle McGibbon (Vice Chair KS2), Becky Tibbs (Secretary), Terri Tassiker-Tunstall, Becca Dunlop, Rachel Griffiths, Rob Barton, Geoff Downie, Clint Stamper, Danette Bostock, Emma Watson, Cara McCourt, Mindy Fowler, Chris Steele

Apologies

Emma Clark, Michelle Tindale, Cath Thorpe, Eleanor Moore, Fiona Blaylock

1. Feedback from Orienteering event 21st September

This was a successful event (helped by the beautiful weather), we have received good feedback. We expected about 100 attendees, however, 251 signed up on the day. People from outside the school attended and the event was well advertised (eg local newspaper). West Cumbria Orienteering Club were really pleased with the location and people have signed up to their club following the event. PFK Estate Agents provided funds for the signs and map printing, unfortunately the signs were stolen. Vegetarian options were requested for the BBQ. We need to consider this for future events, discussed we could offer a separate slow cooker of vegetarian hotdogs.

Nearly £1,000 was raised and it involved low effort from the PTA. This would be an excellent event to repeat next year and a good date/time of year. Rob requested a raffle prize/hamper as a winner has been drawn. **Danette and Cara to create a prize from items in the PTA shed, Cara to look at potential prize from the Toy Shop.**

2. Halloween party night 1st November, 7-11pm

This is an adults only night to include decorations, bar, Mojo Rising, raffle prizes, nibbles, quiz on tables, best dressed competition. We need to sell 30/40 tickets to cover costs; the limit is 70/80 people. Jaimie had the tickets printed for free and received a 'helping hands' voucher from Wilkos to support the event. Attendees will need to retain their tickets so they can be stamped when they receive their free drinks. There are Halloween decorations in the PTA shed, we are also requesting donations for materials. Suggested that we go into Wilkos/Sainsburys on 1st November to buy reduced Halloween goods.

Posters are being displayed around town, advertised through social media (school and parents Facebook pages), the Vicky Business Centre is also advertising. Suggestions included tagging people/businesses on social media, posting on the Cockermouth discussion group and contacting Billy Bowmans to sell tickets in the shop. We will need telephone numbers of ticket holders so that we can contact them if the event is cancelled.

Working group members are Jaimie, Terri, Michelle McGibbon Rachel Griffiths and Clint. On the night we will need help decorating, bar staff (3 at any time), clearing up (event finishes at 11pm, we have the room until 12pm). **Volunteer list so far: Danette - decorate, Linda - help on the night, Cara and Emma Watson - tidy up.**

Halloween dress up day Thursday 31st October

£1 to come in fancy dress

Pumpkin decorating competition Friday 1st November

Free to enter. **Terri and Danette to judge pumpkins**, prize for best in each class.

Linda to do prizes (similar to Halloween prizes last year).

Becca to do Comms - Communicate to parents/families that we are keeping the pumpkins (to be used at the adult party that evening). Names should be written on the back of the pumpkin.

Geoff and/or Gary have vans available to transport the pumpkins to the adult party venue.

3. Christmas Fayre 6th December, 5-8pm

Working group members to start planning and go through more details at the November meeting. Volunteers for the working group: Cara, Becca, Emma Watson, Linda, Terri, Michelle McGibbon, Jaimie, Rob.

- Decorations needed for the grotto, we already have lights, roll of red carpet in school. We will need the library from lunchtime on Friday to decorate, hall will be available from 3.30pm. Could decorate the walls in the hall on Thursday night.
- Need to advertise spaces for external stalls (£10 per table).
- **Everyone to start contacting local businesses for raffle prize donations.** Create a central list of donations and who has been asked on PTA Organisers Facebook Group.
- Clint suggested decorating bottles/buy a bulb that could be part of the 'light switch on' at the Fayre. Wellington farm has reusable bottles, Clint can produce the lights within 2 weeks, need to have stuff to him by 22nd November. Suggested workshop at school to decorate bottles with acrylic paints 16th November.
- Becky applying for a licence.
- **Becca/Danette to contact Ingerssons about donating a Christmas tree.**
- Carol singing outside from 7.30-8pm, carol sheets needed. Year 6 will have done carol singing in the local community so may have some sheets. **Becky to ask Eleanor about the Mechanics band playing.**
- We will need as many people as possible to help set up on Friday. Clearing up/packing away is equally as important so please ensure you clear away your own stall.

Bake off 6th December

Becca to do Comms - Free to enter, we will keep the cake and sell at the Christmas Fayre. If you wish to buy it back let us know when you enter the cake.

Jaimie to do judging – suggested categories are KS1/KS2 or Year groups (will need more prizes for year groups). Prizes last year were aprons and certificates.

Ask Jane if she can source the aprons?

Rob to lead a working group.

4. Calendar

- Halloween dress up - 31 October
- Pumpkin decoration competition - 31 October
- Halloween party for adults - 1 November
- Bake off - 6 December
- Christmas Fayre -6 December
- Cauliflower Christmas cards - **Linda organising**
- Christmas disco - 19 December

Early Years have requested that staff/parents are made fully aware of what is happening at the disco – timings/activities (nursery parents don't have Class Dojo). **Does Cath have the contact to book the DJ?**

- Valentines disco - 12 February
- Bingo - 20 March
- Easter dump - 26 March
- Carnival will either be 13 or 20 June
- Summer Fayre - 3 July
- Leavers disco -16 July

5. Accounts/funding

Jaimie requested any new school funding to be given after Christmas. Rob provided an overview of funding requests:

- KS1 Music – needs to be priced up
- STEM lab – approximately £2,500 for flooring, seating, worksurfaces, decorating, storage/display shelving to help develop this innovative project. Some external funding has been sourced but it requires the PTA's support. **Rob to forward details to Michelle McGibbon to put on Cumbria Exchange and see if businesses wish to give anything.** Becca could ask someone to help with fitting the lab when required.
- Sandpit - approximately £1,000

6. Communications

Becca and Jaimie to work on parents' newsletter to go out next week.

7. AOB

Jaimie circulated a Code of Conduct and will put on the PTA Organisers Facebook group for all members to read.

Jaimie commented that at future events, funds should go into the school safe as soon as possible after the event. The money can then be counted and countersigned by 2 PTA members to be deposited straight into the bank.

Celebration evening for school staff and governors to be held 11th October. Elected PTA committee members are invited to attend to represent the PTA.

PTA night out to be held in the New Year once the busy Christmas period is over.

8. Next meeting 6th November