

**Minutes of PTFA meeting**

**Meeting:** Community Building  **Location:** Primary School

**Date:** 6th March 2025 **Time:** 3.45pm

**Attendees:**

Jenny Garrity-Searle (JGS)

Devon Bennett (DB)

Toby Mercer (TM)

Annali Kench (AK)

Anjuman Robinson (AR)

Sarah Farmer (SF)

Jake Brundige (JB)

Dawn Brundige (DBR)

Shauna Lunn (SL)

1.0 **Welcome:**

1.1 TM and JGS welcomed everyone to the meeting. Lisa Smith, Rachel Hobson and Keith Garrity sent their apologies.

**2.0 Formalities:**

2.1 Policies to be handed out to SF and AR

**3.0 Head Teachers Report**

3.1 Mrs Edwards sends her apologies

**4.0 Parbold Village Market 27th April 2025 9am - 2pm**

4.1 Sign up lists were suggested and advised this function is available on classlist

4.2 The option of both parents helping and there being a supervised area for kids was suggested and JGS will explore this option with Lisa Smith and the venue.

**5.0 Fundraising**

5.1 None discussed

**6.0 Secondary school Council Update**

6.1 TM not send over any quotes or plans from the school council and advised the chair that the plans for the school council has been put on hold by Mrs Walters.

**7.0 Future Events**

7.1 Community Walks

7.2 Dome events (Fire Pit) – time restriction 5pm – 7pm are not available

**8.0 Actions carried forward from 06/02/25**

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| 4.2 | 06/02/25 | Volunteers for the Parbold Village Market to be confirmed and arranged | **LS, LE,** | 06/03/25 | Awaiting teacher response |
| 4.3 | 06/02/25 | Food finalising for the Parbold Village Market | **LS, KG, JGS, DB, FC,** | 06/03/25 | Not Discussed |
| 4.5 | 06/02/25 | Non uniform date to be organised and distributed to parents | **LS. LE** | 06/03/25 | Brought forward to 03/04/25 |
| 4.6 | 06/02/25 | Donations asked for from Furclemt | **AH** | 06/03/25 | Brought forward to 03/04/25 |
| 4.7 | 06/02/25 | Food Hygiene names to be passed to Jenny to organise the certification | **JGS** | 06/03/25 | COMPLETED |
| 5.2 | 06/02/25 | Your school Lottery tickets to be shared to raise more interest. | **LS, JGS, KG,** | 06/03/25 | Brought forward to 03/04/25 |
| 5.3 | 06/02/25 | Acknowledge winners of the lottery in the Newsletter and other social media posts. | **JB (Jake Brundige)** | 06/03/25 | COMPLETED by LS |
| 5.4 | 06/02/25 | Share easyfundraising on newsletter and Social media posts to raise awareness and gain more supporters | **JB (Jake Brundige)** | 06/03/25 | COMPLETED by LS |
| 6.2 | 06/02/25 | Secondary Tuck shop to be confirmed with Lisa Walters and LE times are ok with school | **LS** | 06/03/25 | NEEDS DISCUSSING WITH MRS WALTERS |
| 7.3 | 06/02/25 | Plans and ideas for the school council playground to be sent over and shared  | **TM** | 06/03/25 | Postponed TM not send any quotes over and has advised Lisa Smith it has been put on hold by Mrs Walters |
| 8.2 | 04/06/25 | Easter Bingo date and venue to be confirmed. | **LS, JGS, DB** | 06/03/25 | COMPLETED |
| 8.4 | 04/06/24 | Pancake day 4th March needs to be organised and pre ordered.  | **LS, JGS,** | 28/02/25 | CANCELLED |
| 8.5 | 04/06/25 | Sponsored Bounce-a-thon to be discussed to finalise dates and get sponsor forms out | **LS** | 06/03/25 | Brought forward to 03/04/25 |
| 8.6 | 04/06/25 | Donut week, pre order donuts, Date to be confirmed and communicated to parents | **LS, JGS** | 06/03/25 | MR Magee confirming letter, needs chasing |
| 8.7 | 04/06/25 | Fathers Day crafts to be communicated to school in plenty of time | **LS** | 31/05/25 | COMPLETED |
| 8.8 | 04/06/25 | Contact Mrs Lymath to confirm sports day and time. Communicate to parents ASAP | **LS, JGS** | 30/04/25 | COMPLETED |
| 8.9 | 04/06/25 | Canvas parents to summer fayre preferred day.  | **LS, JGS,** | 06/03/25 | COMPLETED |
| 8.10 | 04/06/25 | AGM location to be confirmed incorporated with quiz or bingo night | **LS, JGS, DB** | 06/03/25 | COMPLETED |
| 8.11 | 04/06/25 | Colour Run to be planned  | **DB** | 31/05/25 |  |
| 17.1 | 04/06/25 | Newsletter to be updated for a termly distribution and include all upcoming events and previous fundraising successes. | **JB (Jake Brundige)** | 09/02/25 | COMPLETED BY LS |

**9.0 Actions from 6th March 2025**

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| 4.2 | 06/03/25 | Explore the option of a room to supervise children at the Parbold event so more parents can help | **JGS,** **Lisa Smith** | 03/04/25 |  |
| 7.111.3 | 06/03/25 | Community Walks to be organised and shared | **AK** | 03/04/25 |  |
| 7.2  | 06/03/25 | Organise events in the Dome | **TM** | Ongoing |  |
| 11.1 | 06/03/25 | Discuss and allocate sub groups with scope and guidelines | **JGS, Lisa Smith, DB,**  | 03/04/25 |  |
| 11.2 | 06/03/25 | Chase the Food hygiene certification | **JGS** | 03/04/25 |  |
| 14.1 | 06/03/25 | Easter Bingo volunteering help needed. | **JGS,**  | 24/03/25 |  |
| 15.2 | 06/03/25 | Discuss with Jake the guidelines and content for upcoming newsletters. | **JGS, Lisa Smith** | 15/05/25 |  |

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| --- | --- | --- | --- | --- | --- |
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| 4.6 | 06/02/25 | Donations asked for from Furclemt | **AH** | 03/04/25 |  |
| 5.2 | 06/02/25 | Your school Lottery tickets to be shared to raise more interest. | **Lisa Smith, JGS, KG,** | 03/04/25 |  |
| 6.2 | 06/02/25 | Secondary Tuck shop to be confirmed with Lisa Walters and LE times are ok with school | **Lisa Smith** | 03/04/25 | NEEDS DISCUSSING WITH MRS WALTERS |
| 7.3 | 06/02/25 | Plans and ideas for the school council playground to be sent over and shared  | **TM** | 03/04/25 | Postponed TM not send any quotes over and has advised Lisa Smith it has been put on hold by Mrs Walters |
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**General Business**

**10.00 Approval of minutes from previous PTFA meeting:**

The minutes were approved as a correct record of the meeting proposed by

JGSand seconded by DB

**11.0 Any Other Business:**

11.1 TM mentioned splitting PTFA into sub groups to get more community involvement.

 Admin and Communication group

 Events Group

 Community Group –

11.2 JGS will chase the food Hygiene Certification

11.3 Annali will get a community walk organised and shared.

**11.0 Financial update:**

11.1 None

**12.0 GDPR related topics:**

12.1 No GDPR related Topics

**13.0 Social Media:**

13.1 No Social Media updates

**14.0 Volunteering:**

14.1 Volunteering help for the Easter Bingo and Parbold Village Hall is being Sought.

**15.0 Newsletter**

15.1 Spring Newsletter was sent out to all teachers and Parents with the upcoming events, past success of events and Lottery winners.

15.2 JB is happy to take over the producing of the newsletter going forward.

**18.0 Safeguarding / Health and Safety:**

15.0 No Updates

**19.0 Matters Raised**:

16.1 None

**Date of Next meeting: 3rd April 4.00pm @ the Primary Site**

Minutes taken by JGS - Secretary

Approved by DB – Devon Bennet