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| **Date:** | 8th October 2019 | **Time:** | 8.30 – 10.00pm | **Location:** | Newbottle & Charlton School |
| **Attendees:** | Vanessa Kelly (VK), Sarah Alexander (SA), Julia Rands (JR), Sarah Smith (SS), Pete Smith (PS), Sarah McLaren (SM), Lucy Stock (LS), Vicky England (VE), Liz Peel-Yates (LPY), Louise Coopman (LC), Nicola Watson (NW) | | | | |
| **Apologies:** | Debbie Bolam (DB) | | | | |

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| **1.** | **Chair’s Welcome** | **Comments** | **Action** |
|  | All welcomed to the meeting | Minutes of previous meeting approved and signed. | **VK** |
| **2.** | **Treasurer’s Update** |  |  |
|  | Money still to be collected/counted for:   * Bags2School * Film Night | There appeared to be an increase in Bags2School donations so delivering bags to households in Charlton clearly worked. This should be repeated for the next collection.  Different payment systems were discussed for future events to stop the need for cheques. SA looked into card payment machines but this could be onerous for Sheila to manage payments and parents would have to come to school in person to pay so not ideal. SS to investigate whether PTFA can have a separate School Money account for online payments. | **VK**  **SA**  **SS** |
| **3.** | **Forthcoming Events** |  |  |
|  | **Mufti Day** | **Friday 25th October**  GD to prepare the standard mufti flyer and GiftAid form to go out Friday 18th October. A reminder to go on Classlist on Thursday 24th October. | **GD**  **VK** |
|  | **Bags2School** | **Tuesday 5th November**  Leftover bags from last collection to have their date changed and be used for other village collections with a parent collection point – Hinton (LS), Evenley (VE, SA) & Aynho (LC). PTFA members to distribute bags around the villages. VK to include a reminder on Charlton Chat FB page. | **LS, VE, SA, LC**  **PTFA**  **VK** |
|  | **Winter Disco** | **Friday 8th November**  LS is Team Leader for this event. GD to prepare the form (with addition of no high heeled shoes or mobile phones) to go out Friday 25th October (return Tuesday 5th Nov). Price to be amended to £5 per child. SS to ask Polly to make the pizza and cookies. SA to check on stocks of flashing toys and purchase eco-friendly glowsticks and sparklers if possible (but no tiny batteries) and tattoos. Lucy to request for 10 helpers, including nail painting and tattoos. PS to be the DJ and school lights can be used. | **LS**  **GD**  **SA**  **SS**  **PS** |
|  | **Christmas Mufti** | **Friday 22nd November**  Children can wear Christmas jumpers and festive clothes in return for bringing filled kids jars, bottles, toys for the kids tombola. |  |
|  | **Community Christmas Fayre** | **Saturday 23rd November**  A new event combining the village craft market with the school Christmas Fayre. To be held at school, 1-4pm. VK & NW are team leaders. VK is working with Sam Williams to design a poster and FB ad to be used online and sent out to parents. External stalls £10 + a raffle prize. 10 signed up so far.  SS to ask Polly to make sausage rolls, mince pies and shortbread biscuits. Tea, coffee, hot choc & mulled wine also to be served in the cafe, plus sell school branded reuseable cups.  NW has approached companies for raffle prizes. PTFA members to approach their local pubs for vouchers. The raffle will be drawn nearer to Christmas (perhaps 13/12). VK to get lottery licence and arrange ticket printing.  Children will make crafts at the Fayre – helped by staff. SS to ask Mrs Williams if the choir could perform and if Lady Hayter will hold the pudding raffle.  SS to ask Santa if he will help again and purchase 100 books and choc lollies, VK to arrange wrappers. VE happy to be Santa’s elf if the role is shared with another. | **VK/NW**  **SS**  **NW**  **VK**  **SS**  **SS, VK**  **VE** |
|  | **Christmas Film Night** | **Friday 6th December**  DB suggested that ‘Chronicles of Christmas’ is a good film. Film Night team leader to be found. They will prepare some choices for Pupil Parliament meeting (via Mrs Thomas) nearest the time. PS confirmed that films can be shown via Netflix or Amazon at school so DVDs shouldn’t need to be bought. GD to prepare the form to go out Friday 29th November (return Wednesday 4th Dec). Team leader to check what is on the lunch menu and decide on sausages or fish fingers to avoid a clash, check numbers with Sheila and buy food, VK to prepare the popcorn and jelly. Team leader to arrange for 4/5 helpers. | **GD**  **VK** |
|  | **Christmas Wreathmaking** | **1st Week December**  SM to ask her sister to run the event. Team Leader to be found and date to be confirmed at next meeting. | **SM** |
| **4.** | **A.O.B.** |  |  |
|  | **PTFA Shed** | LPY is investigating options for a 8 x 10 foot shed through work. | **LPY** |
|  | **Future Events** | Love Labels Fashion Show – for Spring term. VK will update at next meeting.  Quiz Fish & Chips Night – Saturday 1st February. SS to arrange the quiz with her father. Howells Fish & Chip van to be invited. | **VK**  **SS** |
| **5.** | **Next PTFA Meeting – For Community Christmas Fayre** | **WEDNESDAY 6th NOVEMBER, 7.30PM, NEWBOTTLE & CHARLTON SCHOOL** |  |