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| **Date:** | 9th October 2018 | **Time:** | 8.30 – 10pm | **Location:** | Newbottle & Charlton School |
| **Attendees:** | Vanessa Kelly, Sarah Alexander, Julia Rands, Sarah Smith, Pete Smith, Eleanor Bland, Nicola Watson, Lianne Palmer, Julie Kilby, Barbara Charlesworth |
| **Apologies:** | Kim Wiseman, Vicky England, Gemma Davis, Sam Williams |

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| **1.** | **Chair’s Welcome** | **Comments**  | **Action** |
|  | All welcomed to the meeting, especially new attendee Julie Kilby. | Minutes of previous meeting approved and signed. |  |
| **2.** | **Treasurer’s Update** |  |  |
|  | Recent events:

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| Film Night | £273 |

 | The refurbished library has opened and looks fantastic.Projected fundraising is unlikely to cover every item on the list. School/PTFA prioritised the requests as follows: * 8 x iPads (c. £2600)
* 3D printer (c. £1340)
* Storage shed for PTFA items (c. £500)
* Sports shirts (using funds from FreshStart)
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| **3.** | **Recent Events** |  |  |
|  | **Film Night** | **Friday 5th October**A fantastic start to the fundraising year, very well attended and good profit made. Excellent teamwork on the shopping, cooking, helping and clearing up. The walk to Brownies/Rainbows went well. The toilet needs of some new reception children was of slight concern. SS will ask Miss Dooley to speak to relevant parents about accompanying their children on toilet breaks next time.   | **SS** |
| **4.**. | **Forthcoming Events** |  |  |
|  | **Sponsored Bike Ride** | **Sunday 14th October**With some cajoling, the numbers are up to 32. SA has got the sweets for tuck shop. SS will get energy bars and flavoured water, JR to get milk. SA will get tea & coffee from cupboard. VK will open up the Pavilion. Decided that uniform sale won’t be needed. Helpers for registration/ refreshments and recording laps are VK, JR, Julie K, PS, NW. JR/VK to confirm the time slots for children and issue sponsor form. JR to prepare certificates to be given out at 19 Oct Assembly. | **SS** **JR****VK****JR/VK****JR** |
|  | **Mufti Day** | **Friday 19th October**Gift Aid form to be sent out Monday 15th October. | **JR/GD** |
|  | **Winter Disco** | **Friday 2nd November**Craig Hatter will run the disco with Miles’ equipment. EB to purchase glowsticks and sparklers. JR/GD to arrange for forms to be produced and sent by Friday 19th October, including an idea of what items will cost to guide parents on how much money to give to children. JR ordered glow items. SA to buy more tuck shop items. GD to ask Tasha Bishop if she’d come to do arm painting. SS to ask Polly to provide pizza and cookies (bigger portions). | **EB****JR/GD****SA****GD SS** |
|  | **Bags2School** | **Wednesday 7th November**Bags will be issued when they arrive and reminders sent. | **School** |
|  | **Wreathmaking Workshop** | **Friday 30th November**Date chosen from Bev’s suggestions. The ticket price will include a glass of mulled wine. Flyer to go out asap before other wreathmaking events are publicised. | **VK** |
|  | **Let’s Make Christmas Mufti** | **Monday 3rd December**Children to make a craft item and wear their own clothes in return for bringing a tombola toy, bottle or Secret Santa gift. | **School** |
|  | **Christmas Fayre** | **Wednesday 5th December**Nicola will organise the raffle prizes. Polly will provide sausage rolls, mince pies and cakes (not flapjacks). JR to arrange the colouring posters with GD to go out before half term. Use the Poundworld items for small prizes and party bag items for jars. Other actions to be discussed at next meeting. | **NW****JR/GD** |
|  | **Christmas Film Night** | **Friday 7th December**JR to send a selection of films to be chosen by School Council. JR to work with GD on the form to be sent out Friday 30th Nov, to be returned Wednesday 5th Dec. | **JR/GD** |
|  | **Nativity Photos & Refreshments** | **Wednesday 12th December**Nicola and Kim will run the refreshments again – mince pies & mulled wine. VE to take the photos on 7th Dec, VK to process ready for performance. Issue raffle tickets for numbered seats so that queuing parents can get refreshments without losing their place. There will also be a raffle. | **NW/KW****VE/VK** |
| **6.** | **A.O.B.** |  |  |
|  | **Classlist messaging** | Claire from Classlist came to the meeting and answered questions. She also sorted out the year/class issues and gave suggestions for how to get more parents to use the app.  | **ALL** |
|  | **School Apple Juice**  | VK took the apples and provided the details for the label. KW picked up the 200 bottles of juice, stored with EB. JR/GD to sort out the order form and poster for use at events. £4 each, 3 for £10. | **JR/GD** |
| **7.** | **Next PTFA Meeting**  | **TUESDAY 13TH NOVEMBER, 8PM, ROSE & CROWN** |  |