

1. Welcome & Intro:

- Any absences – Libby Soper, Chantelle Ford, Collette Stephenson
- Present – Alex Haig, Bex Williams, Danika Smith, Ami-Lou, Amy Buttle, Julie Morton, Vicky Merchant, Gemma Bowling
- Already met with Libby and Fi – our main dates for the year have been agreed and are in the diary.
- Please welcome Gemma who will also be assisting us. Will also really help when Libby is not available to attend meetings.
- PFA made a profit of £2,000 in our first year. This year we want to aim even higher.
- Need to revote for positions within the PFA. Ideally all members need to be present. Also, important to hold a meeting once a month where the majority of members are able to attend. **ALEX TO ACTION.**

2. DBS:

- All PFA members who can commit to regular events and volunteering, need to apply for their DBS through school.
- School will pay.
- Anyone who needs their DBS please message Bex with your full name, date of birth and email address. Bex will pass this information to Gemma who will get the process started. **BEX TO ACTION.**

3. Tuck Shop:

- Next one to be held on Friday 6th October – Pic n’ Mix sweet bags.
- Continuing to charge £1 per bag.
- Sweet packing party next week – location and time to be confirmed. **BEX TO ACTION.**
- Sweets to be included – white mice, marshmallows, gummies (mixture of fizzy and regular), flying saucers.
- A few allergy bags to be prepped but not a large number as they have not been required during previous sales.
- A minimum of 6 volunteers are required, 230pm to 345pm. A message will be sent out for volunteers. **BEX TO ACTION**
- Dojo post promoting tuck shop to be sent out next week. **LIBBY TO ACTION.**
- Going forward we will not run a tuck shop if the weather is very poor, but the plan is to source/buy a gazebo for PFA use going forward.
- Julie has gazebo which we could potentially borrow for the time being.

4. Reception Phonics & Maths Afternoon:

- Alex and Bex will be doing a short presentation to introduce the PFA.
- PFA will be providing refreshments for all attending.
- Refreshments to include – teas, coffees, biscuits. Enquire with Penny the cost of providing traybakes. **BEX TO ACTION.**
- Will create sign up sheets so parents can register their interest in joining the PFA. (Will have them at the presentation and also in the Office). **BEX TO ACTION.**
- Libby and Gemma to act as points of contact.
- Any PFA spends will always be noted in the group for transparency purposes. All members can request to view PFA finances at any time.

5. Halloween Discos:

- To take place on the 25th October 2023 – this year all to be organised and run by the PFA.
- 4 separate discos: Nursery at 10am, Reception and Year 1 315pm to 4pm, Years 1 and 2 415pm to 5pm, Years 4, 5, and 6 515pm to 6pm.
- Ticket price - £2. To be paid via ParentPay. There will be the option to buy tickets on the door, but this will not be advertised. Also discussed the idea of adding a 'Pay it Forward' Option on ParentPay to all our events. This will enable parents to donate towards a pot of money that can be used to help families that might need financial assistance paying for events etc.
- A goody bag will be included in the ticket price for nursery children. To contain little Halloween toys etc. **NO EDIBLE ITEMS.**
- Nursery Disco to be solely run by PFA – will have parachute, bubbles, balloons, and games etc.
- Discussed the idea of having a face painter – agreed that an entertainer would be the preferred option on this occasion. Research entertainer options. **ALL PFA MEMBERS TO ACTION.**
- Tuck Shop items: Fruit Shoots (30p), Crisps (20p), Halloween Pick 'n Mix (50p).
- Decorations – to include cobwebs, skeletons, fairy lights.
- Fairy light curtains to be purchased as can also be used for future events. **ALEX TO ACTION.**
- Create a balloon arch. **AMY B TO ACTION.**
- Music – will liaise with the entertainer but will prep a playlist. **BEX TO ACTION.**
- Can have a Monster Mash competition e.g. best dancer. Medals to be purchased. **ALEX TO ACTION.**
- Photos – will have a volunteer in charge of taking photos. Will put a tick box on ParentPay so parents can give photo consent.
- Discussed idea of holding a pumpkin carving competition. Bring your pumpkin to your disco and a prize for 1st, 2nd, and 3rd in each age group.
- Volunteer rota to be created. **BEX TO ACTION.**

6. Christmas Fair:

- To be held on Wednesday 13TH December, 3pm to 6pm.
- Pitch for market holders - £15, and then 20% of takings.
- Looking for a variety of businesses to attend. Ideas include cheese, gifts (including items kids can purchase), ceramics, jewellery, home décor, candles/wax melts.
- License for alcohol – people can purchase tokens which they can use for the mulled wine.
- Raffle – ask local businesses. Need to be sensitive as to who we approach as we do not want to be repeatedly asking the same people. **ALL PFA MEMBERS TO ACTION.**
- Tombola – kids and adult tombola.
- PFA to run mulled wine and refreshments, Raffle and Tombolas.
- Games? Do we have games this year? Can discuss with the Junior Leadership Team. **ALEX TO ACTION.**
- Decorations – research and see what we can get hold of. **All PFA MEMBERS TO ACTION.**
- Santa's Grotto – held in the Staff room (Gemma to check) as space is a challenge. 'Story Time with Santa' – parents book a 15 min timeslot on ParentPay and children get taken down to the grotto together, have a story and then get their present. More efficient and enables more children to visit Santa this way.
- Present idea – books as non-gender specific.
- Need a balloon arch, Santa and three elves. Plus full grotto décor!

7. Other Fundraising Ideas:

- Clothing donation drive – organise for first week back after half-term.
- Sponsored traveling to school.
- Sponsored read.

8. Any Other Business

- Social media – Ami-Lou to take the lead. Alex and Ami to have a meeting next week to finalise and publish website and socials. Also, to create a Marketing Plan. **ALEX AND AMI-LOU TO ACTION.**

9. Conclusion:

- Actions reviewed.
- Christmas market meeting last week of half term. Date to be agreed. **ALEX TO ACTION.**