

PTFA Meeting Agenda 4th July 2023

Attendees: Kim, Katie, Steph, Mel, Lisa, Mrs Loader, Jacqui, Jenny

Apologies: Ceri, Paula, Amanda, Julie, Gabi, Rhian

Review of previous minutes and follow up actions:

- Confirm with Ceri what Tesco she's contacted for the fruit donation for the smoothie bike.
- Steph to send contact details for Morrisons contact to Ceri.

Disco:

- School felt it was well managed this time, an improvement on the last disco.
- The one in one out system worked and the queue was reduced.
- Sending the forms home beforehand was successful.

Main Sports Day:

- Possibly going to be cancelled – if cancelled, looking at 13th July for re-arranged date.
- If it's to go ahead (6th July), Ceri, Scott and Ceri's mum to run the refreshments.
- Refreshments to be set up immediately inside the gate roadside.
- Brew Child: still to be confirmed if they will be at the sports day. Mrs Loader to finalise plans with Brew Child directly and confirm to PTA if they will attend. PTA can then advertise via social media.

Summer Fayre:

- Mrs L has previously confirmed the stalls that will be at the fayre from the school (see below for full list)
- Confirmed that there is no cake stall, only welsh cakes
- If any of the PTFA have donations for school uniform, tombola or book stall, they would be appreciated, but no need to request donations from elsewhere. Action: all
- The school will provide a small freezer for the ice creams/lollies and urns for the tea/coffee.

- Stalls will be:

External

- Ty'r Gwrhyd
- Bike Stall
- Busy Bee Cake House
- NPT families
- Raw Welsh Honey candles

School

- Bric & brac
- Various games
- Make your own slime
- Loom band bracelets
- Framed photos
- Playdoh pots
- Suncatchers
- Homemade bookmarks
- Lemonade
- Biscuits and welsh cakes
- Fruit kebabs

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- Nail painting, glitter tattoos, face painting
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- PTFA
 - Refreshments (ice creams/lollies, teas/coffees/sift drinks, crisps, chocolate/sweets, hot dogs)
 - Second hand books,
 - Tombola / Teddy Tombola
 - Smoothie Bike
 - Uniform swap shop
 - Hamper raffle
- Yr 6 are able to borrow the PTFA lollipop holder for their game if required (stored in hall cupboard)
- Mrs Loader has uniform in 'lost property'. Need to check if there are names, if not, they will be donated to the Uniform swap shop, Mrs L to confirm.
- Lisa to collect the additional uniform donations and the 'lost property donations' from school (Target Friday) and prepare for the fayre
- Agreed that Uniform swap shop will be donations only, no fixed prices.
- Considering a teddy tombola as well as normal – or merge if not enough items.
- Set up – can bring cars onto the yard at 2pm, but need them off the yard by 2:30pm.
- Stallholders can remain after 2:30, to continue set-up.
- PTFA can go into the hall earlier, from 1:15pm, if required to prepare.
- In the event of poor weather - School has 9/10 green gazebos in the event of poor weather, but not weighted.
- Canopy on Derbyn, also meithrin area.
- If nice weather not sure can move the tables with chairs attached outside. Could set them up in the hall, for people to sit and eat/drink.
- Queried whether any other things going on such as choir singing? Mrs Loader stated did consider having children with instruments to play in a group but they are involved in stalls.
- Considering any potential entertainment alongside the stalls. Discussion regarding potential for animal holding, something which of no cost.
- Agreed to use a token system for the tombola, as it's easier. Nia to purchase tokens.
- Confirmed there are currently 7 volunteers from the PTFA - Kim, Steph (3:30), Mel, Jacqui (3:30), Jen, Nia, Katie (3:30)
- Jacqui will collect the smoothie bike and have training, as a van might be needed. Jacqui will then man the stall on the day.
- Discussion had regarding milk and whether an alternative milk can be used, semi-skimmed and soy potentially. Also need to confirm if more than one jug will be available for used with the bike. Mrs Loader to confirm what allergies there are at the school currently.
- Teachers may possibly be able to support with selling raffle tickets
- Drinks – have tea/coffee from the Eisteddfod, have crisps from the disco, need to check what sweets / chocolates we have left (minimal).
- Ice creams / lolly pops – who can purchase? Jacqui can get 140 tip-tops in a box, £0.06 pence each. Nia to purchase. They can be purchased and put in the school freezer from Monday.
- Mel to finalise poster, send to school asap to check Welsh translation

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- Year 4/5 been doing enterprising activity, done a presentation. They are aware they will have to pay £10 for the stall, or if we said £10 from year 6, and 4/5 have some stalls, because they need to learn that that is business.

Tea Towels

- Mrs Loader has had them – children have done them for the most part.
- Hoping to have it done in time for link to be received prior to the end of the term. Need the link before the end of the year.
- Tea towels will be per year group.
- Mrs Loader asking PTA to come and check if we have to split them into year groups. Mel to check with the company.
- We won't physically have them by the summer fayre, parents have to go onto website to order, but will be delivered to the school
- 6 to 8 week lead time for delivery – concern if they were to be delivered in the school holidays
- Mel to look into whether we can change the delivery address. Jacqui stating could have them delivered to the shop, Kim offering to store.
- If year 6 purchase them and they have left – a parent can collect and distribute (Steph stated happy to do it)

Dragon Bags

- Mrs Loader confirmed no clothes donations received as yet.
- Confirmed box will be emptied when full – PTA just call company when full and they will send someone to collect. Think number for the company is on the box – office to phone when box is full. If that is not possible, Nia happy to do if school notify.
- Poster to be circulated again – possibly September.

Uniform Swap Shop / Eco Committee

- Nia not yet had email from Mrs Phillips (Eco committee). Mrs Loader to provide Nia with Mrs Phillips' contact details.
- Mrs Loader would like small clothes rack accessible, so that uniform can be displayed and can be taken whenever parents visit the school.
- Nia – saw something about a school reporting their uniform swap shop went better after it went online, takes away stigma of doing it face to face. Something to look in to further in September.

Leavers' Donation

- Lisa confirming donation hasn't yet been processed.
- Mrs Loader will check with Mrs Rees tomorrow regarding how to make this donation.

Bath Trip

- Always goes well, need to book it soon.
- Steph advising a date shortly after pay day date.

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- Bath market sruns 23/11/23-10/12/23.
- Agreed to go for 2/12/23.
- Nia has requested quote from Cymru Coaches, as they were great last year.
- If quote is not drastically different to last year, agreed Nia can go ahead and book.

Next meeting

- Don't have one in the summer holidays
- Meeting schedule has been working, but on occasion felt like rushing through as had a lot on.
- Discussed the possibility of an August meeting to plan of the coming year, good idea but issues with people's availability.
- Mrs Loader would like a list of what we would like to plan, split into terms and have it a bit more balanced as had a lot close together this term.
- List of planned events over the year, x2 discos, summer fayre, Bath trip, etc.
- Look to put a plan together and to share with everyone to review and agree in September.
- Nice to do something else for the children and spread things out a bit more across the year.
- AGM will be 12th September 2023 at 7pm at the Welsh House. All will step down and re-elect, once all that done then have a usual meeting.

A.O.B:

- Mrs Loader – did a questionnaire with some of the children, year 5 and down, some suggested like more seating area on the yard
- School have applied for Tesco funding (token scheme in store) and made an application for grant and they have asked if PTFA would match fund it. PTA generally happy to match fund, but formal request to be brought to next meeting.
- Max match funding would be up to £1500.
- Mrs L suggested having a non-school uniform day next year, where children bring in an item (toy, sweets, etc) in exchange for the non-uniform. The items can then be used as gifts in a game/tombola, etc at one of the fayres.
- From September, would be nice to have an aim as to what raising money for, positive if what the children are asking for and also in line with the school's development plan, improving the provision.
- Important for parents to understand where the money is going. The information is provided, been in the newsletter.
- *Post meeting note: Lisa and Jacqui have confirmed that they should be available to support the refreshments stall in the Meithrin Sports day on 14th July.*

Action Tracker:

No.	Description	Who?	Due date
1	Speak to Ceri and confirm which Tesco have agreed to donate for the smoothie bike	Nia	07 th July
2	Contact details for a Morrisons contact to be shared with Ceri	Steph	ASAP
3	Confirm whether Brew Child will be in attendance at the sports day	Mrs Loader	TBC
4	Provide donations for tombola/teddy tombola and book stall	ALL	12 th July
5	Freezer and Urns to be made available for PTFA use during the summer fayre	Mrs Loader	12 th July
8	Yr 6 can borrow the PTFA lolli stand if they'd like	Mrs Loader	12 th July
9	Confirm what 'lost property' school uniform can be donated to the Swap Shop	Mrs Loader	07 th July
10	Donated uniform to be collected from the school and prepared for the fayre	Lisa	7 th July

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11	Search for potential dwell time entertainment for the fayre (e.g, animal holding, etc)	ALL	ASAP
12	Purchase tokens for tombola stall	Nia	7 th July
13	Contact smoothie bike providers to arrange collection and confirm whether they have 2 jugs that can be used	Nia	6 th July
14	Collect smoothie bike and complete required training	Jacqui	11 th July
15	Confirmation of which allergies there are in the school population currently	Mrs Loader	ASAP
16	Purchase ice creams/lollipops for the fayre	Mel / Nia	12 th July
17	Purchase hot dogs and rolls for the fayre	Nia	12 th July
18	Review how many sweets/chocolates are left over and purchase more if required	Nia	12 th July
19	Finalise poster for summer fayre, to include external stalls and send to Mrs Loader for translation.	Mel	7 th July
20	Confirm with Tea Towel company whether the pictures need to be split into year groups and whether the delivery address can be changed	Mel	7 th July
21	Share contact details for Mrs Phillips / Eco committee with Nia	Mrs Loader	ASAP
22	Provide details to Lisa of how to transfer money for the leavers	Mrs Loader	ASAP
23	Follow up with Cymru Coaches and book shopping trip	Nia	ASAP
24	Create plan of events for the 23-24 school year and share with committee for review	Nia	End August
25	Create funding request form	Nia	ASAP