

## PTFA Meeting 15<sup>th</sup> March 2018 at 5.15pm

In attendance;

1. Vena
2. Raj
3. Shamila
4. Soniyah
5. Kunbi
6. Sat
7. Manjit
8. Mrs McNaughton
9. Helen Roddy

### AGENDA

#### 1. Valentine's Day Sale

The event generated a total of £366, with the sale of roses raising £88, the cake sale £222 and the holiday club activities (hair braiding and nail painting) £56.

It was suggested that the next cake sale should include the sale of milkshakes, as Year 6 did this for their Enterprise Week and it proved to be popular among the children. All the ingredients and the blender were brought onsite and the shakes were made at the point of sale. It was also suggested that the PTFA should organise a cake sale every half term to raise funds, as the previous one was successful.

#### 2. Upcoming Events:

##### a) *Cake Sale*

The next one will take place on

- Monday 26<sup>th</sup> March – selling cookies and milkshakes at 3pm (hosts: Shamila & Soniyah) and
- Wednesday 28<sup>th</sup> March 2018 – selling cakes at noon (hosts: Vena & TBC)

##### b) *Easter Egg Raffle*

As in previous years the teachers will donate eggs and the children will be buy raffle tickets at 50p per strip. However, wins are limited to one per child – where a child has more than 1 winning ticket, they are encouraged to nominate another child to receive the other win in their place.

Raffle tickets are already on sale. Vena has received some Easter egg donations and will bring these in.

Shamila volunteered to assist the school set up the "Sign-up Genius" with which parents could indicate what they will donate.

#### Actions:

- School to provide letters with which the PTFA can make requests for donations from fruit and pastry shops.

- Razia to design flier for the cake/biscuit day to go in the newsletter
- Vena to draft wording for Clarion Call messages to be sent to parents requesting donations of cakes, biscuits, milk, Nesquik, ice cream, soy milk
- Shamila will liaise with Mrs Roddy to confirm whether the “Sign-Up Genius” can be adapted for the school’s use. Initial concerns are around the data protection rules by which the school is caught.

**c) Summer Concert**

The annual concert will hold on Tuesday 8<sup>th</sup> May 2018 at 6.30pm. The various clubs will make presentations, showcasing their skills/talents.

**d) Teacher’s Appreciation Day**

The 9<sup>th</sup> May 2018 is National Teacher’s Day. To commemorate this, the PTFA will show their appreciation to the Ursuline Teachers & Staff on Monday 14<sup>th</sup> May 2018, by setting up a nice lunch, to which the Teachers & Staff can help themselves during the course of the day, at their convenience. Staff strength is 25, including 1 vegetarian.

**3. Finance**

Balance brought forward: £4,675.29

Income from Val’s day sale: £366.10

**TOTAL - £5,041.39**

**4. AOB: Mini-bus Usage**

The school mini-bus was leased jointly by both schools. The £3,000 paid annually by the PTFA, covers expenses such as the cost of the lease, annual insurance and weekly swimming trips. Additional usage is charged at £100 per trip, which is borne by the school.

Action;

Mrs McNaughton to confirm what the requirements are, were the PTFA to organise a trip at the weekend for the children, using the mini-bus (for instance, on a day trip to the seaside).

**5. Adjournment**

Meeting ended at 5.55pm

Next Meeting

- Date: 19<sup>th</sup> April 2018
- Time: 5pm
- Agenda: Summer Fair