



Coldfair Green Primary School Parents & Teachers School Association Minutes

19th March 2019 @ 1515hrs

Attendees: Mrs Kitson (Counter Signatory)
Mrs Sadler
Mrs Edmunds
Ms Chinery
Mrs Fewkes (HT)
Mrs Cartwright
Mrs Yates
Mrs Prior
Mrs Squirrell (Secretary)
Pam Wallis (Chair of Governors)

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| 1 | <u>Welcome and Apologies</u> |
| 1.1 | The Secretary welcomed all to the meeting |
| 1.2 | Mr Hazelwood sends his apologies |
| 2 | <u>Pecuniary Interests</u> |
| 2.1 | Mrs Yates is a parent governor at the school. |
| 2.2 | Mrs Fewkes is on the Management Committee for Primary Partnership of UEA. |
| 2.3 | Mrs Fewkes is Chair of Governors at Costessey Junior School |
| 2.4 | Pam Wallis is Chair of Governors |
| 3 | <u>Easter Event</u> |
| 3.1 | Finalise plans for the event |
| 3.2 | Finalise details for the Easter bake competition |
| 3.3 | Confirm helpers available on the day |
| 3.1 | <p>Stalls –</p> <p>Easter Tombola - 5 tickets for £1. Rachel & Anna volunteered to label up tombola prizes (directly after meeting on 19th).</p> <p>Rachel volunteered to create a poster promoting the Tombola and Easter Bake competition. Rachel will email the poster to Mrs Fewkes for printing (for book bags) and Mrs Fewkes will also upload it to the website.</p> <p>Easter cakes and tea/coffee stall – 50p per slice or cupcake, £5 for a whole cake. Tea/coffee 50p per cup. Tea/coffee supplies OK. Hayley will buy 4 pints of milk.</p> <p>Raffle – Hamper to be made up from donations. Anna to source hamper basket. 50p a raffle ticket.</p> <p>Guess the name of the bunny/guess the rabbit hole. 50p a go or 3 goes for £1.</p> <p>Guess how many eggs in the jar – Anna to sort. The school have kindly given us a £10 Co-op voucher we can use to purchase the mini eggs for this.</p> <p>Bag stall – Hayley's contact. A charge of £5 to be made for any outside stall holders.</p> |

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| | <p>6 x £20 floats needed (including 2 floats for the tombola to help minimise queues). Takings to be counted up, signed for and put in the safe directly after the event. Treasurer to be responsible for this. Set up from 2pm onwards. In the main hall.</p> |
| 3.2 | Easter bake competition – children to bring in cakes on the morning of 26 th . School council to judge them in the afternoon. The prize will be an Easter egg from the donations. Kitchen Team will cut up cakes and put on trays ready for the cake sale. |
| 3.3 | All present at the meeting have volunteered to help on the day (apart from Dee who is not available that day). Sara can help until 4.30pm. |
| 4 | <u>Meeting times</u> |
| 4.1 | Discuss alternating meeting times |
| 4.1 | Alternate meeting times – directly after school at the school and at The Parrot at approx. 7pm. Start time can be flexible. Everyone at the meeting agreed on this. |
| 5 | <u>Summer Fete</u> |
| 5.1 | Set a date |
| 5.2 | Planning and stall ideas |
| 5.1 | <p>The suggestion of running it directly after sports day had mixed reactions. Overall it was felt that holding it on a separate day would be better. Mrs Fewkes agreed that a weekday is possible with teaching finishing at midday so that the fete can commence in the afternoon. Friday 19th July was agreed. However, Jo Hall and Mrs Fewkes have since realised that this coincides with the Latitude trip so we need to rethink. Mrs Fewkes will suggest a few suitable dates ASAP. Possibly Thursday 18th or Monday 22nd July. TBC.</p> |
| 5.2 | <p>Cara suggested a talent show. 3 minute slots or similar. Hayley volunteered her husband's sound system to use on the day. Mrs Fewkes also suggested a disco could be set up in the shelter area. Other ideas - something for visitors to watch such as a martial arts demonstration, folk band, school children to sing, maypole dancing. Very open to suggestions. To discuss further at the next meeting.</p> |
| 6 | <u>School website and promotion</u> |
| 6.1 | Update PTA section of website |
| 6.2 | Use school noticeboards and the chalkboard |
| 6.1 | <p>Mrs Fewkes has kindly agreed to remove the old information currently on the website and upload updates on our behalf. Jodie is to also send the meeting minutes to Mrs Fewkes for uploading. Jo Hall in the school office can also send text updates and reminders to the whole school on our behalf.</p> |
| 6.2 | <p>Keep noticeboards up to date with posters and what's on details. Use the chalkboard at school to promote events. Display in the playground the day before an event.</p> |
| 7 | <u>Fundraising</u> |
| 7.1 | Update/ideas |
| 7.1 | <p>Anna mentioned this website for fundraising accessories – www.peeks.co.uk/fundraising - might be useful for purchasing collection boxes and buckets.</p> |
| 8 | <u>Date of Next Meeting</u> |
| | Tuesday 30 th April at 1515 at the school |