

Minutes of Bishop Tufnell C.E. (Aided) Infant School

Parent Association Meeting Held on Monday 12th October 2015

		ACTION
	<p>Present/Introductions</p> <p>Denise Edwards, Vicky Davis, Karen Bradbury, Charlotte Caspall, Tracy Gillan Greed, Zoe Peacock, Nelly Walsh, Helen Byne</p>	
1.	<p>Apologies</p> <p>Claire Rhoades, Laura Floodgate, Lorien Miller, Nicola Taylor, Hannah Goose, Lucy Bone, Alex Buttle, Olivia Cameron, Donna Powell</p>	
2.	<p>Elect Vice Chair</p> <p>Denise Edwards confirmed Donna Powell stepped down as vice chair due to other commitments. DE stated Vicky Davis has offered to help in the interim period and Mr Morton had agreed. DE asked if anyone else would like to take up the position. No one else in attendance wanted to.</p> <p>All present agreed to inform all parents that the vice chair position has become available and if no one else comes forward Vicky Davis will take up position. However ZP pointed out that the constitution would need to be looked into and changed accordingly as currently states position to be filled by a BTI parent.</p> <p>DE also stated the Treasurer position still needs to be filled.</p>	
4.	<p>Christmas Fair</p> <p>ZP will provide DE with copy of stalls and profits from last years fayre</p> <p>18 stalls to be run again the same as last year with new additions being Reindeer food bar and Hook a candy cane as an alternative to hook a duck. CC to look into costing of reindeer food bar and source baby food jars to use.</p> <p>DE listed stalls and potential helpers to man them. Helen Byne offered to run chocolate tombola as she did last year. Face painting at summer fair and Mrs Jones offered to do again and need to purchase more green and red face paint.</p> <p>DE and VD listed businesses that have been approached for raffle donations and others businesses were added to the list my suggestions made of people present at the meeting.</p> <p>ZP has made contact with some family attractions and will follow up with letters. DE and VD asked for other to contact some businesses and split the list accordingly.</p> <p>Group agreed bauble making activity for children to run and supplies need to be checked and purchased if necessary</p> <p>DE to ask co-op funeral care if they are willing to man the drinks stall again as part of their community work. DE will also ask Mrs Polgate about possibly of a plant donation to run a plant stall this year</p> <p>DE stated private stalls letters have been given out to 7 people and</p>	<p>DE</p> <p>CC</p> <p>DE and all who offered to contact the people on their list</p> <p>DE</p> <p>DE</p>

	<p>awaiting forms to be returned.</p> <p>DE will enquire with Dean Brockwell about replacing tea urn as was damaged at the summer fete and the school don't currently have one.</p> <p>DE stated Santa had been booked and suggested the price of the grotto to be increased from £1.50 to £2. DE will look into what gifts can be sourced for each price and a decision will be made at the next meeting.</p> <p>DE said that Mr Morton to ask teachers for their help on the day.</p> <p>Confirmation of donation days 6/11 – Adult tombola and children tombola BTI and BTJ 13/11 – Chocolate and Filled Jars BTI 20/11 – Toy and Book Donation BTI and BTJ 25/11 – Bottles BTI 27/11 – Cake BTI and Bottle BTJ – Non Uniform day infants</p>	
4.	<p>Tea Towels</p> <p>DE confirmed letter have gone out to parents and should start to come back soon. ZP offered help on 11th November after deadline has passed to sort through money and orders</p>	
5.	<p>Christmas Cards</p> <p>DE stated Mr Morton has asked teacher to build into a lesson and allow the children time to work on their drawings. Teachers will receive packs this week and letters to parents to notify</p>	
6.	<p>Bell Ringers</p> <p>DE stated each year the BTI PA pay for the bell ringers to attend the school and she would like to carry on the tradition and pay this year.</p> <p>All agreed to go ahead.</p>	
7.	<p>Any Other Business</p> <p>CC showed newsletter proof with 3 adverts from parents which will generate £15 per month for the PA. All agreed and a final copy to be printed and distributed asap in book bags</p> <p>HB suggested PA notice board on entry to the school needs to be maintained and made more eye catching. All in attendance agreed and HB offered to do the display for it.</p> <p>Group agreed next meeting date on 4th November at 2pm in the infant school staff room. DE will make sure staff room is available for the PA to use.</p>	<p>CC</p> <p>HB</p>