

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

**Parent Association Meeting Held on Tuesday 9<sup>th</sup> February 2016**

		<b>ACTION</b>
<b>1.</b>	<p><b>Present/Introductions</b></p> <p>Denise Edwards, Charlotte Caspall, Tracy Gillin-Greed, Alex Buttle, Nelly Walsh, Sara Walker</p>	
<b>2.</b>	<p><b>Apologies</b></p> <p>Helen Byne, Hannah Goose, Helen Dendy</p>	
<b>3.</b>	<p><b>Disco</b></p> <p>DE confirms Stacy who is running the disco will arrive at 3.00pm to set up and other helpers for foundation stage to arrive from 3.30pm to set up and prepare for 4pm start.</p> <p>List of helpers run through and approximately 8 helpers for each disco. Confirmed list to follow with duties allocated. This will be updated on the FAPA facebook page.</p> <p>First aiders for each disco discussed and will be as follows: Foundation: Alex Buttle Year 1 and Year 2: Heather Dean</p> <p>Disco risk assessment master copy needs to be found and printed ready for disco. DE asked SW to ask SM to locate and print.</p> <p>Cartons of juice and crisps to be purchased to be given to each child. DE will purchase.</p> <p>Sweet cones are being provided for the children as they leave and will be delivered Friday.</p> <p>Class name posters to be printed for arrival and departures and pick up location poster to be printed.</p>	<p>DE</p> <p>SW &amp; SM</p> <p>CC</p>
<b>2.</b>	<p><b>Mother's Day and Easter Crafts</b></p> <p>Group discussed the success of last year Easter craft and decided on the Easter bunting for the craft. Chocolate eggs also to be purchased. DE to organise ordering of the items.</p> <p>List of helpers can start to be gathered once date has been confirmed. DE stated that SM suggested splitting the event over 2 days to open up the event for more helpers.</p> <p>After school Mother's day craft discussed. The group were for the idea of the tea light holders to decorate but this is still TBC. Date also TBC</p>	<p>DE</p>
<b>3.</b>	<p><b>Accounts</b></p> <p>DE stated that the banking books/cheque book are currently out for auditing. DE will obtain account details so that money from disco can be paid in prior to half term.</p>	

	<p>Outstanding invoice for gardening has come in and due for payment and outstanding Christmas invoices will be paid and then once books are back a final figure from the Christmas fair will be provided so parents can be informed.</p>	
<p><b>4.</b></p>	<p><b>Ideas for playground equipment</b></p> <p>The group talked about ideas of items to purchase for the playground. SW will do shed audit to see what equipment is currently available and let us know if any items that could be purchased.</p> <p>Group agreed that Colin should be asked if he can provide any items for the school that he can build as this would save costs and mean a more items could be purchased. Health and safety aspect will be looked into.</p> <p>DE suggested that a Painting/Working party needs to be planned for March/April on a Saturday for the following work to be carried out:</p> <ul style="list-style-type: none"> <li>• Paint train</li> <li>• Paint planters and eco area tidying</li> </ul> <p>Once date confirmed notice to go up asking for helpers.</p>	
<p><b>5.</b></p>	<p><b>AOB</b></p> <p>Group agreed that the notice board needs updating more regularly with the upcoming activities and more parents need to be made aware of the work the PA do and how to get involved.</p> <p>Ideas to obtain more exposure were as follows:</p> <ul style="list-style-type: none"> <li>• Newsletter – start up again now we have more events planned and let parents know about what we are doing including what we are spending the money raised on so they know what the PA do.</li> <li>• SM suggested that the infant website front page should be updated weekly as the juniors is with upcoming activities or news.</li> </ul> <p>Position of treasurer still needs to be filled.</p>	