

**Date** Monday 10 June 2019

**Attendees** Lisa Glanville; Claire Holland; Helen Burrow; Claire Burrow

**Apologies** Carrie Anne Paviour; Emma Wilson, Lydia Baker, Lucinda Coleman, Hannah Boyd; Charlotte Jardine-Brown; Helen Gray; Stephanie Downing

No	Action/Discussion	Who/When	Comment
1.	<u>Leaver hoodies</u>	Claire B waiting for them to be delivered by 12 June (before residential) – Claire B to distribute.	
2.	<u>Budget and spending</u>  The school needs another 5 laptops for the lower site so there would then be 15. Currently the budget is stretched and the school need more funding for the basics as well as additional resources that everyone benefits from, such as software packages like espresso and charanga.  Discussion around parents helping with providing basic supplies and supporting this way, rather than fund raising through PTFA events, e.g. an Amazon list with basic supplies which parents could purchase as and when to help support the school.	Lisa to chase Mr Tuckett re action points from last meeting  Mr Tuckett to: <ul style="list-style-type: none"><li>• Provide a list of supplies that the school needs which the PTFA can help fund;</li><li>• Produce a letter to parents explaining about the funding shortages and the importance of the school, parents and PTFA working together so the school can purchase even basic supplies. PTFA to then input into letter. Letter to include reference to the Amazon list;</li><li>• First draft of joint communication</li></ul>	

No	Action/Discussion	Who/When	Comment
		about the Summer Fayre. PTFA stall and invite parents and carers of new children starting in September.	
3.	<u>Bags 2 School</u> 2 July 2019	To go in book bags; drop around the village	
4.	<p><u>Events coming up</u></p> <p><b>Saturday 6 July</b> – car boot; car wash; Bacon/veggie sausage butties</p> <p>11am to 2pm – people to turn up on the day. £10 a car.</p> <p>Car washing in the car park</p> <p>Waiting for Vicky to confirm re posters and put them up at the weekend (poster to be a jpg so it can go up on social media)</p> <p>Billboard on the bridge</p> <p>Big board on Sidmouth Road</p>	<p>Claire H to speak to Amy and then write to Sainsbury's/Tesco re sponsoring food (bacon, rolls, ketchup, mustard, veggie sausages, cartons of drinks).</p> <p>Paul to bring large water container</p> <p>Tea and coffee and cakes (parents to make and bring in on Friday – Weekly Bulletin)</p> <p>Ask parents to bring buckets and cloths – Weekly Bulletin. Ask Mark Rigden whether B&amp;Q could make a donation.</p> <p>Need adults and kids to volunteer for car wash.</p> <p>Lisa to speak to garage re reserving car parking spaces for car wash.</p> <p>Lisa and Helen to do shop for food.</p>	<p>Helpers needed</p> <p>2 x people for door and directing</p> <p>2 x tea and coffee and cake</p> <p>2 x BBQ</p> <p>2 adults x car wash</p> <p>Sign up board for car wash, BBQ and tea/coffee (30min slots). More communications on Facebook re parents helping</p>
5.	<b>Saturday 13 July</b> Otter River run starts at 11am	Will do bacon butties and drinks (Helen to check with Gemma whether drinks OK) – add to letter re reply slip	

No	Action/Discussion	Who/When	Comment
		<p>Check numbers re people running and also people to help.</p> <p>Will advertise on social media.</p>	
6.	<p><b><u>Friday 19 July</u></b> – rounders, bar and BBQ on Tipton Playing Field</p> <p>6pm start</p> <p>Tombola and silent auction</p>	<p>Lisa to speak to Vicky re whether her boys can play music.</p> <p>Lisa and Helen to do sale and return on alcohol. Claire B to get licence</p> <p>Helen to speak to Gemma re rounders equipment (bat, ball and cones). Helen to ask Terry to be sports leader</p> <p>Juice and crisps (Lisa and Helen shop)</p> <p>Lisa to ask Angela to do a letter with a slip re food choices (return by end of week after).</p> <p>Claire to do silent auction board</p>	Jeff and Joe to do BBQ?
7.	<p><b><u>Thursday 25 July</u></b></p> <p>Cakes and drinks (everyone to make)</p>	All classes to make cakes	