



# Broughton Community School PTFA AGM Minutes & Actions

**Date:** Tuesday 12<sup>th</sup> November 2024

**Financial Update**

- Carys – £397.06 raised for Break the Rules Day
- Floats are being organised for the Winter Warmer
- The OR code for break the rules day raised £20 and QR codes have been created for Winter Warmer

**Updated:** Unfortunately we have had two PTFA members that have had to stepdown from their positions due to personal reasons. Updated members are below.

**Members Appointed for Academic Year 24/25**

<b>President</b>	Charlie Reed
<b>Chair</b>	Monica Taylor
<b>Vice Chair</b>	<b>Vacant</b>
<b>Treasurer</b>	Carys Jones
<b>Authorised signature on account</b>	Gina Hewitt
<b>Secretary</b>	Sue Rapley

**New Roles for Academic Year 24/25**

<b>Raffle Manager</b>	Sarah Stone
<b>Event Shopper</b> (food/drinks/supplies)	Shelly Kingham
<b>Mufti Day coordinator:</b> (collections/labeling for raffles if required)	
<b>Infants</b>	Katherine Courtney
<b>Juniors</b>	Emma Bishop
<b>Funding researcher</b>	Vacant
<b>External Stall Coordinator for events</b>	Vacant
<b>Marketing Manager</b> (noticeboards/banners/posters) would work with the secretary	Vacant

**Dates for the diary**

- **Mufti Days** both schools: 22<sup>nd</sup> November (Bottles) and 15<sup>th</sup> November (Children in need)
- **Christmas Discos** – proposed date 19<sup>th</sup> December (Shelly to check Brandon (DJ) is available).  
1.30pm-2pm DJ set up  
2pm-3pm Reception (pre order & pay for a sweet bag for a £1).  
3.10pm-4.30pm Yrs 1 & 2 (pre order & pay for a sweet bag for a £1).  
5.45pm-7.45pm Juniors (run tuck shop). Afterschool club can move into classroom from 5pm.
- **New Year break the rules day** – Jan date tbc.

**Winter Warmer**

- Friday 29<sup>th</sup> November 5pm-8pm – Infants School.
- Forest School illuminations – Jen will arrange to pick up the lighting, and asked if there was any update from Laura re: classes getting involved in displays? **Charlie** to remind all tomorrow.
- School Post Box to come out shed.



- 12 external Stalls of which 8 have confirmed and paid. One last push for more stall holders. **Gina** will post on the arts and Crafts facebook page.
- School Choir – **Mrs Barlow** has asked if the school choir can perform. All agreed this would be lovely.
- Aubrey has confirmed he will be Santa from 4:30. A possible option to update the Santa Outfit. We will look in the January Sales if we decide we need a new one.
- Wish List – **Carys** to ask Louisa for access to Wishlist. We need this in advance of the WW to produce a spreadsheet for the event. The school can claim back VAT so suggestion is that Ruth can order from the wish list items and invoice the PTFA. Suggestion would it be worth a year group wishlist rather than individual class lists. Suggestion 10 items per year group. Wording for the Wish List will be circulated for approval.
- Donations: push for board games and books on the newsletter
- Second hand uniform: An honesty box will be present if not enough volunteers.
- Queues: Volunteers will be asked to monitor the queues going outside of the classrooms, Face Painter and possibly Tattoos to work in the queue. **Gina** offered to arrange for colouring also for the queue for Santa, Shelly to print these.
- Bottle Hoopla: need to monitor this exit. Suggestion to have no entry signs. We will use the blue standing boards to direct
- Printing and Laminating Posters for WW and QR Codes **Sue and Shelly to organise**
- Sweet selection boxes 30 boxes received from Tesco Tring Road, probably need to purchase the rest. Suggestion to buy 50 and see who else donates.
- Raffle Prizes. Update from **Sarah**, going well. Hampers to be made. **Carys and Sarah** to meet on Friday to go through and sort out what can be put together. **Shelly** has some baskets that can be used
- Sweet Tombola – over 200 items were donated from the Mufti Day at infants on the 8<sup>th</sup>.
- Shopping: Shelly needs a list as and when we know what is needed. Costco burgers not needed. We will have a ticketing system this time, so we know if/ when we are running out to save having to refund people.
- Santa Grotto: Can we open it up early for the Volunteers (and their children) helping at the event (4:30).

#### Outdoor library update

- Bus move is still a Work in Progress; Motts came out and got the bus started but couldn't move it. It needs lifting, so need to re-attend. **Mr Reed** to revisit.
- Suggestion to ask each Teacher to read a story so that it can be played to the children while in the bus.
- Suggestion if for a serving hatch on the bus with a coffee machine. If it can bring in an income to be fed back into the school
- Once the bus has been moved the PTFA will send out a message to ask for specific volunteer who have the skills sets to help with the renovation.
- £8K has been ring fenced for this project

#### Festoon Lighting

- Donation of Festoon lighting dropped off by Chris Wells - **Shelly**

#### Gym Equipment

- Mr Hearn has requested to reinstate the traditional Gym equipment in the Infant School. The PTFA are happy to support this

#### Lost Property Storage

- Request to purchase better storage for lost property at the Infant and Junior school . Approved by the PTFA

#### Infant School Curtain

- Request for school curtain in the Infant School Hall to be reinstated to make the Hall look tidier.

#### PTFA Storage Sheds

- We are looking to replace these so that we have at least one that we can secure. Do we look at getting a container to replace the sheds? **Carys** to catch up with Chris Well.

**Second Hand Uniform Shop**

- Chris Wells is looking at sourcing a container for a second-hand uniform shop. Waiting to hear from Chris.

**Next Meeting**

- 14<sup>th</sup> January 2025 7:30pm @ The Plough. Everyone Welcome