

## PTFA meeting Monday 24<sup>th</sup> April 2023

In attendance: Wez Little, Lyndsey Majidzadeh, Rachel Richards, Gemma Stead.  
Chris Booth, Emma Jasper, Katie Savage  
Apologies: Kirsty Ibbitson, Laura Jennison

### Financial Position

As at 24.4.23 the bank balance is £19697.99 – please note £14500 is earmarked to go out for library refit.  
Awaiting Phil Hiley to officially request library funds.

### Charity Commission

Amanda McCarthy has now been removed from Charity Commission documentation and Laura Jennison has been added. Does LJ need a DBS check?

WL still to complete DBS check

***ACTION: KS to check and arrange with PH/school office staff***

### Bank Account

Need a 3<sup>rd</sup> person to be added as 3<sup>rd</sup> card holder. Amanda cutting her card up.

Possibly got the wrong bank account as Santander have concerns about our account. WL advised that the Shipley Asda post office will happily do our banking of cash free of charge if it is bagged up.

***ACTION: GS/WL to arrange for EJ to go on the account***

### School Library Refit

Decorating, carpet and air-conditioning completed over the Easter break. The new Library furniture will be fit over the Spring Bank holiday. It is planned that the books will be sorted and added to the library for the grand opening in early September 2023.

***ACTION: EJ to receive sign design from SD and get sign made***

### Year 6 leavers presents

50 children voted for photo books, 7 voted for photo booth. Liza Stead to order then Gemma Woodwiss and Liza will put the books together.

***ACTION: GS to liaise with LS to order and pay for photo books***

### Sound & Lighting Project

Launch the start of the fundraising project in separate letter with save the date details on all events coming up plus match fund company list.

***ACTION: EJ to write letter and send to office for distribution***

### Early Years Welcome Pack

Review letter sent last year and add Lottery, Easyfundraising and Match Fund company details. PTFA to attend welcome meetings.

***ACTION: EJ to write letter and send to KS to add to welcome packs. KS to advise of meeting dates***

### Baildon Carnival

Received confirmation of pitch on 10<sup>th</sup> March 2023

Parade starts at 12.30pm and opens the Carnival and Ends at 6pm. Vehicle access between 9am and 11.45am and then from 6.15pm. Pitch size 3m x 3m. Pitches issued on first come first served basis so need to get there early to get a decent site. For parade details contact Christine Jagger 07411 446632 or

email [christinejaggerok@gmail.com](mailto:christinejaggerok@gmail.com)

***ACTION: ALL to organise Gazebo, Tables, Chairs, Lucky Dips, 2 x Build a Bears, Name Sheets, Box for Entries, Signage and date when bear name will be drawn, VOLUNTEERS TO DO AN HOUR STRETCH***

### **Summer Fair**

Friday 21<sup>st</sup> July, 4pm – 8pm including music festival. Agreed to use same template as last year.  
We can set up from 2pm.

Climbing Tower – External – Matt Holliday asked if we wanted this? ***Confirmed with KS that we do so MH will book***

Inflatables – ***EJ to speak to Kate Bainbridge to arrange***

Orienteering Maze – ***EJ to speak to Faye and Greg Pinker-Hull***

Splat the Teacher – ***KS confirmed she will arrange***

Food – ***GS and EK to liaise with NO***

Chocolate/Sweets Tombola – non-uniform day on Friday 14<sup>th</sup> July ***KS confirmed ok***

Hook at Duck ***EJ to send out appeal for books nearer the time***

Bean Bag Toss – SD to do summer design on the back of winter design – ***EJ to ask SD***

Presale of tokens for cash only ***KS agreed we can sell after school on Thursday 20<sup>th</sup> and before school on Friday 21<sup>st</sup>***

### **SUMMER FAIR YEAR GROUP STALLS AND WHO IS ARRANGING VOLUNTEERS**

Nursery – Welly Wang – Lyndsey Majidzadeh

Reception - Name the Teddy – over from Carnival and Bean Bag Toss – Rachel Richards

Year 1 - Chocolate/Sweet Tombola – ***EJ to ask KI***

Year 2 - Hook at Duck – Wez Little and Mark Richardson

Year 3 – Bar – Laura Jennison

Year 4 - Penalty Shoot Out – ***EJ to ask JD***

Year 5 - Token Table – Emma Jasper / Gemma Stead

Year 6 - Face Paint – ***EJ to find a willing volunteer!!***

LJ advised that Cheryl Long has made some games suggestions and will make the props for Human Fruit Machine. This is a great idea but have asked LJ to speak to Cheryl about planning, organising and manning additional games.

### **Happy Circus**

Circus is confirmed. Two meetings have gone ahead with Sandals PPG and planning is underway. Tickets planned to go on sale from 11<sup>th</sup> May at 7.30pm, with a letter going out at both schools on 10<sup>th</sup> May with ticket sales links. Cap the tickets to 6 per family, for anyone with more than 4 children in their immediate family to email PTFA and PPG.

***ACTION: WL, LJ AND EJ are coordinating with Sandals PPG***

## **BBQ**

It has been decided to purchase 2 x BBQ's as opposed to one big BBQ. This is to make storage easier and safer.

***ACTION: KS to ask PH / NO to order and PTFA will send the funds***

## **School Lottery**

This has been successfully set up with currently 37 tickets sold, total of 31 supporters, £9.60 current weekly cash prize. Potential of £770 annual funds to be raised based upon these sales. First draw 6<sup>th</sup> May and every Saturday thereafter. A poster has gone up in the staff room and on noticeboards.

***ACTION: LJ to continue to push on social media and What's App groups, plus tweet/announce that we have a winner and what their prize is – no names to be mentioned. EJ to continue to push in the weekly school newsletter.***

## **Easy Fundraising**

LJ advised 126 total supporters, 1 new supporter in the last 30 days.

£21.39 raised in last 30 days.

£1240.74 raised to date

***ACTION: LJ to continue promoting via social media and via What's App groups***

## **Amazon Smile**

31<sup>st</sup> January - £158.66 received from pre-Christmas donations. 24<sup>th</sup> April 2023 received final payment of £57.95. This scheme is now fully paid out.

## **Empties Please**

£319 to date. 319 green points. Catalogue to be shared with Mrs Morgan so that school council can decide what to spend the points on. A further box of cartridges and toners to be sent off this week.

***ACTION: GS to draft letter and send out with collection bags to all pupils***

## **Match Funding**

A full list of companies who offer some kind of scheme has been obtained, details of companies to go out in welcome pack and sound and lighting project letter. LJ has advised that her employer Centre Parcs do not offer match funding but do offer donations to charities.

***ACTION: LJ to apply for charity donation. EJ to push finding people who work for companies who will support***

## **Kidstart**

Another shopping initiative which supports charities via donations

***ACTION: To explore and set up***

## **Discos**

Discos are booked for Thursday 12<sup>th</sup> October 2023 and Thursday 18<sup>th</sup> April 2024 with Party Mania – Andrew – 07713 160803

3.30pm-4.30pm – nursery & reception

4.45pm- 5.45pm – years 1, 2 and 3

6pm-7pm – years 4, 5 and 6

**Next meeting TBC**