

Springwood High School PTFA Meeting Agenda

Wednesday 13th November 2024 5.30pm

Present: Fez Williams, Richard Thompson, Emma Norris, Geoff Martin, Rachel Curtis, Gemma Burt

1. Apologies

Jody Bunting, Suzi Ludgater-Pimlott, Laura Farr

2. To approve the minutes from 11th September and 9th October 2024

The minutes were agreed by the committee.

3. Matters Arising from the Previous Minutes

Richard confirmed that DBS checks will be carried out in January 2025.

4. Items for Discussion/Planning

Feedback from previous events – bingo night

This was a successful evening, £500 profit made. It was agreed that although ticketsource is a useful and effective payment method to offer, for some events such as bingo nights, taking money on the door from walk-ins is a more suitable process.

4th December - Christmas Fair

Laura has completed a plan for the layout of the Sixth Form Hub and Drama Studio.

Richard reported that SLT and Heads of Year will support the Fair by arranging student led activities, there will be around 12 in total. ACTION: Laura will need to allocate space for these in her planning, possibly opening up the dance studio.

Fez would like to ask for donations of the following from pupils:

Year 7 – Teddies

Year 8 – Biscuits

Year 9 – Sweets

Year 10 – Packet or box of chocolates

Year 11 – Bottles of squash/soft drinks

Year 12 – Bottles of shower gel and washing up liquid

Year 13 – Pet hamper items

With these donations the PTFA will run the following stalls:

Teddy tombola

Bottle tombola

Chocolate tombola

Raffle

Refreshments

ACTION: Emma to draft comms for this and Richard to publish. It was agreed that comms need to go out to promote the event for people to attend also.

Richard confirmed that we will be able to begin setting up from around 1.30pm.

11th December – Refreshments at St Nicolas Chapel – Fez to organise, helpers on the night
– Rachel and Richard

5. Finance Report

Geoff reported that he now has the bank card and reader for the PTFA account, but is still awaiting the PIN.

There was some discussion over PTFA members paying for refreshments when they are running events, it was agreed to take a common sense approach and a free hot drink would be acceptable, but we would expect to pay for all other items.

6. Future Events

- Year 8 - Pre Christmas disco, film night and Easter disco – ACTION: Emma to speak to Head of Year to confirm

- Year 7 disco – 14th February 2025

- Quiz and Chips Night for Year 11 and Year 13 prom fundraising – possible date for this Friday 24th January ACTION: Fez to speak to Year Heads to confirm.

7. Any Other Business

Geoff asked if there had been any Year 7 parents interested in joining the PTFA, the answer is no. But it is recognised that there will need to be some succession planning for future years as children progress through the school.

Gemma asked about her lanyard - ACTION: Richard to print a lanyard for Gemma Burt.

The meeting finished at 6.45pm

Date of next meeting

Wednesday 8th January 2025 – 5pm