

# Hyde Park Schools PTFA

## Minutes of Meeting

### October 29<sup>th</sup> 2019

SG chaired the meeting, which took place at the Hyde Park Social Club on October 29<sup>th</sup> at 1930.

#### Present:

SG, LA/G, EH, CC, RC, RMcG, RP, ShG, RC, DB, LF, RaC, CS, JD, DS/W, PG, LG, LT, ZA, KB, NC, EA, RH

(Please see separate sheet for full names)

#### Absent:

LM-H, BV, IM, EB, LG, KC, LA, JK, SW/L, GH

#### Business of the Meeting:

- 1) Thanks & Apologies for absence.
- 2) The Christmas Fayre was confirmed to take place on Friday November 22<sup>nd</sup>. It was agreed to simplify matters this year, given the short time frame available, that the Fayre would repeat the format of previous years.

It was decided to repeat the Fayre layout, re-use Fayre posters & letters as far as possible.

#### **ACTION: RC needs stall info and prize info ASAP**

- 3) Other Fayre attractions were discussed and it was agreed to repeat the following as in previous years:

Chocolate Tombola	Choir
Bottle Tombola	Second Hand Toys
Wheel of Fortune	Cake Stall
Classroom Games	Hot Dogs & Refreshments

New games ideas were requested, LF suggesting balance 20p on a Lemon/Rudolph – other suggestions welcomed....

#### **ACTION: New game ideas**

- 4) Outside vendors were discussed. In previous years there have been as many as 6. Suggestions were made to contact previous stall holders and there were several ideas put forward for new stalls.  
Previous stall holders:  
Jane Lake – pottery  
Jo James – beaded jewellery  
New stall ideas:  
PG suggested Collins of Callington - cards, tags, wrapping paper etc  
CC offered jewellery, lunch boxes  
CS suggested Plymouth College of Art

DS/W offered various jewellery, trinkets etc

**ACTION: Contact previous years stall holders and contact/discuss new stall ideas**

- 5) It was decided to inventory the PTFA cupboard to assess what, if any, new equipment/supplies are needed for the Fayre. Volunteers as follows: SG, RaC, EA, RP, DB, LA/G

**ACTION: Supplies shopping to list to be created  
Find Banner**

- 6) Donation days/Mufti days were discussed. It was decided to repeat the Wednesday/Thursday and Friday of previous years with various mufti ideas for those days. Discussion of mufti donation/children's raffle tickets/"Swap a Christmas Jumper"

**ACTION: Finalize mufti ideas for each day/confirm with both Heads  
Decide on donation/raffle tickets**

- 7) Other items were discussed including the booking of the choir (remind choir master to check the microphone) and to check for any clubs or assemblies that might be using the hall.

**ACTION: Check with school for assemblies/ Notify Kirsty Nicholson (dance teacher) – SG**

- 8) A volunteer sign up list was circulated to gain an idea of who is available to help when.  
**Fayre set up is to start @ 1345 on Friday 22nd.**

- 9) Raffle tickets have been organized and are currently at the printers.

**ACTION: Organize distribution of raffle tickets to schools/children**

Raffle prizes are being sourced by JK and LA. RH offered further assistance with this. CC mentioned a possible GBP 100 prize from Desmond & Co (as they did in the summer)

**ACTION: CC to follow up**

There followed discussion of any further ideas for sourcing prizes, it was suggested a Facebook post be written requesting donations:

**ACTION: FB post / awaiting new Hyde Park Schools PTFA FB page (ZA/NC)**

Any Other Business:

- 10) ZA (Comms) reported she is in the process of updating and improving the current FB pages, creating an events page and registering domain names and a new email address.
- 11) SG/LT reported that all necessary banking changes are underway.
- 12) Bags to School – will take place after Christmas (Jan/Feb).

**ACTION: Date to be advertised before Christmas holidays**

- 13) DBS Checks – LF has info on current DBS requirements. All school volunteers should ideally have the ‘enhanced’ check @ GPB12. Applications can be made online or through school.

**ACTION: LF to provide website details**

- 14) PTFA meeting minutes are to be posted on the Infant School website and there will be a link available on the Junior School website. (no names to be included)
- 15) SG thanked everyone for their attendance and the meeting was closed at 2100.

***Date of next meeting: TBC***