**11th October 2017 Harting Primary School PTFA Meeting White Hart, 9am**

Apologies: Sue Palmer (SP)

Fiona Heaton (FH)

Emma Temple (ET)

Gill Bruce (GB)

Olivia Porter (OP)

Kirsty Davey (KD)

Georgie Oatley (GO)

Veida Stewart (VS)

Attending: Michelle Harrradine (MH)

Vicki Lamek (VL)

Fiona Mullett (FM)

Lyndsay Bhattercharjee (LB)

Genevieve Raeburn (GR)

Kate Grocott (KG)

Sarah Conlon (SC)

Lucy Crabtree (LC)

Sarah McLauchlan (SM)

**Chair Handover**

LB has officially handed over her role as chair to MH and VL.

* MH and VL to arrange a meeting with FM to review all PTFA events for 2017/2018.
* Co-Chairs to informally introduce themselves to all school parents/guardians via the school newsletter, including the names of all class representatives.

**Upcoming events**

***Quiz Night***

Reminder, Thursday 19th October, 7.45pm for 8pm start.

It was agreed by all of the attending PTFA members to allow the teachers to participate in the Quiz night free of charge.

* Quiz Master: Ant Thistleton-Smith confirmed to write the quiz and MC; LB assisting.
* LB to ask Sarah Ali-Prosser to return the prize cup.
* LB to check the school amp & mic system is working and set up for the night.
* SC to hire glasses for the event, depending on ticket sales
* LB & SC to check the PTFA shed for soft drinks, wine, beer and table cloths.
* GO to source additional wine if needed from Majestic.
* GR & KG to source & supply 8 table decorations. LC has kindly offered to donate some flowers from her garden!
* LB to supply 2x ice buckets.
* All PTFA members are asked to donate a (clean) empty tin cans to hold the pencils on the tables. Please give to GR, KG, LB or SC for set up.
* FM agreed to supply school pencils on the night.
* Setup from 7pm: KG, GR, LB, SC

***Gift Wrap***

Co-Chairs to meet with FM to confirm the proceeding of this event. FM voiced her concern that not everyone celebrated Christmas, and should we proceed, items must be affordable. Suggested date Friday 15th December, after lunch.

Gifts to be capped to two per child.

On the premise that we are to proceed with Gift Wrap event: -

* LB to check what items we have in stock.
* GR to look at items from China with long lead times.
* As many class reps to volunteer for the event as possible – jobs are, manning the gift tables, wrapping presents, writing labels.

**AOB**

* FM to announce details of Creative Christmas week.
* Operation Christmas Child, lack of choice for boy’s gifts, possible suggestions, Hot Wheels Cars and ask for small Lego creations that the gifted child could then re-build. Lego like new please, not dog or child chewed, remnants of food in the bricks etc.
* LC suggested class reps to create WhatsApp groups for their respected class parents (upon their approval) to maintain PTFA communication updates.
* Co-Chairs to collate2017/2018 event suggestions for FM, who will present it to the school council (pupils) for their input and preference. Suggestions include: -

1. Winter Disco (Christmas or Jan)
2. Rounder’s Day
3. Kids Quiz Night
4. Family Fun Day
5. Promise Auctions
6. Previous events, cinema night etc.