**11th November 2019 Harting Primary School PTFA AGM Harting School, 9am**

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| Apologies: | Kate Grocott | Attendees: | Michelle Carter |
|  | Sue Palmer |  | Fiona Mullett |
|  | Lyndsay Bhattercharjee |  | Mary-Lou T-S |
|  | Sarah McLauchlan |  | Ruth Gibbons |
|  | Marie Parry |  | Jacs |
|  | Lucy Crabtree |  | Elle Potts |
|  | Gill Bruce |  | Emilia Kalebka |
|  | Ellie Barnett |  | Tamara Millard-Beer |
|  | Emilia Kalebka |  | Alice Stileman |
|  | Kirsty Davey |  | Miranda Sanders |
|  |  |  | Frances Horgan |
|  |  |  | Mary-Lou T-S |

**Upcoming events**

**Autumn Term** (5/9/18 – 20/12/18; half term 25/10/18 – 04/11/18)

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| **Date** | **Activity** | **Details** |
| 22/11/19 | Cake Sale | Lead: Beacon (Miranda Sanders, Kirsty Davey and Emilia)  EB to print x8 posters and put up around the school |
| 29/11/19 | Pamper Evening  5pm – 7.30pm | Lead: Marie Perry  Marie to contact and confirm participants to exhibit at the event  Bar – to be managed Kirsty  Donation buckets required – Michelle Carter to source  PTFA member to inform Marie and Michelle when they can help on the day |
| 18/12/19 | Christmas Lunch | Lead: Gill Bruce Date confirmed as Wednesday 18th December. Need 5-7 PTFA members to help decorate hall and serve lunch. No fundraising for school  PTFA to help source a Father Christmas |
| 13/12/18 | Gift & Wrap | Lead: Tamara Millard-Beer  TMB to draft note to class reps re when to children need to bring in money and nominate who they are to buy gifts for (no more than x2 per child)  TMB to arrange a session to make gifts look presentable – early December  TMB to ensure there are enough helpers on 13/12 from 12pm |
| 17/12/18 | Carol Singing | Leads: Michelle Carter, Kirsty Davey and Ruth Gibbons  Need 3-4 PTFA members to help serve hot punch /hot chocolate & mince pies. Proceeds shared with Salvation Army |

**NB** The Nativity will be held at the Roundhouse on Wednesday 18th December. Mrs M would prefer that the PTFA does not provide hot chocolate this year. Homemade biscuits to be provided after the nativity (Michelle Carter to provide).

**Date for next meeting**

Monday 13th January, 9am, School foyer

**AOB**

* Encyclopaedia Britannica – Mrs Mullet to look into costs for the online Encyclopaedia (key fundraising purchase for this year)
* Easy fundraising – Lucy Crabtree to check and update accounts to include any Easy Fundraising contributions
* Re-useable cups – TMB to source at IKEA
* School disco – Kirsty to book DJ for 31th January
* Charity Commission – Michelle to check with Lucy Crabtree if yearly submission has been completed
* The PTFA Constitution – Michelle Carter to update
* New tea and coffee set – TMB to source next term