

**NEWLAITHE'S JUNIOR SCHOOL PARENT, TEACHER AND FRIENDS
ASSOCIATION**



Date of Meeting: Thursday 14th November 2024 at 3:30pm

Attendance:

Mrs R. Taylor
Mrs A. Foster
Simon Dakers
Victoria Brown
Kerry Ferguson
Jennifer Wells

Upcoming dates

Chocolate non-uniform – Friday 22nd November
Chocolate bingo – Thursday 28th November
Christmas disco – Thursday 12th December

Agenda

- Chocolate bingo
 - Confirm start and end time
 - Interval time
 - Number of tickets
 - Date to sort chocolate
 - Confirm numbers of volunteers on bingo night/bingo caller
- Christmas disco
 - Date for letter to go out
 - Share suggestions from Mr Clark following Halloween Disco
- AOB

ITEM	ACTION
1. Apologies for Absence	Amy Renshaw Tam Hudson Christine Foster Dan Walker Anna Penrose Trudy Hunter
Chocolate bingo – Thursday 28th November 2024 <ul style="list-style-type: none">• Confirm start and end time Start time: Doors opening at 5:30 for a 6pm start End time: Approx 7:30pm• Interval time Interval after 3 games of bingo	PTFA members to confirm with Mrs Taylor whether they will be attending the chocolate bingo (28.11.24) on the 25 th November 2024 (chocolate sorting day)

<ul style="list-style-type: none"> • Bingo caller Mrs Taylor • Number of tickets All 120 tickets have been sold • Date to sort chocolate Monday 25th November 2024 • Confirm numbers of volunteers on bingo night To be confirmed on the 25th November 2024 so we know how many supporting adults there will be attending the Chocolate Bingo • Bookers run for refreshments Simon to go on the Bookers run for refreshments. Simon informed us that there is a lot less at Bookers in terms of sweets and drinks than there used to be. Mrs Taylor offered to go to Farmfoods to get packs of cans to sell on the evening. Mrs Foster to look at a price comparison with other shops for the bottled drinks and sweets for future events. • Enquiry about dairy-free chocolate PTFA members sorting chocolate will check if any dairy-free chocolate has been brought in. If no dairy-free chocolate is brought in, Mrs Taylor has offered to get some prior to the chocolate bingo night. • Change for tubs Mrs Foster has spoken to the office and it has been decided that we need £120 worth of change for events. The office have informed Mrs Foster that there will be £150 worth of change for the Christmas Bingo. 	<p>Mrs Taylor to ask Claire about storage of chocolate in kitchen.</p> <p>Mrs Taylor to make chocolate hampers for the raffle.</p> <p>Simon to go to Bookers and purchase refreshments for the Chocolate Bingo on Tuesday the 26th November. <i>Simon – office have asked that you let them know a few days prior to the day you are going to Bookers to ensure that they have the cheque signed ready for you to collect.</i></p> <p>Mrs Taylor to go to Farmfoods to purchase fizzy drink cans and dairy-free chocolate (if necessary).</p> <p>Mrs Foster to purchase bingo books and raffle books (and check number of dabbers).</p> <p>Mrs Taylor to sort equipment needed for bingo calling on the evening.</p>
<ul style="list-style-type: none"> • Christmas Disco – Thursday 12th November 2024 <p>Date for letter to go out – 29th November (letter has been edited by the office)</p>	<p>Mrs Magri to send out letter on 29th November.</p>

<p>Mr Clark's suggestions discussed below.</p> <ul style="list-style-type: none"> • Registers on the door No longer need registers on the door when children enter the disco. PTFA to put tickets in class plastic wallets to act as a register. If a child forgets their ticket, an adult will write their name on a blank ticket to add to their class wallet. • Organisation of adults Ensuring that the toilet corridor, outside and hall are monitored by staff or PTFA. • Spare bin bags readily available Mrs Foster has bought these already. • 1 or 2 games at 7pm? Winner prizes? PTFA discussed games but we haven't come up with any ideas yet. PTFA will purchase prizes if games are decided upon. • Clean up and close – 7:20 Adult to go and open the playground gate at 7:20. Microphone set up to instruct children to pick up rubbish and then get into lines ready for adults coming in. More staff on doors checking children are with an adult. 	<p>Mrs Foster to get plastic wallets and spare tickets ready.</p> <p>Mrs Foster will organise staff on the evening to be monitoring different areas (if not enough staff, PTFA members will stand in).</p> <p>Mrs Foster and Mrs Taylor to speak to Mrs Clark regarding DJing and games.</p>
<p>AOB</p> <ul style="list-style-type: none"> • Price comparison between Bookers and shops like B&M/Farmfoods When we get receipts from Bookers, Mrs Foster will look into a price comparison between that and going to other shops for sweets/drinks. • Future events PTFA discussed a lack of events in the Spring term. Vicky suggested a bookmark making competition. PTFA could provide the bookmarks and this can support encouraging reading in school. Winners could get prizes provided by the PTFA. An 'extreme reading' photograph competition was also suggested. Film night was suggested but PTFA would need to look into the logistics of that. 	<p>Mrs Foster to get copies of Bookers receipts from the office for a price comparison to other shops.</p> <p>Mrs Foster and Mrs Taylor to speak to Mr Clark regarding a potential bookmark competition.</p>
<p>Items for agenda of next meeting</p>	

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| <ul style="list-style-type: none">• Confirmations of final details for the Christmas disco (including Bookers order, games/prizes, confirmation of volunteers)• Details for potential bookmark competition and responsibilities discussed for this• Any other suggestions for future events• AOB | |
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