



|                                 |   |   |                 |   |  |
|---------------------------------|---|---|-----------------|---|--|
| Meeting/Project Name:           |   | Kingston St Mary Church of England Primary School |                 |   |  |
|                                 |   | PTFA Annual General Meeting                       |                 | Charity No: 1083253   |  |
| Date of Meeting:                |   | Thursday 12 <sup>th</sup> October 2023            | Time:           | 19:30 – 21:00   |  |
| Minutes prepared by:            |   | Shantel Ewing/Abi Upham                           | Location:       | School Hall, Greenway, Kingston St Mary, Taunton, Somerset, TA2 8JH |  |
| Meeting Purpose:                | To discuss and agree related business to review and reflect events for the next period.   |   |                 |   |  |
| Attendees:                      | Kim Greenslade, Dan & Rachel Withercombe, Teri Quinn, Shelly Reeves, Tom Johnston, Rosie Bunting, Sharon Lake, Gemma Routley, Paula Mace, Amy Hill, Abi Upham, Sarah Beech, Abi Ridler, Abigail, Emily Murphy, Lisa Feetenby, Vicki Tompkins<br>Shantel Ewing |   |                 |   |  |
| Apologies:                      | Lisa, Emily and Lin and Amy   |   |                 |   |  |
| Minutes Circulation:            | <a href="https://www.ksmprimary.com/ptfa/">https://www.ksmprimary.com/ptfa/</a> or email  |   |                 |   |  |
| Minutes                         |   |   |                 |   |  |
| Welcome and Introduction        | The Chair opened the meeting and provided apologies for those members who couldn't attend.  |   |                 |   |  |
| Minutes of the Previous Minutes | There were no changes to the pervious minutes<br>Emily to be voted in as Treasurer<br>Shelly - Social Secretary   |   |                 |   |  |
| Events & Actions                | The following events are planned in the run up to Christmas.  |   |                 |   |  |
|                                 | Event   | Date  | Owner           | Time  | Actions  |
|                                 | Cake Sale   | 29/09   | Lisa Feetenby   | Afterschool   | Bakers – Year group<br>Reminder – Class Rep<br>Helpers: Emily & Shelly   |
|                                 | Next Meeting Scheduled  | 12/10   | Vicki Thompkins | 19:00   | Add new committee members to Whatsapp Groups – Lin Bewes<br>Circulate minutes from previous meeting – Shantel                            |
|                                 | Cauliflower Cards - will be distributed to all classes for in preparation for purchasing a Christmas themed gift, must be in by the 1 <sup>st</sup> November.   | 01/11   | Gemma Routley   | n/a   | Update newsletter – Kim<br>Co-ordinate with teachers - Gemma   |
|                                 | School Disco – Glow Disco<br>Ticket includes a bag of sweet (Ks1)<br>KS will offer choice<br>Other refreshments will be on sale.  | 09/11   | TBC             | KS1<br>5:30 – 06:30,<br>KS2<br>06:45 – 07:45                        | Poster – Lin to send poster across.<br>Buying of sweets – Gemma/Lin<br>Reminder – Class Reps<br>Book Disco – Lin – provisionally booked. |



|  |  |             |                |  |   |
|--|--|-------------|----------------|--|---|
|  | (now provisionally booked)   |             |                |  | KS1 – Emily, Rosie, Abi U, Gemma, Liz, Vicki<br>KS2 - Gemma, Vicki, Teri, Paula<br>Action: Apply for a booker card. – Sharon to investigate.<br>Action: To confirm what time to set-up  |
|  | Jumble Sale  | 18/11       | Vicki Tompkins | Set-up 17/11 –4:30pm<br><br>Event run from 2pm – 5pm | Poster – Paula<br>Advert in Newspaper - Charlotte<br>Facebook - Vicki<br>Reminder- Class Reps<br>Support on stalls – tbd<br>Baking – tbc<br>Collection/ Disposal of household goods – Kay<br>Evening setup- Lin, Corinne, Vicki, Terri, Paula, Charlotte, Shelly ,<br>Saturday : Tom - Mens, Gemma – Toys, Terri – Refreshments, Ladies - Shelly, Paula & Corinne - Bric n Brac, Sharon – Books. Door – Kim, Lin – Float, Childrens – Rosie<br>Bakers: Sharon, Emily<br>Abi R to put a poster at Hestercombe.<br>Shelly on local FB groups. |
|  | Bags for School – now booked   | 20/11       | Lin Bewes      |  | Reminder - Class Reps   |
|  | Christmas Film Night – ticket includes pop-corn and a drink- <b>pre-order hotdog</b> | 1/12        |                |  | Voice of Values to nominate film choice<br>Poster – tbc<br>Confirm pricing<br>Shantel, Vicki, Emily, Gemma, Sarah, Tom (Abigail to help with pop-corn)  |
|  | No Gift Sale   |             |                |  |   |
|  | Nativity (mince pies, teas & coffees)  | 6/12 & 7/12 | Vicki          |  | Vicki to request volunteers for the day   |
|  | Carol Concert (Mulled wine, mince pies, cosy apple juice and mulled cider)           | 13/12       | Vicki          |  | Vicki to request volunteers for the day   |



|                           |  |         |        |  |   |
|---------------------------|--|---------|--------|--|---|
|                           | <b>Raffles</b><br>1 per month  | Monthly | Shelly |  | £100 – Shantel to donate<br>Tesco Voucher<br>Hestercombe Father Christmas<br>Tickets – Abi R<br>Vicki to request parents what<br>they want to include in raffle.<br>Shelly to post online.<br>Abigail – to prepare QR code –<br>Google Forms - Whole school<br>survey – to ask for volunteers<br>to put items on ebay or Vinted |
|                           | <b>School Disco</b>  | 13/06   | TBC    |  |   |
| <b>Any other business</b> | <p>Vicki to speak to Sarah regarding Christmas Faire at the Village Hall- UPDATE THERE IS NO CHRISTMAS FAYRE THIS YEAR.</p> <p>Newsletter – Lin has updated the newsletter, and include confirmation that they we’ve agreed to procure new PC’s for the school – Abi U to pick up newsletter from that</p> <p>Request to procure computers/ tablets approved – Kim to forward specifications to Greg to validate.</p> <p>Request for next fundraising events – i.e. shade and school seating for quiet area.</p> <p>Revisit the charity status – you can get gift aid on donations, making a donation can claim it back from HRM – proposed as an agenda item – Abi R &amp; Sharon to investigate.</p> <p>Amazon wishlist – for school.</p> <p>Next meeting 21/11/2023 Tuesday - via Teams or in Person – location to be confirmed.</p> <p>Thank you for all support and contribution.</p> |         |        |  |   |