



**Friends of Joydens Wood Infants School**  
**Minutes**  
**Friday 5<sup>th</sup> January 2018 – 2pm to 3.10pm**

**Attendees:**

Lucie Parsons (Chair, Oak)	Vicky Collins (Willow Rep)	
Sam Charlton (Treasurer, Oak)	Donna Turner (Pine Rep)	
Laura Taylor (Secretary, Oak)	Sue Grimble	
Mrs Adams	Louise Westfell (Sycamore Rep)	
Debbie Crawford (Maple Rep)		

**Apologies:**

Rachel Stanton (Cedar Rep)	Suzanne Burrows (Cherry Rep)	
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- 1. Introductions** - introduced ourselves around the table.
- 2. Welcome from Chair.**
- 3. Review Christmas Events**

**Christmas Market**

- It was felt that they market was a very good event and enjoyed by everyone, a lot of positive feedback has been received.
- Sellers were happy with their sales and would like to rebook for this year.
- It was discussed that Enterprise gifts price should be set at the same for each class. It was felt that it would be better that parents do not have to buy their children's Christmas gifts/card and that Enterprise week should take place at a different time of year.
- In previous years PTA has allocated money for children to make a decoration/gift to take home.
- Craft tables for parents to do crafts with their children.
- Main hall was very busy as well as the Pod area. More face painters required and glitter tattoos take less time.
- Everyone was happy with the Santa Selfie but it needs to be one price per child not photo so child can have photo taken with other friends, better signage required.
- It worked well with classrooms running games.
- More signage for refreshments as hot chocolate did not sell as it was felt that people didn't know about it.
- A float is required for teas & coffees.
- More chips, sausages and mince pies required for next market as these sold out quickly. Pies to be smaller so they are easier to eat standing up and a better portion size for children. Ketchup to be available.

## **Children's Christmas Party**

- More gates to be open at pick up.
- Some parents were upset that their child couldn't attend when they tried to buy a ticket after the cut off date. This was due to food being ordered in advance. A suggestion was to over cater.

## **Pyjama Party**

- A date later in January would be better rather than so close to the start of term.

## **Forthcoming Events**

### **Grandparents Afternoon Tea – Friday 19<sup>th</sup> January 1.30pm - 3.30pm**

- Whole school cake donations required.
- Each class sing a song on stage to the Grandparents.
- Poster required by 9<sup>th</sup> January.
- Tickets will not be issued.
- Debbie, Sue and Laura can help serve teas and coffees. More helpers required?

## **Valentines Disco**

- Mrs Adams to discuss having the disco next year with Miss Hatley.

## **Easter Fashion Parade**

- Mrs Adams to investigate the PTA's involvement.

## **Any Other Business**

### **Afternoon Teas**

- Hayley is no longer available to help at the afternoon teas and Sue is away for 3 weeks end of January/February.
- 2 x helpers are required from each class, Class Rep to allocate and a rota to be set up and uploaded to the website. A list of stand-in helpers who can be called upon at short notice also required, Laura and Debbie volunteered – more people required.
- Time to be reverted back to 2.30 – 3pm, Office to change text alert.
- Sue Grimble to write step by step instructions for Afternoon Teas so that everyone knows what to do.
- 9<sup>th</sup> February is a Fairytale themed Afternoon Tea.

### **Quiz Night – Friday 2<sup>nd</sup> March**

- Mrs Patel's husband has kindly offered to be quiz master again.
- Flyer required.
- It was requested that questions are made easier this year.
  
- Walking Bus really beneficial, parents would like to see it continuing. Only a small number use it, it was suggested that if children/parents know in advance which teacher is doing which day it would encourage the children to use it as they will enjoy walking with their teacher. This would be subject to change, Mrs Adams to discuss with Miss Hatley.
  
- Gates have been opening later than 8.45am, Mrs Adams to raise this with caretaker.

- Space events out across the year as a lot going on before Christmas, difficult for parents to keep track and also a lot of money in one go.
- It was suggested having a receipt/ticket for events so parents know they have paid/ acts as a reminder of the event.
- Tickets for upcoming events to be bought together, so parents can pay in one go.
- We need to know how PTA section of website can be updated, Mrs Adams to action.
- Beech and Ash Class Reps need to be decided, Mrs Adams to speak to parents.

<b>Actions:</b>	<b>Owner</b>
Discuss with Miss Hatley having Enterprise Week at different time of year.	Mrs Adams
Discuss having a Valentines Disco next year with Miss Hatley.	Mrs Adams
Mrs Adams to investigate what the PTA's involvement will be with the Easter Fashion Parade.	Mrs Adams
Grandparents Tea flyer required by 9 <sup>th</sup> January.	TBC
Allocate 2 x helpers from each class for Afternoon Teas and people for emergency stand in list.	Class Reps
Afternoon Tea rota to be uploaded onto website.	Mrs Adams
Write step by step instructions for Afternoon Teas.	Sue Grimble
Office to change time of Afternoon Tea text alert.	Mrs Adams
To enquire how PTA section of website can be updated.	Mrs Adams
Flyer required for Quiz Night.	TBC
Walking Bus teacher rota to be discussed with Miss Hatley.	Mrs Adams
Speak to site manager about opening gates on time in the morning.	Mrs Adams
Allocate Beech and Ash Class Reps.	Mrs Adams
Set up Whatsapp PTA group.	Lucie

**Next Meeting - Friday 2<sup>nd</sup> February 1.30pm - Afternoon Tea** to discuss Quiz Night and Easter Fashion Parade. Everyone is very welcome!