



## Friends of Joydens Wood Infants School

### Minutes

**Friday 23<sup>rd</sup> February 2018, 1pm to 2.30pm**

**Attendees:**

Lucie Parsons (Chair, Oak)	Vicky Collins (Willow Rep)	
Sam Charlton (Treasurer, Oak)	Donna Turner (Pine Rep)	
Laura Taylor (Secretary, Oak)	Rachel Stanton (Cedar Rep)	
Mrs Adam	Louise Westfell (Sycamore Rep)	
Hayley Muttett	Victoria McQueenie	

**Apologies:**

Debbie Crawford (Maple Rep)	Suzanne Burrows (Cherry Rep)	
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**1. Welcome from Chair.**

Action points from January's meeting were discussed, responses are as follows:

<b>Action Point</b>	<b>Owner</b>	<b>Response</b>
Discuss with Miss Hately having Enterprise Week at different time of year.	Mrs Adams	Moved to Spring/Summer term
Discuss having a Valentine's Disco next year with Miss Hately.	Mrs Adams	Consider next year when reviewing events.
PTA's involvement with the Easter Fashion Parade.	Mrs Adams	No longer going ahead.
Grandparents Tea flyer required by 9 <sup>th</sup> Jan.	TBC	Actioned.
Allocate 2 x helpers from each class for Afternoon Teas and people for emergency stand in list.	Class Reps	3 people are required as a minimum, one serving hot drinks and two serving cakes
Afternoon Tea rota to be uploaded onto website.	Mrs Adams	Dates have been uploaded for next couple of months. More to be added.
Write step by step instructions for Afternoon Teas.	Sue Grimble	Actioned. Sam to add extra info and laminate.
Office to change time of Afternoon Tea text alert.	Mrs Adams	Actioned.
To enquire how PTA section of website can be updated.	Mrs Adams	Ongoing with Mrs Chapman.

Action Point	Owner	Response
Flyer required for Quiz Night.	TBC	Actioned.
Walking Bus teacher rota to be discussed with Miss Hately.	Mrs Adams	Cannot be done as changes too frequently.
Speak to caretaker about opening gates on time in the morning.	Mrs Adams	Takes time for site manager to walk round and open all gates.
Allocate Beech and Ash Class Reps.	Mrs Adams	Hayley Muttett kindly volunteered to be Ash Class rep. Mrs Adams to speak to Beech parents.
Set up Whatsapp PTA group.	Lucie	Was set up, now closed following Miss Hately's request to close school Whatsapp groups

## 2. Forthcoming Items

**Afternoon Tea** – Co-ordinate with classes so that singing and library visit doesn't clash. Website calendar to be updated with all class dates.

3pm - urn to be turned off, 2 people to serve cakes at door, 1-2 people to tidy up. Mrs Adams to ask site manager to help put tables away and sweep the floor.

Friday 23<sup>rd</sup> March to be an All School Easter themed Afternoon Tea, volunteers required, Office to send text. There will be no singing.

Volunteer Request Poster to be produced to be put on door of class who's Afternoon Tea it is that week, timings to be from 2.10pm until 3.45pm, poster to be laminated.

**Pond Area** – regeneration – quotes in? ideas and options. Miss Hately to provide update.

**Year One** – new resources, list required. Miss Hately to provide.

**Raffle Tickets** – Sam has ordered 5,000 tickets.

Local businesses to be contacted to request raffle prizes. Lucie has written a letter to be approved by Mrs Adams/Miss Hately, companies to be contacted once this has been emailed by Lucie. Local businesses have been divided into areas:

Joydens Wood – Donna to co-ordinate, request help from class/friends. Contact in person.

Dartford – Sam to co-ordinate as above.

Crayford – Vicky to co-ordinate as above.

Lucie and Laura to contact companies further afield by email.

Donna to speak to Emma McLoone regarding Samsung.

Victoria to speak to Reception Dad who owns bakery in Bexley Village.

Sam to buy cellophane and bows for wrapping. Lucie to confirm date for wrapping. Rachel volunteered for wrapping, more volunteers required.

### 3. Events

**Quiz night** – Table cloths required, centre pieces not required, Easter raffle tickets to be sold, set up from 6.30pm, volunteers required for set up and tidying up afterwards, £20 Bluewater voucher and 10 x wine bottles to be purchased.

**Sports Day/Summer BBQ** – asking after school clubs if they could put on a demonstration, Gemma Wright Cheerleading, All Stars etc. To be discussed with Miss Hately.

**BBQ** – us to run or staff? Health and Safety Risk. Juices, teas coffees and cakes etc required? Trish or us to purchase burgers/ sausages and buns. More information required from Miss Hately.

### 4. Spends -

PTA to provide funds from fundraising for Science Week - £599, Storytelling workshop - £400, Steel Pan workshop - £400, Leavers Present - £100

Already agreed to Enterprise Week, Christmas lunch upgrade, Presents for Christmas  
Sam to negotiate a deal with panto production company for three year exclusive deal.

The following two items were voted on:

Leavers trip to beach – voted not to be paid by PTA funds but will discuss again when numbers are known if PTA are to make up the difference to cover coach costs.

Road Safety Awareness Course – voted yes to be paid for from PTA funds.

### 5. Any Other Business

Friday Fund text reminder required, Mrs Adams to be put on website what it is being used for.

### 6. Actions Points

Action	Owner
Afternoon Tea - co-ordinate with classes so that the singing and library visit doesn't clash. Website calendar to be updated with all class dates.	Mrs Adams
Add additional information to step by step instructions for Afternoon Teas and laminate	Sam
PTA section of website continuing to be updated	Mrs Adam/Mrs Chapman
Allocate Beech Class Rep.	Mrs Adams
Ask site manager to help put tables away and sweep the floor at Afternoon Teas.	Mrs Adams
Friday 23 <sup>rd</sup> March to be an All School Easter themed Afternoon Tea. Volunteers required, Office to send text	Mrs Adams
Afternoon Tea Volunteer Poster to be produced	Vicky

Pond Area update required	Miss Hately
Year 1 resource list required	Miss Hately
Lucie's raffle donation request letter to be approved by Mrs Adams/Miss Hately.	Lucie
Joydens Wood businesses to be contacted in person to request Easter raffle donation Speak to Emma McLoone regarding Samsung.	Donna
Dartford businesses to be contacted in person to request Easter raffle donation	Sam
Crayford businesses to be contacted in person to request Easter raffle donation	Vicky
Contact companies further afield by email to request Easter raffle donation.	Lucie and Laura
Buy cellophane and bows for Easter raffle prize wrapping.	Sam
Lucie to confirm date for Easter raffle wrapping and request volunteers	Lucie
Table cloths for Quiz Night required	Lucie
Volunteers required for Quiz Night	Lucie
£20 Bluewater voucher and 10 x wine bottles to be purchased for Quiz Night	Sam
Sports Day/Summer BBQ more information required	Miss Hately
Road Safety Awareness Course to be paid for from PTA funds.	Sam
Friday Fund reminder required, Mrs Adams to be put on website what it is being used for.	Mrs Adams

**Next Meeting - Friday 20<sup>th</sup> April 1pm - Afternoon Tea.** Everyone is very welcome!