

FKBA Minutes

Date/Time: Wednesday 14th October 2018 6pm

Attending: Kelly Brace, Jo Page, Lucy Burkinshaw, Del Draper, Wendy Millsop, Alice Turrell, Mandy Ralph, Jess Board, Rose Hawthorn, Tina Askew

Apologies: Emily Knowles

Item	Topic and Notes
1.	Welcome by Chair KB welcomed everyone to the meeting.
2.	Apologies As above.
3.	Recap <ul style="list-style-type: none">• Halloween Disco – This event went well on the evening. Thanks to Alice for collecting lots of Halloween decorations donated from the supermarkets the hall looked amazing. A couple of points raised for next time:<ol style="list-style-type: none">1. We need to have a fire register in place, so we know which children are on site.2. We will not pre-sell tickets as it was difficult for reception staff to cope with people coming in and out to drop off money etc. plus we did not make many sales from The Shed.3. Next time we will try asking students to hand into their teachers to be put in an envelope and collected by a PTA member. Tickets to be sent home in book bags.4. EYFS would be better having their own separate disco, maybe for the last half an hour of the school day with games to keep them entertained. Drinks/sweets? Cost to be discussed at a future meeting.5. Y1&2 together and Y3,4,5&6 together but only if there are properly organised games for them to be involved with. We need to check with Will if he is available for our next disco (Valentines) how much he will charge and if he can arrange games with prizes.6. Takings – Refreshments £162 Blow Ups £48 Tickets £416 Minus our spend, our profit was £517.61• Hi Vis Vests – KB to speak to Abbi Underwood.• 6th Form Open Evening – KB thanked everyone who helped at this event.
4.	Christmas Our Christmas Fair will be held in the Primary Hall. We will have access from 1pm to set up. Each year group has decided on a stall to man. These will be as follows: <ul style="list-style-type: none">• EYFS – throw the snowballs into the snowman• Y1 – Name the teddy• Y2 – Cakes and Biscuits• Y3 – Pin the nose on Rudolf• Y4 – Human Fruit Machine• Y5 – Pie Face• Y6 – Guess the sweets in the jar

KB has a list of all sweets and floats needed. We will also have the following stalls:

- Chocolate Tombola (Mufti on 6th for choc donations)
- Teddy Tombola
- Bottle Tombola (JP to source £50 worth of bottles)
- Glitter Tattoos
- Reindeer Food (Del/Kacey)
- Sweetie Cones (JP to get sweets from Bookers Del/Kacey to make)
- Sand Art

And of course, Santa's Grotto! This will be set up the evening before in the community room. KB has emailed Santa and confirmed he is available!

KB to send out flyer to say bring in your money for Santa tickets (£2) to give to your class teacher to put in an envelope. A member of the PTA will collect and issue tickets to book bags. No money to be handed into reception or The Shed.

KB to check with site that our gazebo can be put up in the community room and that it fits! We also need to check decorations in the Pavilion.

We would like to use the post-box and have printed letters to Santa for children to draw a picture or write a letter to Santa while they are waiting to see him.

Wrapping of Santa's gifts will take place on Tuesday 20th November 1pm – 3pm and Thursday 22nd November 9am – 12pm.

- **Refreshments** – Keeping it simple with tuck shop items i.e. Sweets, crisps, drinks. We will make Christmas names for drinks and include hot chocolate etc. Any donation of cakes or biscuits will be placed on Y2's stall to sell. Popcorn – we will use Dell's and the school's machine and purchase Christmas paper cups to serve.
- **House Raffle** – House coloured items already being brought into school. KB handed out letters for members to take to local businesses to ask for donations for extra prizes. LB had a quote from Print and Go for producing tickets at £25 however these were not the right tickets so will have to go back to purchase online as before for around £40.
- **Help!** – KB to email for 6th form help. We will offer a free Santa visit to anyone who can help for a 30min time slot. Hopefully this will encourage help even if they do have their child with them.

5.	<p>A.O.B</p> <ul style="list-style-type: none"> • Wheelchair - WM presented to the committee that KBA would like help with funding the purchase of an electric wheelchair. The chair would be made available to all students who require extra help around the academy giving them independence and freeing up staff time. The cost of one wheelchair is £1000. WM asked for a donation of £500 towards this but the committee felt that we could happily donate the full £1000 and buy one chair outright. KB to liaise with SEN to assure it will be put to use in the right way for all students to access when required. • Tortoise – TA reported that an accident occurred smashing Bertie’s tank. He is also out growing his current tank. The committee felt that Bertie has been granted a lot of funding already and whilst they cannot offer another donation, they will put a plea out on Social media to see if they can acquire him a bigger tank.
9.	<p>Date and Time of next meeting: Wednesday 5th December 5.30pm</p>
<p>The meeting ended at 7.30pm</p>	