



Friends of Heighington Millfield Primary Academy

**Minutes of the Meeting Dated 27<sup>th</sup> January 2025 @ 7.30pm  
@ Turks Head Public House**

<b>Attendees</b>	<b>Online Attendees</b>	<b>Apologies</b>
Kerrie Anderson Kat Simmonds Stacey Pickwell Kim Sellars Adele Cochran Donna Windard	Alex Boucher Sharon Reaney	Jen Holmes Joanne Hueso Clarissa Bray Lindsay O'Shea Amy Dyche Tasha Fixter Louise Hibberd Julie Shaw Tracey Pickard Mrs Orrey Sarah Hardcastle Donna Woosey Laura Levisley

<b>Item</b>	<b>Lead</b>
<b>Welcome</b> KA welcomed everyone for Meeting and explained the purpose and order of business of the PTA	KA
Apologies	
<b>General Meeting</b>	KA & KSi
<b>Finances</b> KSi presented summary of PTA funds in/out from last term	KSi
<b>Last term's events raised = £2956.57</b> (October Disco, Xmas Market, Prize Draw and Movie Night)	
<b>Donations to date = £236 from donations and Blakemore Asda due in bank approx. Feb 2025 time.</b>	
Funds Paid Out £1060 (incl. Rec, Y2, & 4 trips and 16 x No Cold Child Coats)	

<p><b>Marketing</b></p> <ul style="list-style-type: none"> <li>• KA confirmed all year group representatives have been agreed and confirmed from last meeting.</li> <li>• KA to put reminder in PTA Whats App group to all year group representatives to help distribute PTA information including looking for sponsors, donations plus information on all events.</li> <li>• KSe to continue promoting on Facebook</li> <li>• AD to continue creating posters for all events</li> </ul>	<p>KA</p>
<p><b>Future Events</b></p> <p><b>Disco – 13<sup>th</sup> February 2025</b></p> <ul style="list-style-type: none"> <li>• KSi confirmed disco booked and all sweets have been ordered.</li> <li>• KSi confirmed glowsticks available from Xmas event.</li> <li>• Volunteers needed – KA to call for volunteers in PTA Whats App group.</li> </ul> <p><b>Easter Egg Hunt – Sat 29<sup>th</sup> March 2024 – 10.30am-1.30pm</b></p> <ul style="list-style-type: none"> <li>• KA confirmed KSe still to write the EEH as discussed in previous meeting - KA to send previous hunts/ideas via email to KSe.</li> <li>• EEH sheets to be sent to JW at school to be printed prior to event – sheets to then be numbered. Min 200.</li> <li>• Venue of the EEH discussed – KSi informed that Jubilee Hall would charge at rate of £8ph. PTA agreed to use Jubilee Hall to provide event for local community and to give back to the Jubilee Hall following support last year.</li> <li>• KA voiced concern on no. of volunteers available. Recommended 6 volunteers needed at all times throughout EEH. KA to call for volunteers in PTA Whats App group.</li> <li>• KSe to promote EEH on FB and create an event able to be shared on local pages.</li> <li>• AD to do EEH poster.</li> <li>• 200 eggs to be bought – KA asked for members to watch for promotions/offers at supermarkets to find best price. Year group representatives to ask for support in this in groups.</li> <li>• SP agreed to buy Easter Eggs when confirmed best value deals.</li> <li>• <b>£3.00</b> per entry to EEH – to incl. treasure hunt sheet + egg prize at the end</li> <li>• <b>Tea/coffee and refreshments available on the day</b> – only milk needed as lots of supplies left from Xmas Market.</li> <li>• DWi suggested ‘Bake Sale’ with donations as alternative to hot cross buns – previously popular.</li> <li>• KA to follow up link for possible cake donations.</li> </ul>	<p>KA &amp; KSi</p>

<ul style="list-style-type: none"> <li>• <b>Easter Raffle</b> – KA to lead, ask Co-op and Spar, hope to make hamper style prize.</li> <li>• <b>GAMES</b> – KA suggested 'Spin the Wheel' to be used. DWi fed back popular games from Xmas Market event and volunteered to provide a Easter themed 'Carrot in the sand', plus KSi to do 'How many in Jar?'</li> <li>• <b>Crafts</b> – gives children activities to do to encourage further refreshment sales, craft supplies low from previous events, SP volunteered to donate some Easter themed crafts.</li> </ul> <p><b>Non-Uniform Day – Friday 27<sup>th</sup> June 2024</b></p> <ul style="list-style-type: none"> <li>• Children wear non-uniform in exchange for a Tombola item (not food) – alcohol &amp; bric-a-brac Tombola only</li> <li>• AD to design poster for this</li> <li>• Volunteers will be needed for this on Friday morning to collect, sort and label items</li> <li>• KSi suggested to only label top prizes to save time and number of volunteers needed – all agreed.</li> </ul> <p><b>Summer Fair – Sat 28<sup>th</sup> June 2024 (suggested 1-6pm)</b></p> <ul style="list-style-type: none"> <li>• Please add provisional date to diary (for volunteering)</li> <li>• KA asked for opinion on running another 'Millfest' style event, it was agreed to go ahead due to success last year.</li> <li>• <b>Entertainment</b> - KSi has been looking into entertainment, looking at possible tribute acts, will get prices and confirm availability. <ul style="list-style-type: none"> <li>- KSi confirmed disco booked.</li> <li>- Potential zorbing too expensive – discussed possible wipe out, assault course and small bouncy castle option for younger children – KSi to get prices for all.</li> <li>- KSe to check if Mister Paul available again.</li> <li>- Ask school for the choir to perform.</li> <li>- SP to arrange ice cream van with 10% profit donated.</li> <li>- KSi to check pricing and availability for main tent.</li> </ul> </li> <li>• <b>Summer Raffle</b> – KA to speak with BB to take lead on the summer raffle prizes due to success last year using online spreadsheet so that it can be updated by members of PTA.</li> <li>• <b>Donations/Sponsors</b> – KA expressed concern on costs of event and importance of finding potential sponsor(s) to support event with minimum of £500 needed for event to be viable. Also discussed tiered levels of sponsorship to encourage more businesses to support and in return advertising for their business based on donations given.</li> <li>• <b>Volunteers</b> – KA suggested needing a larger bank of volunteers for event, to allow all to have time to enjoy event. KSi suggested to schedule volunteers for specific areas to improve running of event.</li> <li>• Noted feedback was given that timetable was useful last year for visitors.</li> </ul>	<p>KA &amp; KSi</p>
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### **Movie Night 15<sup>th</sup> May 2025**

- KA confirmed date for diary.
- Details to be confirmed nearer the time.

### **Summer Special Disco 11<sup>th</sup> July 2025 6 – 8.15pm**

- KA confirmed date for diary.
- Details to be confirmed nearer the time.

### **Sports Day Refreshments**

- Honesty box idea
- To go ahead would need volunteers at each event
- Once dates confirmed, will revisit this idea and ask for volunteers.

### **Book Donation Day**

- HM (previous secretary) reminded PTA that previous Book Donation Day had been popular.
- Donations no longer needed for library, but many parents enquired about buying books after previous event last year so could potentially re run this to help raise funds.
- To be put to school reading ambassadors for further ideas for this event – could be tied into World Book Day.

### **Donations & Grants**

- **Promotion for Donations** – AD to create poster to promote for donations to be used in newsletter
- **Supermarket Tokens** – KA asked for PTA volunteers to organise and apply for possibly Tesco, Asda & Coop Community Champion fund-raising bids – volunteers TBC
- **Application for funding bids** – KA has list of possible funding bid opportunities – request of any volunteers to help with this

### **Spending Ideas**

- **STEM Area/Classroom** – PTA is working together with DW on long-term plan to raise funds for a new STEM area/classroom to be created within the school - KSi to follow up with DW as waiting for list of equipment needed for PTA to purchase.
- **Theatre visits** – KA suggested as short term spend idea to look at potential theatre visits to school for year groups.
- **KS2 Outdoor Learning Zone** – KSi has been approached if PTA can help fund benches and sun shades for outdoor learning areas – KSi to look further into this with SC.

### **Leavers Hoodies**

- KSe has been checking prices – PTA agreed to go ahead with Ethicstar.

**Future Planning**

- KSi to look at potential circus visit
- KSi suggested a sponsored 'Colour Run' – already agreed by DW.
- Cost of £2.15 per child – total £431 approx, funded by PTA.
- Children can be sponsored in hope to cover costs and raise funds. SR suggested older children could pledge to do X number of laps. SP volunteered to provide flag finish line.
- Funds to be split between equally between PTA and Comic Relief
- Provisional date of 13<sup>th</sup> March to run in line with Comic Relief and Holy Festival – links to colour.
- To be ran at end of school day – logistics to be discussed further with DW.
- Potential teacher involvement to be discussed with school.

**AOB**

- KSi to follow up potential change in bookbags supplied by PTA for Reception children for next academic year with DW and staff.
- KSi to speak with JW regarding ordering of ties for Y6 for next academic year.
- KSe to set up a PTA email address.

**Next Meeting(s)**

**Monday 17<sup>th</sup> March 2025** at 7.30pm Venue Turks Head Public House – to be Millfest Planning Meeting.

Kim Sellars