



Friends of Heighington Millfield Primary Academy

**Minutes of the Meeting Dated 28<sup>th</sup> October 2024 @ 7.30pm  
@ Turks Head Public House, Heighington**

<b>Attendees</b>	<b>Online Attendees</b>	<b>Apologies</b>
Kerrie Anderson Kat Simmonds Tasha Fixter Adele Cochran Kim Sellars Lol	Becky Bannister Donna Woosey Amy Dyche Lindsay O'Shea Lynn O'Neill	Helen Newton Jen Holmes Alex Aldous Joanne Hueso Clarissa Bray Leanne Sellers Tracy Pickard Gwen Watson Helen Hempstock Jodie Sanderson Jo Orrey Stacey Pickwell

<b>Item</b>	<b>Lead</b>
<b>Welcome</b> KA welcomed everyone for general meeting and explained the business to be discussed at meeting.	KA
Apologies	
<b>General Meeting</b> <b>17<sup>th</sup> Oct 2024 - Disco</b> <ul style="list-style-type: none"> <li>• 170 attendees = KS1 &amp; KS2</li> <li>• £475+ profit made – well supported</li> </ul>	KA & KSi
<b>Future Events</b> <ul style="list-style-type: none"> <li>• Dates for Xmas events to be checked and KA to do a shout out in the Whats App group for year group volunteers at each Xmas event to sell Lucky Squares before and after each event.</li> </ul>	

## Sun 1<sup>st</sup> Dec 2024 – Heighington Xmas Market (11am-3pm)

- Games – (usual water and wine, looking for additional children's games to add to event)
- Food/drinks (mince pies, cake donations, mulled wine, tea, coffee, hot chocolate and baileys)
- Space to be used in school to be confirmed (considering use of cube due to new library, discussed one way system usually used to allow to work)
- KSi offered to organise volunteers to help move furniture in library day before if necessary
- Friday 29<sup>th</sup> November – help with wine donations needed possibly
- Discussed potential fund matching for Xmas Market – TF to take lead with Blakemore Foundation
- AD to create poster for Xmas Market/Prize Draw

### DRINKS

- KA to put info on jobs/responsibilities out on WhatsApp to request help from wider PTA and assign roles for the event
- To buy drink supplies;
  - KA to buy Baileys/Mulled wine
  - KSi to buy other supplies from Bookers
  - TF to supply mince pies from Blakemore
- Agreed prices to remain same as last year's market event
- **Donations of wine needed for water/wine stall** – KSi will arrange PTA updates for school newsletter to request donations to be brought to school office
- KSi to sort license for drinks + lottery license + floats + card readers

### GAMES

- **Lucky Squares** = To include physical paper board to sell in person and online prize draw format with use of web link/QR code as 2023 – KSi to set up the online prize draw
- Discussed snowman marshmallow options for children and KSi offered to arrange/organise this
- KA suggested to sell light up toys for children – KSi to research and purchase
- KA asked for volunteers for new games ideas for the event and Lol offered to take the lead on games for the event
- **Xmas Jumper Stall** – AA to manage this..? **To be confirmed.**

## **PRIZES FOR LUCKY SQUARES PRIZE DRAW**

- KA has number of raffle prizes from Summer Fayre;
- Beauty Hamper
- Bottles of Alcohol
- Pennells Voucher
- Simpsons Spa Voucher
- KA to check and confirm all raffle prizes available
- In need of a main prize and it was agreed by PTA that the Lego seemed popular last year – KSi to look into and find a main prize

## **12th Dec 2024 – Movie Night**

- Movie Night able to go ahead now school reopened
- To be held in the main school hall straight from school day
- £3 per child
- Need letter and permission slip drafting – Kse to do
- Discussed permission slips to be handed to class teacher and agreed to be accepted until morning of 12<sup>th</sup> Dec
- Supplies to be ordered for the event including cones and popcorn – KSi to order
- Need 5 PTA volunteers and 2 teachers minimum
- Choice of movie to be emailed by KSi to DW to be passed to School Council to decide from;
  - Elf
  - Arthur Christmas
  - Minion Movie

## **29<sup>th</sup> March 2025 - Easter Egg Hunt**

- Due to concern in Whats App group with event originally planned for 30<sup>th</sup> March, falling on Mothers Day, agreed to reschedule the event to 29<sup>th</sup> March 2025
- Agreed to continue running event from Jubilee Hall to offer community event with crafts and refreshments as previous year
- KSi to check availability at Jubilee Hall for new date
- KA looking for volunteer to buy Easter eggs for event
- KA looking for volunteer to write the hunt – KSe offered to do this
- TF offered to arrange Hot Cross Bun supplies again from Blakemore

**Summer Fayre**

### **SUMMER FAYRE RAFFLE**

- Looking for a PTA volunteer to take the lead on co-ordinating the Summer Raffle prizes
- BB happy to take lead and organise spreadsheet
- AC suggested to share to local Facebook pages

### **SUMMER FAYRE IDEAS**

- Discussed if to offer Summer Fayre as Millfest style event again – would need sponsor for the event of £500+
- Looking for potential sponsors, either one or multiple sponsors
- Noted that Aspire previously send to contact before April budget – KA to contact
- KSi to book bouncy castle equipment
- LOS to research Zorbing and costs

### **Donations and Grants**

- Discussed potential ideas for further donations/grants and what the school would like to benefit from with PTA funds
- Noted have to name project on grant applications
- PTA funds for Stem
- KSi and DW to compose wishlist for classrooms
- Possible grants from Tesco/Wickes – to be explored further
- Shoutout on PTA newsletter sent via email to parents for anyone who may be able to help further with grants

### **Year 6 Leaver Hoodies**

- Discussed when to purchase and offer Leaver Hoodies
- During school year for children to wear and enjoy during last year, or at the end of school year as normal
- DW to speak with Mr Wise to gather opinion from children on their preferences and to be confirmed with PTA
- KSe taken lead on Leaver Hoodies and will start getting quotes for Leaver Hoodies

### **Additional PTA Roles**

- KSe to continue to post on social media
- TF to be named as Vice Secretary – agreed by TF
- SP to assist chair (role to be confirmed)
- Additional roles agreed to future proof PTA with parents of younger children in Millfield

**Year Group PTA Reps (for year group Whatsapp groups)**

- Reception = Tasha Fixter
- Year 1 = Stacey and Jodie
- Year 2 = Clarissa? TBC
- Year 3 = Kerry Foster and Laura
- Year 4 = Kim Sellars
- Year 5 = Kat Simmonds
- Year 6 = Vic Heyworth? TBC

**AOB**

- KSi discussed if PTA should look at an alternative for Book bags for reception children and suggested idea of PE bag as an alternative. DW to speak with Mrs Hughes to explore different ideas
- Pre-loved to move back into school now reopened as furniture was on order and DW confirmed AD to bring into school
- Future advertising and marketing ideas for the PTA – AD suggested a banner – to be sent to DW. SP to source flag for events for the PTA and find costs.
- Discussion of display boards – DW confirmed internal board ready – KA to add adverts. Potentially look at an external board to be available for local community to be able to see.
- Parentkind coat initiative – 1<sup>st</sup> November – KSi to apply

**Next Meeting(s)**

**Monday 27<sup>th</sup> January 2025 at 7.30pm Venue Turks Head**

Kim Sellars