

Hackforth and Hornby PTA – Meeting Minutes

Thursday October 5th, 2017

The meeting was called to order by Judy Clarke at 14:30

In attendance

Judy Clarke – School Representative

Emma Hayton - Chair

Stacey Arling - Secretary

Lucy Brackenbury - Treasurer

Debbie Gibson

Vicky Noble

Emily & Grahame Swift

1

Discussion regarding the Halloween party and all aspects agreed upon are as follows. Date set for Friday November 3rd – 15:30 till 17:00. £1 per child. Costumes to be changed into after school hours. Emma Hayton and Emily Swift will arrange the drinks and snacks. Vicky Noble kindly offered to bake cakes. The village hall needs to be cleared and vacated by 17:30.

2

Details agreed upon for the Open classroom and cake sale. The event will be held Friday October 20th. After the school Harvest Festival, cake and coffee will be sold in the village hall before the open classroom begins at 14:30.

3

Discussion regarding the proposed Christmas Fayre. The event will be held in the village hall, Friday December 8th – 14:30 until 18:00 with tea and coffee being sold. It was agreed that stall holders will be charged £5 per table and be asked if they would like to donate a prize to the raffle. The raffle will be drawn towards the end of the evening and prizes given out. Entrants will be asked to leave a telephone number in the event they need to leave, in case they win a prize. There will be an event created by the official school Facebook page which will also serve as promotion for the businesses with a stall at the fayre. Parents may share this event on their personal Facebook accounts. Vicky Noble and Emily Swift will take the lead on contacting local businesses regarding booking a table.

4

It was requested by Stacey Arling that members of the PTA provide email addresses to enable discussion to take place between meetings. All members agreed and email addresses provided. It was also agreed that Debbie would be CC'd into emails to ensure the school administration was made aware of any new developments.

5

There will a Nativity play, to be held on Friday December 22nd. More details will be discussed nearer the time.

6

Discussion regarding photographs of PTA members being taken for the school website/Facebook page. It was decided members could either see Debbie Gibson in the school office to have a new photograph taken or a suitable existing photo could be emailed in.

7

The idea of a larger event with silent auction briefly touched upon. It was decided by all members that this event will be held in the summer of 2018 and no further discussion is required until closer to the time.

Actions

- Lucy Brackenbury and Emma Hayton will set up the new bank account for funds.
- Vicky Noble, Stacey Arling and Emily Swift to contact business members regarding tables for the Christmas Fayre.
- Photographs to be forwarded/taken for website.

Items to be discussed at next meeting

- Nativity play
- Finalise details for the Christmas Fayre/confirm stall holders.

Next Meeting

Thursday November 9th, 2017 - 14:30-15:30, in the village hall.