

**Offham School PTFA Meeting**  
**Monday 23<sup>rd</sup> May, 3pm**

**Attendees:** Rachel Smith, Clare Chaplin, Jane Pusser, Tamara Spierenburgh, George Jackson, Mel Maclean, Liz Seage, Sophie Hardman, Dora Daczo.

**Apologies:** Maxine Hewetson, Ellie Earnshaw.

<u>Agenda</u>	<u>Action Points</u>
<b>1. Quiz Night</b>	This was a very successful evening. Approx. £600 profit generated.
<b>2. Year 6 Leavers</b>	Everything is booked.  There is an organising committee made up of 8 parents.  Health and Safety business: Insurance documents and waivers for the children are all being arranged.  No TENS license required.  Possibility of disco to be set up using the terrace of the PTFA shed.
<b>3. Summer Fete</b>	Ellie Earnshaw has designed a template for the children to use in order to submit programme designs.  There needs to be a drive from us all to engage support from parents/carers in running the fete: Class rep's to remind parents to volunteer on their class stall. A board will also go up after half term to ask for volunteers.  Photobooth: George Jackson is

waiting for confirmation as to whether or not this will be at the fete.

Pony rides: Check with Chris that this is going ahead at the fete.

Are we going to try and get another car filled with balloons? Ellie Earnshaw to enquire.

Lego club: Mel will contact 'Bricks-for-Kids' to see if they can hold a stall at the fete.

Are we going to put banners up? Jane Pusser suggested having four 4ftx2ft banners.

Craft: stock needs to be checked.

Prizes: stock needs to be checked.

Liz to contact Clare Innes regarding the following:

- Coconuts
- Strawberries
- Tug-of-war rope
- Crazy golf

Raffle Prizes: We are struggling to get enough prizes (particularly top prize). Mandy needs to know top prize asap for ticket printing purposes. Everyone needs to try and get some raffle prizes. George Jackson to email out generic headed letter for us to use when contacting companies.

The next summer fete meeting will be

	be held on Thursday 9 <sup>th</sup> June.
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