



Registered Charity No - 1043067

Wednesday 22<sup>nd</sup> November 2023, Bridge Inn Pub.

Attendees: Melanie, Louise, Claire, Marian, Apple.  
Apologies : Michelle, Iden, Tracie, Leann, Tom.

**Meeting to finalise Christmas Disco** – Thursday 14<sup>th</sup> December 2023

- Risk Assessment – Finalised the risk assessment for the disco, Louise to email a copy to Mrs Dainty.
- Melanie has used the website 'Volunteer sign-up', this will make it easier for volunteers to sign up to help out at the disco. Melanie will add this to the PTFA WhatsApp group.
- Melanie compiled a stock take from last year's disco. No more novelties will be purchased. **Michelle** to purchase from Costco: Orange squash, blackcurrant Squash, sweets (no lollies or hard boil sweets), boxes of crisps and chocolate. Michelle to discuss amounts required via the WhatsApp group prior to purchase.
- Unlimited squash/water to be available in the tuck shop room (not to be taken out of this room to prevent spillages) To use breakfast clubs' beakers and ensure they are all washed/dried and put back.
- Activities in the chill out room – Twinkle print outs and crafts. **Melanie/Claire** to source.
- **Claire** to confirm that we can use Miss Lewis and Mr Roper's classroom for the tuck shop and chill out room. To ensure both rooms are left tidy.
- **Claire** to check that we can set up in the hall from 3pm, Louise will be in school to welcome the DJ and ensure a smooth set up.
- **Claire** to liase with Carol on any dietary requirements and purchase what is needed.
- **Louise** to meet with Mrs Dainty prior to the disco to ensure a safe departure point for all children and also a quick and smooth arrival for the juniors.
- **Louise** to speak to Mrs Dainty regarding any equipment that is stored in the hall to be moved to allow more space.

- **Melanie** to speak to Mr Taylor (after school club leader) for it to take place in an alternative room.

AOB – A parent of a child in reception, would like to make a donation towards the Christmas Disco. It has been agreed that the donation would be paid into the PTFA bank account, to help towards the running of the disco. The PTFA are extremely grateful and would like to thank them.

Next meeting: TBC