

Parents, Teachers & Friends Association Minutes of Meeting

7th April 2022 12:30-1:00pm in Meeting Room 2 and via Google Meet

Present: Mrs J Snell (Acting Chair) **JS**, Miss L Newbould (Secretary) **LN**, Mr R Hildebrand **RH**, Mrs Sue Bagnall **SB**
Apologies: Ms J Pickworth **JP**, Ms K Darlow **KD**, Mr B McKeown **BM**

| | | Action |
|------------------------------------|--|---|
| Welcome | All welcomed to the lunchtime meeting to discuss the planning of the car boot sales, the first one being on Sunday May 22 nd 2022 | |
| Car Boot Sales Advertising | <p>RH has set-up a separate Car Boot Sale Face Book page and has added the posters to advertise the next date on there. He has added LN to the Admin of this page.</p> <p>Posters and flyers have been printed and are available at reception and will be distributed via staff. LN suggested distributing them to students in form time to take home to parents.</p> <p>Lauren has completed the advertising in local publications and online.</p> <p>The wooden boards for roadside advertising are being updated by P Barrett in the technology department.</p> <p>Other signage is being updated to include the new logos and dates.</p> | <p>RH</p> <p>LN</p> <p>PB</p> <p>LN</p> |
| Car Boot Sales Refreshments | <p>SB will be there on the day and will help with refreshments</p> <p>JP is to purchase the food and other items as required</p> <p>JS will ask the catering staff if they could bake some cakes for the event. LN said she would provide some home baked cakes.</p> <p>LN will also make sure a cash float is available ready for the day.</p> | <p>SB JP JS, LN LN/KD</p> |
| Car Boot Sales Volunteers | <p>BM has kindly offered to help with the gate security</p> <p>RH will be on site later in the morning to help where needed</p> <p>SB, JS and JP will help on the day.</p> | <p>BM RH SB/JS/JP</p> |
| A.O. B | <p>JS will update the risk assessment and provide lanyards where required for those on site.</p> <p>The card reader will be made available if anyone wants to pay via card on the day.</p> | <p>JS</p> <p>SB</p> |
| Date of next meeting | <p>The date for the Annual General Meeting has been agreed as Wednesday 11th May at 7pm and will be held in Meeting Room 2 and available to those who prefer to attend remotely.</p> <p>Dates are published on the website for future meetings and will be advertised on FB.</p> | <p>ALL</p> |