



## Minutes of Meeting held on 03/11/22

**Time: 4pm Venue: Magna Academy**

1.0 Welcome - Vicky, Katie, Denise, Sharon And Kara

Apologies - Jacqui

2.0 Finance Update **Bank- £225.18**

**Cash- £388.00**

3.0 Upcoming events – Festive Friday

- Timing of the event 3-6pm set up timings from 1pm
- All stall holders need to be contacted about time changes.
- Site team – DG to sent KS the emails that Fran had sent asking for the senior management team to agreement that the site team can work extended hours for festive Friday - Mrs Stafford to organise with senior management team
- Advertising – JG - update posters with new time. Send in new poster to KS for KS to organise printing and then posters to be given to all students. JG – printing of posters to be given to all heath schools and put up around the Heath library etc
- Risk assessment – DG to complete; JEE to sign off
- Letter to parents – SJ to do and then send in to KS for letter to go out to parents
- First Aider – KG agreed to be the first aider on site. KS to check location/source first aid kit for PTFA to use. Need a dedicated area for first aid.
- Food/coffee vans - % of taking to be agreed with vans
- Pizza – no go, not received any communication back
- Santa grotto – Gazebo to be decorated. KS to ask if a teacher would be Santa, KG to source Santa costume. KG to organise gifts (sweets).
- Year 7 christmas tree competition KG to source trees and house colour tinsel. Need to email the Yr 7 tutors to explain.
- PTA stalls Water/Wine stall KG to collect bottles



- Do we have a Lush contact – message to go out on facebook
- Bouncy Castle - Castlemania
- Family Portraits – SJ to contact
- Music/Drama – Area to be allocated need plug socket
- Enterprise/product design/food tech -KG to chase
- Hot radio - alternative as no response or school band
- Raffle – Tickets have been ordered and prizes are being donated
- Sixth form helpers – Zanzibar
- Permission to hold an event – check BPC
- Arch to help advertise
- Book stall – KG
- VC -to leaflet drop

4.0 Any Other Business -

5.0 Date for Next Meeting- PTFA members to meet next Thursday 10/11/22

Meet with KS 3pm 17/11/22