



**Minutes of the P.T.F.A. Meeting  
Hill View Primary Academy, Bournemouth  
Monday 20 January 2025, 7:30pm**

**Venue:**

The Crown, Broadhurst Ave, Bournemouth

**Attendees:**

Rachel Herring - **Chair**, Alistair Patten – **Treasurer**, Michelle Birkett – **Assistant Treasurer**, Rob Barwell, Helen Christmas - **taking minutes**, Nickie Moorley, Jen Coulter – **General Committee Member**,

**Apologies:** Jo Smith & Veronika Blake – **General Committee Member** & Jo Porter – **Teacher** Lorraine Davies – **Secretary**

1. **Welcome & Apologies**

Apologies as were noted as above.

2. **Minutes and Actions from the last meeting**

The Minutes of the last meeting were reviewed and agreed.

**Actions outstanding:**

Contact to be made with 'Little Gizmos' by Lorraine Davies

Contact to be made to prompt Twin Temptations as to whether they would like a stall at the fair – Jen Coulter (deadline for response February half term)

Sam has received multiple enquiries re: cake stalls.

3. **Roles and Duties**

Chair position - Rob is not currently in a position to take this on. Sam and Rachel have agreed to do another year as chair and co-chair. Rob has agreed to step up into some of the chair responsibilities to alleviate pressure.

Going forward, the Committee will continue to run the Summer Fayre, Colour Run and more Mufti Days. Other events will be limited to allow Sam and Rachel's life balance to be maintained.

4. **Treasurer report**

Profits made:

Bingo £700

Mufti £418

Santa slots £621 income, net income was c£500.

Preloved: £>500

## 5. Upcoming events

### 5.1 Discos

Sufficient volunteer helpers have been secured for the events.  
Tickets have been released with a good uptake so far.

172 tickets sold: 65 YR, R, 1 & 2; 108 Yr 3,4,5 & 6  
Deadline is 14th Feb.

### 5.2 Colour Run 25<sup>th</sup> May.

Agreed to raise ticket prices – previously £2.50 for adult and £1.50 child. Agreed £5 flat rate for all participants.

**Need to double check the stores of 'colour' - RH recommends ordering 5 bags of colour, a week or 2 prior to the event.**

Was the course adequate?

Helen suggested haybales as obstacles but would need to question cost and removal.

Sam suggested starting the race with canons of colour and woggles to create a 'car wash' effect. **Need for more water guns.**

RH to go round the course twice.

Could do awards for best dressed and most inventive.

**Action - Rachel to ask Anton to do the pictures again** – group concluded that the pictures were enjoyed very much.

**Action - Lorraine to enquire about fire trucks.**

**Action - Sam to ask Pelhams/Littledown for donation of woggles.**

The microphone last year stopped working mid warm up therefore needs further consideration for this year's event.

### 5.3 Family Festival

Stalls

- 4 Tobola's.
- Glitter tattoos already purchased, to be based in the summerhouse.
- Face painting – already purchased – to be in the summer house.
- Axe throwing.

- Human fruit machine – Jen to make the human fruit machine. Ask classes from each year to make fruit pictures.
  - Small prizes for 3 in a row.
  - Arm the fruit machine people with party poppers or similar. – aim to put in pride of place.
- Raffle.
- Hair braids – in summer house.
- The floor is Lava.
- Mini Golf 50p.
- Cottage Garden Pizza - Wood fired pizza, (vegan and GF) - warn him about the possible numbers of 5-6 pizzas in 90 seconds.
- Outalimits Disco is booked.

**ACTION: Risk assessments to be done by Lorraine/Helen.**

Bar – Teachers to do the bar.

Advised to ticket for all the stalls. 50p each. (Axe throwing £2).

**ACTION: Selling tickets 2 weeks before. Sell in the playground, buckets of different quantities.**

No admission fee but we will have a sign at the entrance to say: Entry free - donations welcome' and have someone available with a card machine.

Stall sponsorship

**ACTION: Alistair's friend James is to sponsor the Raffle. He will also ask On Buy if they have some prizes available.**

**ACTION: Need £200 of wine. Consider donations.**

#### 5.4 MUFTI Days:

20th June – Sweets – decorate a cup, fill with sweets and bring in.

27th June – Bring in chocolate.

#### 6. Date of next Meeting

TBC

#### 7. Any other business

#### School Uniform

We will continue to place large orders of uniform for reception new starters in readiness for the settling in sessions each Summer.

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Jen reported we continue to have a large amount of big sizes in stock from our predecessors so need to work on trying to get those numbers down. Fleece are selling well at present.

Sam reported government rules are changing regarding the amount of logoed clothing stockists will be allowed to sell. Further information should follow in the future, which could affect things.

Sarah is going to help with the pre-loved uniform.

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There is a second-hand clothing collection bin that the school receive money for the weightage of clothing received. Discussions were held about how the bin could be more accessible and advertised to the school community.