

**Meeting Minutes**

**PTFA (Parents, Teacher and Friends Association)**

**DATE:** **TIME:** **CHAIR:**

03/09/2025 6.10pm Julie Batty

**IN ATTENDANCE:** **APPROVAL OF MINUTES:**

Julie Batty, Anne Marie Haddington, Chloe Ramsay, Agreed Upon

Maddy Burton-Cole, Sarah Wilkinson, Vickie Forster,  
Triana Ferrandiz, Danielle Eyton-Jones, Kirstie Waite

**Apologies** – Nicola Wilson, Lorraine Ascough

**Online** - Sarah Mullan, Sandra Piscopo, Alison Simpson, Polly Cook, Kelly Dumville, Carol Scarisbrick

**Treasurer Report**

* £5523.50 total funds in bank
* Spent £608.95 on colour run so far
* Raffle raised £860
* Easy Fundraising income of £63.38

**Colour Run Update**

* Tickets sales currently at 100 runners and 96 spectators. Agreed to cut off at 150 runners so 50 tickets left for sale between now and on the day full price.
* 12pm start, run at 2pm, approx. 30 mins run time
* Course will be mapped out by Anne Marie when possible, Tape/Stakes/Buckets needed in order to plan it out on the filed – and obstacle course, hurdles, hoops etc.
* Each runner will collect wrist band on entry – this will allow them to collect Colour Bag containing, sunglasses, bottle of water, bag of coloured powder for the finale, plus medal, maybe expandable flannel. They will sign the waiver at this point too which is a single book, GDPR compliant.
* Runners to come in their own plain white t shirts reminder on whats app groups and Friday email
* Beer /Refreshment Tent will sell beer/wine/G &T cans, pop, water/flavored water and tea and coffee. Pricing agreed as follows: £2.50 for alcoholic drinks, £1 for tea/coffee/pop/flavoured water and 50p for plain water.
* BBQ to serve burger/sausage/V burger, v sausage, cheese, onions and sauces – agreed 100 sausages and 100 burgers, plus veggie options from asda burgers £3.50/sausages £2 or £3 burgers/£2.50 sausages dependent on size. Cheese + 50p
* Ice cream Van – booked and confirmed
* Live Band will play 12.30 – 1.30pm. Before and after that, playlist agreed.
* Julie has arranged loan of PA equipment from Ashville
* Reptile Corner – confirmed ready for 12pm, x 2 shows, 1 at 12.10pm and 1 at 1.30pm – donation box at stall
* Glitter Tattoos – Bernadette – agreed £2.50 each
* Face Painting – Anne Marie – £4 large design, £2.50 small
* Bouncy Castle – booked and confirmed, £1 for 5 minutes – no bouncing if you’ve ran and covered in paint.
* Lawn Games being loaned – Sarah Mullan
* Archery and Bracelet making supplied by David Lloyd – 50p for archery and £1 per bracelet
* Stalls – Punch balloons - £1 each, Nerf Gun Tin alley – 50p, Hook a Duck – 50p – Code Breaker £100 prize , £1 a ticket, Code Breaker £50 toy voucher, 50p voucher
* All volunteers to be at school between 10am and 11am, the earlier the better, all hands on deck

**Actions**

* Sarah Wilkinson - Purchase BBQ/Meat/TENS license/Apple Playlist/Price up alcohol asda/lidl – Reinstate Sum Up Machine organise float to be made up to £200 and purchase gazebos, investment for future events
* Shopping List – Beer/Wine/Gin and tonic/Pop/Flavoured Water/Water/Ketchup/Mustard/Onions/Bread rolls/buns (asda/morrisons) cheese slices/milk
* Prizes for stalls to be sourced and balloons–Julie/Anne Marie
* Letters agreed for neighbours, Maddy will distribute
* Reminder to all what’s in bag and reminder to bring white tshirt/top for Maddy to circulate on socials.
* Anne Marie/Sarah Mullan looking into drone footage/Your Harrogate covering the event
* Volunteer list and allocations of jobs being worked on and will be shared once finished being left in staff room for teachers/school staff to volunteer
* Email to go out in Fridays news 7 days left - Claire
* Check in on Thursday 11/09 on whats app to check all on track for Saturday

**Next Meeting**

29th September 6.05pm in school. Items for agenda include, date for AGM, colour run “run” down, event diary and plan in meeting dates for the rest of the year.

**Meeting Closed** 8pm