

BAWB PTFA

Thursday 26 September 2024, Askrigg School, 7pm

Attendees: 10

Apologies: 3

Note, a paper copy of attendees names and those who sent apologies is kept by the secretary.

1. Record attendees and apologies.
2. Update on bank account from treasurer.
 - a. Bank balance = £4506.14 (31/08/24)
 - b. Should we include a requirement to invoice within the school year of the funding request?
If possible this would make things easier but not essential.
 - c. HD and BD need removing from bank and two others need adding - this could be any committee member
In progress - adding JW and KS will not remove HD and BD until access confirmed.
 - d. Accounts to be audited
Ready to be passed to auditor - **ST**
3. Admin resulting from committee changes:
 - a. BD to update records to new committee roles, add JW and remove HD and BD
Complete
 - b. BD to change records on Parentkind (our insurance provider) to JW
Complete
4. Funding requests/funded activities
 - a. [Funding request form updated](#) to reflect years 2+3 being at Askrigg
To confirm - **JW** then send to **VC**
5. Fundraising activities
 - a. Fun run - what does VC need from the PTFA?
Re-arrange to summer months - only 7 signed up - **VC** to include in Newsflash
 - b. Uniform stall
Add to newsflash and give detail on ease of access at Askrigg - **VC**
 - c. Car treasure hunt run by teachers - didn't happen due to low numbers. Rearrange?.
Potential to do a quiz instead during winter months, **VC** to ask in school
 - d. Car boot sale - Sunday 7th July at West Witton - update - how much raised? Any feedback?
£786 raised - will run again
 - e. Autumn disco - 25 Oct, West Burton Village Hall
Run for 1hr 30mins (17:30-19:00) - Entry £2 with juice and hotdog -Poster to be created-
KS

2-3 people needed to help setup Friday daytime.

Volunteers needed for: 1 x door, 2 x glitter tattoos, 3 x kitchen, 4 x stalls (Guess No. of sweets, Guess name of ghost, Pin hat on pumpkin, Lucky Dip), 1 x quiet room. Facebook post needed

- i. Thank you to MS agreeing to host
- ii. Create risk assessment
JW to complete

- f. Christmas fair - 8 Dec, Askrigg
 - i. Start to promote, assign roles - stalls, kitchen, volunteer coordinator, promotion
Start to promote to stall holders - 10:00-15:00 - Save the date poster to be made - **KS**
Christmas jumper donation to be requested again.
Confirm we have hall on 7th Dec for setup - **JW**
 - ii. Apply for Temporary Event Notice (alcohol licence)
JW to apply before 22nd Nov
 - iii. Update risk assessment
JW to complete
- g. Christmas shops
VC to ask **PM** if she will run again, more chocolate as sold well last year, School to decide on date (to run after christmas fair)
- 6. Survey [BAWB PTFA Survey..xlsx](#)
 - a. 15 responses
Not enough response to review and base decisions on
- 7. Any other business.
Stock of ketchup, tea, sugar and coffee ok

Next meeting 7th Nov 2024 - 19:30 - Middle House Askrigg - **RC** to confirm venue

Links: [PTFA year planner](#) [PTFA on BAWB website](#) [PTFA on Facebook](#)