**Minutes/Action Point Log**

**Friends of Norwood (PTA) Meeting**

**Wednesday 6th March 2019, Norwood Primary School**

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| **Present:**  Anna Abram (AA) Chairperson  Karrie Ann Peters (KAP) Co-Chairperson)  Dawn Roberts (DR) Secretary  Vanessa Ryan (VR)  Jan Cooke (JC)  **Apologies:**  Kim Miller (KM) Treasurer  Liz Thornber  Laura Buck  Kay Griffin | Jessica Hetherington (JH)  Julie Buck (JB)  Wendy Green (WG)  Sara Burcher (SB)  Ellie Bond  Niki Ware  Nicola Cherry  Lisa  Kim Wall | | | | |
|  |  | | | | |
| Action Point | | Owner | Date due | Date Cleared | Comment | |
|  | |  |  |  |  | |
| 1. **Mr Stix**   £408.50 raised well done! Fun had by all. Displayed in newsletter | | KM |  |  |  | |
| 1. **Spring Disco**- Set a new date and times. Request help from teachers via notice.   Can set up from 1.15pm  Hall is to be sectioned off for tuck shop not to be accessed by R, Y1 and Y2 & 3.  Allergies cones organised by Vanessa  **Mr Dumbbell** to lock up  Wristbands and class sheets  We are decorating the hall this year and look into projecting spring images  Confirm room for sweet cones as afterschool club room is not available till 9.30am, alternate where library and Y5 classroom  Still need more smarties and rainbow drops  Still need more teacher volunteers for Yr6 and one for Y4&5 | | AA/KAP  VR  AA/KAP/LD  KM/VR  JH / Mr Hefferan  AA/KAP  VR/KW  AA/KAP | 12/3 |  |  | |

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| 1. **Easter Raffle** - 5th of April in the hall.   Helpers needed on 2nd of April maybe 3rd as well. Raffle tickets available from 1st-5th of April- 50p a ticket. Ensure raffle tickets are available for BS  In School contact Miss Becci Stevenson  Room to be confirmed for wrapping  Update notice board after disco  Check ribbon/wrapping stock  All eggs have been purchased and are being stored by KM  Crafts to be made/put together for prizes  Teacher prize to be purchased | AA/KAP  AA/KAP  AA/KAP  JH  KM  KM  VR  KM |  |  |  |
| 1. **Re-launch of F.O.N**- what the relaunch will involve   After discussions and advice from Marketing expert. We have reached the conclusion not to have a set date for the relaunch, but to promote F.O.N at events parents/relatives choose to attend, starting with the summer fair.  We are to set up promotional F.O.N table at every event, with goodies such as pencils, balloons etc  We are independent but part of the school, community, pupils, parents and teachers  Meet for further discussion on ideas, costs-next monthly meeting, to also include producing a vision statement. Suggestions needed and welcomed.  F.O.N. Facebook page to be set up with competition for liking and sharing page, to involve local businesses. Use site to show successes, spending of funds, all positive  New F.O.N Logo design competition. Source art prize for winner  Guidance for competition | AA/KAP/KM  KM/VR  KM/KAP/VR  AA/KM/VR  VR |  |  |  |
| 1. **Summer Fair-** date of June 28th TBC   Separate meeting for the summer fair  Next meeting: Wednesday 20th of March | AA/KAP |  |  |  |
| 1. **Any Other Business**   Some F.O.N members willing to host meetings/celebrations of success at their houses in turn, creating a friendly welcoming environment  Anyone with new ideas to research and collate costs/information about the ideas  Letter for Logo comp to go out 15th of March and run till end of the week – 22nd of March  Spider Survey to complete/survey letters | AA/KAP  VR/JH |  |  |  |

Thank you to everyone who attended this PTA Meeting.

The next PTA Meeting will be held on Wednesday, 20th March at 3:20pm in the School Hall. Your children are most welcome. This meeting will focus on the Summer Fair so please attend if you can. Thank you.