Threemilestone School PTFA Minutes

Date: Wednesday 12th Nov 2025

Time: 7pm

Location: The Vic, Threemilestone

Attendees: Kate Wellington (Chair Person), Grace Benford (Secretary), Dawn Hawken (Treasurer) Chrissie, Rachel, Stacey

Items:

1) New PTFA Logo:

- 11 entries in total received, PTFA chose top 4 and put to Mrs Teagle to choose the winner. Newsletter announcement next week due to Children in need

2) Autumn Disco:

- Going with glowsticks for the whole of the EYFS/ KS1 disco due to logistics £10 would get 170
- Chrissie doing a disco poster emphasising the times
- How can I help poster already sent out
- Crisps to be ready salted and some mixed to avoid quantities of left over flavours
- Previous missing cups have been located at the back of the PTFA cupboard, new ones are in the Dawn's office
- Dawn to order bits once advised whats needed, Jenna and Kate to confirm crisp flavours and number of glow sticks

4) Christmas swap shop:

- EOD Friday 28th Nov confirmed, will ask for donations to be brought in on the day along with hamper donations. Christmas themed clothing, everything £1

5) Christmas hamper donations via “wear what you like” Friday 28th Nov:

- Kate & Chrissie to get info out asap to give as much notice as possible
- 10 hampers
- Agreed suitable products for hampers:
  - EYFS Jam & chutneys
  - YR1 Crisps & nuts
  - YR2 Crackers/ savoury biscuits
  - YR3 Shortbread/ sweet biscuits
  - YR4 Chocolate
  - YR5 Pickles/ olives/ gurkins
  - Hot chocloate/ teas/ coffee

6) Christmas Raffles/ Jingle Mingle:

- Raffle tickets standard books not TMS printed ones, £1 a ticket of £5 for the strip. Buy only on the day at the relevant performance. Hampers to be taken away at the point of winning
- Donations coming in 28th ideally to be stored in the grey stackable tubs on wheels from the summer fayre until ready to be made into hampers
- Jingle Mingle approved by Mrs Teagle, discussed ways to decorate the hall door effectively without attaching to the ceiling and being able to pop up and down. Ideas to be added to the watsapp group. No balloons.
- Agreed refreshments will have to be sold in the area outside of the hall doors by the sofas due to lack of space in the hall. Mince pies, short bread biscuits, water, soft drink cans and fruit shoots. Dawn to see if we can get any donations of the baked goods. Will provide a paper napkin.
- Kate to compile google doc form to work out avilaibilty from PTFA due to various dates coming up to cover: 19th disco
  28th swap shop/ hamper donations
  1st-8th hamper prep
  9th-16th day performances - raffle tickets only
  9th-16th evening performances

AOB:

- Issue with the delivery of the two speakers, Dawn to re-order
- Kate organising the replacement stage curtain, samples and quotes received, measuring up this week to use the current hooks in place to avoid delays with Mitie
- Grace to send out minutes in word doc or PDF format

Dates for the diary:

19th November - Autumn / winter term Discos

21st November - Logo winner to be announced

28th November - Wear what you like for hamper donations & christmas swap shop EOD

1st - 8th Dec PTFA compile hampers

9th Dec - 16th PTFA selling raffle tickets and refreshments at school evening performances

Meeting adjourned: 9pm

Minutes taken by: Grace Benford

Typed & submitted: 14th Nov 2025

Next meeting: TBC