

Minutes of Meeting

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| Title: PTFA Meeting | Location: Lavender Building |
| Date: 12 th April 2016 | Time: 7pm |
| Attendees: Mark Rosewell Dev Aubeeluck Sara Bonnick Shelly Rowe Ceryl Slasberg Suzannah Seegobin Tee Paul Wendy Ager Victoria Rankine | |

| Item | Actions |
|---|-----------------------------|
| 1. Treasurer's Report | |
| CASH BALANCES (as at 23 rd February 2016) Current Account £26k Savings Account £4.5k | |
| 2. Treasurer Role | |
| Parent Mail to be sent out by Mark requesting someone to volunteer for role. | Shelly Rowe |
| 3. Disco | |
| Next Disco – 20 th May 2 Disco's in May but from September 3 discos. Possibly 3 – 1hr discos. Face painting – no words to be written on children's faces. Parent Mail to be sent out requesting help setting up, running and help on the night. Selling of tickets on the day of the disco – Mark agreed to liaise with staff about helping | Mark Rosewell |
| 4. Face Painting | |
| Wendy Ager to speak to Ruth Catt about organising a training session for parent on how to face paint. This to help lack of face painters at Discos, Summer Fair and Christmas Fair. | Wendy Ager/Ruth Catt |
| 5. Bags 2 School | |
| Shelly Rowe to take over from Debbie Bridger. | Shelly Rowe |
| 6. Sale of Uniform | |
| A sale of Uniform uncollected as result of lost property or donated to be held. | |

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| Donation bucket to be in situ. | |
| Suzannah Seegobin, Victoria Rankine, Shelly Rowe and Ceryl Slasberg agreed to arrange and sort out uniform for sale. | Shelly Rowe |
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| 7. Waitrose Token Scheme | |
| Already in Waitrose. | |
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| 8. Music Night | |
| This event to take place in June/July. | |
| Date yet to be confirmed. | |
| Mr Vinten – hoped to be back in time. | |
| Pimms stall to be run on the night by the PTFA. | |
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| 9. Chipstead Flower Show | |
| Parent Mail to be sent out requesting help and setting up of the stall on the day. | |
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| 10. Spending Plans | |
| New Reading Books – now have been bought with PTFA monies donated. | |
| Garden/Outdoor Learning plans – still getting quotes and advice from experts. | |
| Visualisers – PTFA agreed to fund visualisers for every class. | |
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| 11. AOB | |
| Magician Night – possibility of setting up for October – start with older children – as less need for parents to relieve congestion in KS2 hall. | Suzannah Seegobin |
| Suggested to be after school. | |
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| Summer Fair – all currently running smoothly. | |
| Victoria Rankine agreed to help Natalie Mulchay with brochure. | Victoria Rankine |
| Insurance to be checked on Bouncy Castle for weather incidents on the day – to ensure covered. | |
| PTFA to check on day on weather suitability for Bouncy Castle and other inflatables. | Kaye Guest |
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| Year 6 Performance - Requested contribution to buy rights for a yet to be announced named show for Year 6 to perform at the end of year. | Mark Rosewell |
| PTFA agreed to donate £200 towards cost of rights.(£200) | |
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| Cookery Club – agreed to purchase industrial kitchen scales for cooking club. (£100) | Jo Pearce |
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| Weather Station – Requested to fund weather station for new garden. More quotes to be obtained. | Mark Rosewell |
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| Easy 2 Name/Easy Fundraising - check whether PTFA receives monies from these two sources of extra income. | Ceryl Slasberg |
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| Sanitisers - need more around school – to stop high level of sickness. | |
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| Club list – club list to be revised indicating which clubs free and which ones are payable. | Tina Hewitt |
| Also which clubs are internally run by the school and which ones run externally. | |
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| Defibrillators in School – Mark Rosewell agreed to look into costs and training costs of school to purchase defibrillator. | Mark Rosewell |
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| Buddy Benches – Buddy benches request made for some for Key Stage 1 in addition to the current ones in Key Stage 2. Mark agreed to check if we have some currently in Key Stage 1. | Mark Rosewell |
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| AOB – in future all other business to be submitted in advance via Tina Hewitt. | |
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