

Minutes of Meeting

Title: PTFA Meeting	Location: Lavender Building
Date: 23 rd February 2016	Time: 7pm
Attendees: Mark Rosewell Kaye Guest Ceryl Slasberg Robert Bergs Suzannah Seegobin Victoria Rankine Clare Mathias Clare Mordue Shelly Rowe Marissa Cromey Joanne Pearce Wendy Ager Sara Lane Sarah Bonner Safia Higham	

Item	Actions
1. Treasurer's Report	
CASH BALANCES (as at 23 rd February 2016) Current Account £26k Savings Account £4.5k	
2. Mathletics Log In	
Mathletics log in details for all children to be sent out in next few weeks.	
3. New Reading Books	
New reading books currently being sorted and ordered by Miss Ursula Toland.	
4. Sensory Garden	
Experts have been called and are due to visit school soon to discuss ideas and future plans.	
5. New swimming equipment	
Kirsten Riley ordering new equipment.	
6. Disco Feedback	
Good disco – well attended. Average 20 of all children from each class in Key Stage 1. Congestion in Key Stage 2 disco due to a number of children and parents arriving early.	Joanne Pearce/ Kaye Guest

Item	Actions
No initials to be face-painted on children's faces.	
3 discos – from September 2016 as current DJ terminating after end of this school year. Timings for all 3 discos still need to be worked out.	
Drinks station for parents to be organised again in Lavender Building.	
Profit made roughly £1,700. Next disco – 20 th May 2016.	
7. Summer Fair	
Summer Fair to be held on the 12 th of June 2016.	
Aysha Devlin – co-organising.	
BBQ – Kaye Guest agreed to help on stall.	Kaye Guest
Need to compile a list of stall to generate helpers for stalls.	
Discussed possibility of selling tokens early for stalls before Summer Fair to reduce cash collected on the day.	
Summer Fair Committee to meet up during week commencing 6 th of March 2016.	
Match funding email to be sent out to all parents again.	
8. Pantomime	
Pantomime has now been booked for 17 th December at Harlequin Theatre, Redhill.	Shelly Rowe
250 tickets have been booked.	
9. Bags 2 School	
May date to be confirmed	Debbie Bridger
Usually make around £200.	
As Bags 2 School no longer take school uniform – discussed having an uniform sale – parents to take what they want for a small donation to the PTFA. Any clothes/uniform, left over to be taken to a clothes bank to be recycled. Shelly Rowe to organise.	Shelly Rowe
10. Spending Plans	
No further update	
11. AOB	
Face painting	
Signs for face painting – need more allergy disclaimers up at face painting stalls.	
Need to train more people to do face painting – not enough helpers currently.	
Discussed possibility of Wendy Ager giving training sessions one afternoon before pickup in face painting.	Wendy Ager

Item	Actions
Cream Teas	
Need for someone to take over from Marissa Cromeey organising cream teas for Christmas and Summer Fairs.	
Refreshments and Sweets	
Cross contaminating of money and sweets.	
Disco helpers to use tongs for sweets and to have separate helpers for money taking and sweet handling.	
Glow Toys	
Person required to buy glow toys on a regular basis for all discos and other events.	Victoria Rankine
Treasurer	
<p>Treasurer still required – job description to be sent out again. Treasurer role – as follows:-</p> <ul style="list-style-type: none"> • Receive and log money coming in prior to events e.g for tickets or raffle. This is logged in petty cash book, cash locked in the petty cash tin in the school safe and cheques paid into the bank. • Liaise with event organisers and prepare floats for each stall before events. Float lists are available for reference. • After each event the money is counted, logged and banked or locked away in the safe. Ensure there are enough helpers for the counting. • Ensure expenses forms are correct and counter-signed by event organisers and paid either by cash or cheque. • Keep petty cash book up to date and pass documents to our other Treasurer for preparation of spreadsheets and accounts. 	Kaye Guest and Coral Dalton
School Vouchers	
Safia Higham taking over. Note to be sent out shortly.	Safia Higham
Newsletter	
Books bought by PTFA to be mentioned in newsletter as bought with proceeds from PTFA.	