

## Minutes of Meeting

<b>Title: PTFA Meeting</b>	<b>Location: Lavender Building</b>
Date: 15 <sup>th</sup> November 2016	Time: 7pm
Attendees: Mark Rosewell Martin Roughley Vikki Pope Claire Matthias Suzannah Seegobin Coral Dalton Clare Mordue Kaye Guest Ceryl Slasberg Shelley Rowe Helen Edwards Sara Lane Robert Bergs Joanne Pearce Emma Doyle Dev Aubeeluck Marisa Cromey	

Item	Actions
<b>1. Treasurer's Report</b>	
CASH BALANCES (as at 15 <sup>th</sup> November 2016) Current Account £12k Savings Account £4.5k <b>TOTAL £16.5k (estimate)</b>	
<b>2. Introduction and welcome by Mark Rosewell</b>	
Welcome by Mark Rosewell and the introduction to the PTFA of Mr Martin Roughley , Chipstead Valley Primary School's new headmaster. Mark Rosewell agreed to stay on as chair until the AGM in January 2017.	
<b>3. Bags 2 School</b>	
Bags 2 School 3 <sup>rd</sup> week in November – now rased £216.	<b>Eliane Bartram</b>
<b>4. Firework Night</b>	
This event was cancelled due to the risk to safety of public and staff too high on the evening.	
<b>5. Pond and outdoor equipment</b>	
Pond now almost completed – fish required in bottom pond and upper pond to be a dipping pond.	
Benches now required – Kaye Guest agreed to investigate recycled	

Item	Actions
plastic benches. PTFA will fund £30,000 of project overall.	<b>Kaye Guest</b>
Need for recycle bins in playgrounds and other areas raised.	
<b>6. Jackie Stephens</b>	
A cabinet and swimming trophies have now been ordered in memory of Jackie Stephens. The cabinet will display swimming trophies given to children who have excelled at swimming during the year.	
<b>7. Parking</b>	
Meeting to be held with Chipstead Valley Road residents, Croydon Council, Reigate and Banstead Council and Surrey County Council.	
Suggestion of time limit parking on Chipstead Valley Road.	
<b>8. New Cycle Track</b>	
New cycling track to be installed at the back of building.	
<b>9. Quiz Night</b>	
25th of March 2017 confirmed as date for quiz night. More details to follow.	<b>Carly Maker/ Ceryl Slasberg</b>
<b>10, Water Fountains</b>	
Water fountains deemed trip hazard by some at meeting, but nothing else available within reasonable cost.	
Request that the school purchase more for the new building.	
<b>11. Summer Ball</b>	
Robert Bergs to speak to Eliane Bartram about creating Google form to gauge parent's opinions.	<b>Robert Bergs</b>
<b>12. Treasurer's Role</b>	
Possible assistant for Treasurer role found.	<b>Coral Dalton</b>
<b>13. Playground Equipment</b>	
PTF agreed to give school £1k to spend on equipment for new playgrounds such as skipping ropes and tennis racquets.	
<b>14. Books</b>	
Martin Roughley to review with teachers if more books are required within each year group.	<b>Martin Roughley</b>
<b>15. Disco</b>	
Disco split into 3 discos – much better – less overcrowding.	<b>Jo Pearce</b>
New DJ – deemed good and music not too loud.	<b>Kaye Guest</b>

Item	Actions
Next disco in February 2017.	
<b>16. Magician Night</b>	<b>Suzannah Seegobin</b>
Profit around £400. 125 children attended. Agreed would be repeated but possibly with snack and a drink to be distributed in a separate room.	
Possibly to offer to Reception children next time.	
Repeat of Magician night to be discussed at the next PTFA meeting in the New Year	
<b>17. Christmas Fair/Bazaar</b>	<b>Jo Pearce</b>
Need for more gazebos to be ordered possibly.	
Need to purchase new barbeques.	
No programme this year – this due to restrictive fair as a results of the building works currently at school.	
<b>18. Torch Procession</b>	
Year 6 to have a torch procession before the end of winter – as no Fireworks night in November due to building works.	<b>Caroline Roxburgh</b>
Martin Roughley to liaise with Cubs/Scouts leaders mentioned at meeting.	<b>Martin Roughley</b>
<b>19. Swimming Pool</b>	
Swimming Pool ratio of children to staff raised. Mark Rosewell and Martin Roughley both reassured parents that this ratio is correct and would reassess to check correctness.	<b>Mark Rosewell Martin Roughley</b>
<b>20. Comedy Night</b>	
Helen Edwards raised possibility of running a comedy night event. This to be discussed at next meeting.	<b>Helen Eddwards</b>
<b>21. Lego Engineering Club</b>	
Coral Dalton to provide contact at next meeting.	<b>Coral Dalton</b>
<b>22. Year 6 Leavers – date and committee to be agreed</b>	<b>Jo Pearce</b>
<b>23. Kidspace</b>	<b>Suzannah Seegobin</b>
Suzannah Seegobin to look into feasibility of doing a soft play night and cost of hiring venue. Looking into event being held in May /June and Google form to be used to gauge parent views and numbers expected.	
<b>24. Reception Parents</b>	<b>Claire Matthias</b>
Lack of information available to Reception parents discussed. Possibly sending information to new parents May/June at new parents evening for	

Item	Actions
September 2017 intake. Claire Matthias to liaise with Martin Roughley and Mark Rosewell about sending information out.	
<b>25. PTFA email address</b>	
Parents need to use PTFA email address rather than emailing school in relation to PTFA events.	
<b>26. PE Equipment</b>	
More equipment required if CVPS to compete with other schools at District sports Martin Roughley/Mark Rosewell to discuss what equipment required with Mr Black.	<b>Martin Roughley/ Mark Rosewell</b>
<b>27. Coding Club</b>	<b>Robert Bergs</b>
Coding club to be given £100 to purchase more mice for computers.	
<b>NEXT MEETING – 17<sup>th</sup> January 2017 at 7pm Lavender Building</b>	