

Minutes of Meeting

Title: PTFA Meeting	Location: Lavender Building
Date: 17 th January 2017	Time: 7pm
Attendees: Martin Roughley Kaye Guest Ceryl Slasberg Dev Aubeeluck Rachel McCallum Caroline Roxburgh Marilyn Fawbert Paul Sanderson Naomi Yates Claire Matthias Shelly Rowe Vikki Pope Marisa Cromey Sara Bonnick Robert Bergs Suzannah Seegobin Clare Mordue Michelle Galvin	

Item	Actions
1. Treasurer's Report	
CASH BALANCES (as at 17 th January 2017) Current Account £22k Savings Account £4.5k TOTAL £26.5k (estimate)	
2. Introduction and welcome by Martin Roughley	
Welcome and introduction by Martin Roughley . Mr Roughley confirmed PTFA AGM to be held on the 24 th of January 2017.	
3. Fireworks Night 2017	
Fireworks night been confirmed as 2 nd November 2017. Due to the 5 th falling on a weekend, Fireworks Night this year to be held on a Thursday night.	Caroline Roxburgh
Sarah Little to shadow Caroline Roxburgh this year with the possibility of taking over role in the future.	
Need also to find replacement for Russ Bridger for next year.	
4. Torch Procession	
Provisional date in calendar but need to be confirmed between Caroline Roxburgh, Tina Hewitt and Martin Roughley .	Caroline Roxburgh /Martin Roughley
Refreshments, hot dogs and hot chocolate to be organised.	

Item	Actions
Parentmail to Year 6 Parents to be sent out shortly notifying of event.	
5. Christmas Fair/Bazaar Feedback	Jo Pearce
Turnout good for Christmas Fair in December. Food was deemed a success. Grotto with new ticketing system deemed better and also grotto wonderfully decorated.	
Fair was enjoyed by all. Possibly shorter time slot for next year's event and inside the school might be used for some stalls.	
Bazaar – classes run own stalls and each class keeps their own money made on stalls.	
Decision to be taken at next meeting whether to separate fair and bazaar or whether to keep as one event.	
Easter fair also suggested.	
Setting up bazaar during a working day problem as low number of helpers to set up.	
6. Pantomime	Shelly Rowe
Profit from pantomime this year £2k. Need to liaise with theatre about rebooking for Christmas 2017 or possibly moving to a different theatre.	
Shelly Rowe to look into options and review at next meeting	
7. Christmas Cards	Zoe Larkman
Zoe Larkman stepping down from organising Christmas Cards this year.	
Discussed each year group representatives taking over and or a peron/group.	
Rachel McCallum, Ceryl Slasberg and Marilyn Fawbert all offered to assist.	
8. Magician Night	Michelle Galvin
Michelle Galvin organising a Magician Night for Reception and Year 1.	
Date has now been confirmed as 9 th March 2017.	
Possibility of extending Magician Night to other age groups.	
Food available at event to be reviewed and teachers required at the end for dismissal of pupils.	
9. Quiz Night	Ceryl Slasberg/ Carly Maker
Booked for 25 th March 2017. Numbers will be lower as hall will be undergoing renovations for the building works currently taking place.	
Information and forms to go out shortly.	
10. Bags 2 School	Eliane Bartram

Item	Actions
Around £200 collected again from Bags 2 School. Eliane Bartram to liaise and confirm date for May/June.	
11. Comedy Night	Helen Croker/ Kaye Guest
Comedy night organised by Helen Croker provisionally booked for 14 th June 2017.	
3 acts on the night and adult only event.	
Due to reduce size of hall – maximum capacity will be around 150 people.	
Event to be payable through ParentPay only.	
12. Defibrillator	
Defibrillator ordered.	
Training course has already been organised for teachers, teaching assistants, office staff and PTFA members.	
PTFA agreed to pay for one and if another needed school to fund or possibly PTFA.	
13. Summer Fair	
Summer Fair to be held on the 9 th of July 2017.	
Committee currently being formed.	
14. Disco	Jo Pearce/ Kaye Guest
Tickets to be sold outside Lavender Building and also on ParentPay.	
Refreshments to be served for first two discos in Lavender Building.	
Robert Bergs to collate help forms and review with Jo Pearce about help required for evening.	
Sweets ordered online but Martin Roughley to sort out new storage area for supplies to stored.	Martin Roughley
15. Any Other Business	
Pond Area	
Pond area now almost complete – storytelling chair to be purchased by the PTFA for the school at a cost of £850.	
Additional seating to be created by converting sleepers to chairs at a cost of £1,200 to the PTFA.	
PTFA confirmed £20k donated to school should include this amount.	
New sleepers will fit a whole class and a teacher.	
Year 6 Leavers Prom	
Confirmed that show this year will be School of Rock.	

Item	Actions
Andrew Lloyd Webber has agreed to release copywriting rights to all schools – thus no charge for this year.	
School has agreed to take pupils to see the theatre show in London and the PTFA has agreed to pay for the teachers/staff tickets at a cost of £280.	
Theatre Club	
Discussed possibility of setting up a School Theatre Club where parents and pupils will be able to purchase theatre show tickets at a lower cost.	
Different shows currently being investigated by Claire Matthias, Naomi Yates and Melanie Reynolds.	
Kidspace	
PTFA to gauge opinions to running a Kidspace event – where Kidspace will be hired out for exclusive use by CVPS pupils– for 2 hours.	
Need around 80 children to break even.	
Suzannah Seegobin to organise and liaise whether this is an option for the PTFA to run after the Easter holidays.	
<u>NEXT MEETING TO BE HELD 21ST FEBRUARY 7PM – LAVENDER BUILDING</u>	