

Minutes of Meeting

Title: PTFA Meeting	Location: Lavender Building
Date: 20 th September 2016	Time: 7pm
Attendees: Mark Rosewell Nivedita D'Lima Vyas Stella Michael-Sargeant Chera Minnette Rachel McCallum Emma Doyle Vikki Pope Shelly Rowe Lauren Hiibbert Robert Barrett Lara Galvanoni Safia Higham Joanne Pearce Ceryl Slasberg Donna Henry Caroline Petrarca Michelle Galvin Suzannah Seegobin Sara Bonnick Coral Dalton Eliane Bartram	

Item	Actions
1. Treasurer's Report	
CASH BALANCES (as at 20 th September 2016) Current Account £34.5k Savings Account £4.5k	
2. Introduction and welcome by Mark Rosewell	
Welcome by Mark Rosewell to new Reception parents and an introduction to the PTFA. Mark Rosewell informed PTFA new head Martin Roughley due to start October or December 2016.	
3. Disco	
Disco to take place on October 14 th 2016. Jo Pearce to run Key Stage 1 and Kaye Guest to run Key Stage 2 discos.	
As previously mentioned music deemed too loud in last disco, so noise to be monitored at October's disco.	Jo Pearce/ Kaye Guest
New DJ from October's disco.	
3 disco's to take place :- Reception and Year 1 – 5-6pm	
Years 2 & 3 – 6.15pm-7.15pm	

Item	Actions
Years 4,5,6 – 7.30pm-8.30pm	
Helpers will be required. If anyone can help to contact Jo Pearce and Kaye Guest.	
Refreshments to be served in The Lavender Building again to ease overcrowding in the Key Stage 2 hall.	Shelly Rowe
Building work will not be an issue for disco.	
4. Magician Night – 11th November 2016	
Magician night has now been booked for the 11 th of November 2016 for Years 2, 3 and 4.	Suzannah Seegobin
Tickets and information will be sent out nearer the date.	
5. Bags 2 School – 19th October 2016	
Bags 2 School date is 19 th of October 2016. Eliane Bartram agreed to take over role from Shelly Rowe	Eliane Bartram/ Shelly Rowe
6. Fireworks Night – 6th of November 2016	
Insurers have changed current policy – need to contact insurers as more than 1,000 expected at event.	Sam Pennelli, Aysha Devlin/ Kaye Guest/ Caroline Roxburgh
Glow toys, refreshments and BBQ – all available on the night.	
Any willing helpers needed to check Gazebo's after Macmillan Coffee Morning on the 30 th of September 2016.	
7. Shopping Night – 2nd December 2016	
Shopping Night to be held on the 2 nd of December 2016	
Information to be sent out closer to the event. Any parents interested in a reserving tables should contact Kaye Guest or Coral Dalton	Kaye Guest/ Coral Dalton
8. Christmas Fair/Bazaar	
Christmas Fair and Bazaar this year will be combined due the current building works at the school.	
Date yet to be confirmed but provisionally either 1 st or 9 th of December 2016 suggested.	
Any willing helpers should contact Jo Pearce	Jo Pearce
9. Christmas Cards	
School Christmas Cards discussed and shown to new Reception parents.	

Item	Actions
Any willing helpers should contact Zoe Larkman.	Zoe Larkman
10. Spending	
Mark Rosewell updated members on current spending plans.	
Pond now almost finished. New playground to be open by middle of October. All flat roofs in school have been or are in the process of being replaced through a £300,000 grant.	
New build for school to cost around £5 million.	
11. Any Other Business	
Jackie Stephens – much loved swimming teacher who sadly passed away before the summer holidays – the school will presenting a Swimming Award every year in memory of Jackie Stephens after discussions with her family.	
New build – plans to be on show in Key Stage 2 Reception shortly.	
Parking - Parking again an issue. Meeting to take place shortly between councillors, police, school and local residents to discuss.	
Possibility of double yellow lines outside school operational during drop off and pick up times.	
Football Goals – new goals have been ordered.	
Quiz Night – confirmed to be taking place March/April 2017	
Hand Sanitizers - need for more hand sanitizers around school.	
Suzannah Seegobin to discuss with Tina Hewitt.	Tina Hewitt/ Suzannah Seegobin
Defibrillator – Mark Rosewell to discuss with Tina Hewitt and Suzannah Seegobin	Mark Rosewell/ Tina Hewitt/ Suzannah Seegobin
Summer Ball – possibility discussed and parents to be asked opinions.	Eliane Bartram
Treasurer - still needed to help Coral Dalton out counting monies after events, preparing floats and settling expenses.	