

## Minutes of Meeting

<b>Title: PTFA Meeting</b>	<b>Location:</b> Lavender Building
Date: Wednesday 7 March 2018 Attendees: Martin Roughley Ruth Mighalls Kaye Guest Shelly Rowe Claire Matthias Vikki Pope Clare Mordue Sally Calder Robert Bergs Rachel McCallum Sue Seegobin	Time: 7pm

Item	Actions
<p><b>1. Welcome/ Members Introduction</b></p> <p>Mr Roughley welcomed all present and thanked everyone for changing the meeting date due to the snow in the previous week. He requested that all non PTFA matters should be referred to the school and would not be dealt with at PTFA meetings.</p>	
<p><b>2. Minutes of the Last Meeting/ Matters Arising</b></p> <p>Minutes were agreed as accurate.</p> <p>B Badge Feedback – This has been discussed by the Senior Leadership Team (SLT) . They are looking into a new scheme where children could work towards achieving a series of badges. Once this has been finalised the SLT will approach the PTFA for funding.</p> <p>Electric Piano – this has been funded by the PTFA and has now been delivered and is in use.</p>	<p><b>Martin Roughley/ SLT</b></p>
<p><b>3. Treasurers Report and New Treasurer Introduction</b></p> <p><b>Current Account £39,527.04</b> <b>Savings Account £4,474.33</b> <b>Total £44,001.37</b></p> <p>Kaye introduced Sally Calder who will be taking over as 2<sup>nd</sup> Treasurer and is replacing Coral Dalton who has now stepped down. Sally requested a “Coin Counting Machine” which would make the task of counting cash during and after events such as Fairs and Discos much quicker, cost approx. £120.00. All present agreed that she could purchase one.</p>	<p><b>Sally Calder</b></p>
<p><b>4. Communication/ GDPR (General Date Protection Regulation)</b></p> <p>This item was set on the agenda following the last meeting on 16 January 2018 as it was felt we needed to come up with more efficient ways to communicate with parents. However, the upcoming changes that GDPR will bring on 18 May 2018) makes it necessary to wait until the school have set their policies on how we should be collecting, using, storing and disposing of data. Shelly Rowe to continue liaising with Sam Pennelli.</p>	<p><b>Martin Roughley/ Shelly Rowe</b></p>
<p><b>5. Disco Update</b></p> <p>Disco on Friday 2 March 2018 was cancelled due to snow. New date was confirmed after the PTFA meeting as Friday 27 April 2018. DJ booked for this event. All children who paid for tickets on Scopay for the cancelled disco can use their tickets on 27 April. Jo Pearce to run this disco but she is stepping down. We need to find someone/ a committee to take over this event.</p>	<p><b>Jo Pearce/ Kaye Guest</b></p>

<p><b>6. Kidspace Update/ Basketball/ Drumming</b></p> <p>Booked for Thursday 29 March 2018 6-8pm. Cost £800.00. We have only sold approx £200.00 worth of tickets so far so this needs a big push from Reps and with communication. Invoice to be paid by BACS by school and invoiced to PTFA.</p> <p>Basketball – being looked into by Mr Goldhawk Drumming – being looked into by Mr Vinten</p>	<p><b>Sue Seegobin</b></p>
<p><b>7. Coaster Order Update</b></p> <p>This was a popular event with a total of 452 orders. Profit looks to be around £650-£700. Orders have been delivered and will be handed out to children by Friday 9 March 2018.</p> <p>Agreed not to run shopping bag/ Money box/ drinks bottle scheme this year but will look at running this in February 2019.</p> <p>All agreed that we should do KS1/KS2 teatowels. Helen Coker has agreed to run this. She has been advised that we thought this should be done in the Summer term.</p>	<p><b>Shelly Rowe</b></p> <p><b>Helen Coker</b></p>
<p><b>8. Summer Fair Update</b></p> <p>Date agreed as Sunday 1 July 2018.</p> <p>Claire Matthias agreed to form a committee to include; Shelly Rowe, Vikki Pope, Robery Bergs, Kaye Guest, Rachel McCallum, Clare Mordue and Sue Seegobin. First meeting will be on Wednesday 18 April 2018. Claire Matthias also agreed to organise helpers forms and will be allocating stalls.</p> <p>Discussed how spread out the fair was last year and agreed that this year we will use only the football field by the staff car park.</p>	<p><b>Claire Matthias</b></p>
<p><b>9. Comedy Night Update</b></p> <p>Confirmed date Wednesday 13 June 2018. £350.00 budget agreed. Ticket prices agreed at £7 on Scopay or £10 on the door and will be held in the hall like last year with the internal garden weather permitting.. Helen Coker to organise license and to ask for extra help running the event if needed.</p>	<p><b>Helen Coker</b></p>
<p><b>10. Quiz Night Update</b></p> <p>Saturday 24 March 2018. All organisation running smoothly.</p>	<p><b>Carly Maker</b></p>
<p><b>11. Bag to School Update</b></p> <p>November 2017 collection raised £184.00.</p> <p>Next collection date: Wednesday 16 May 2018. Bags to be bought into school on Monday 14 May and Tuesday 15 May.</p> <p>Following collection: Wednesday 21 November 2018. Company continues to be reliable.</p>	
<p><b>12. Newsletter Update</b></p> <p>This will be run and administered by Natalie Mulcahy. She will liaise with Kaye but still in the early stages of discussion/ content.</p>	<p><b>Kaye Guest/ Natalie Mulcahy</b></p>
<p><b>13. New Reception Welcome/ Swimming Hats</b></p> <p>Shelly Rowe and Claire Matthias agreed to get a welcome letter prepared for new parents informing them about the role of the PTFA and how parents could get involved. Shelly to organise personalised swimming hats as a welcome gift from the PTFA.</p>	<p><b>Claire Matthias/ Shelly Rowe</b></p>
<p><b>14. Nursery/ Reception Magician Night</b></p> <p>Organisation for this event all in hand, although Rachel will require help on the afternoon to set up and run. This event is strictly for Nursery/ Reception children. If Year 1 and 2 want to have one we would require new volunteers.</p>	<p><b>Rachel Jayasingha</b></p>
<p><b>15. School Council Update</b></p>	<p><b>Martin</b></p>

Benches are on order and children in the School Council have selected some new equipment. Waiting on update on new playground markings. Sports equipment still to be looked into by Mr Roughley.	<b>Roughley/ Sarah Potter</b>
<b>16. Proposed PTFA Coffee Morning</b> This would be a PTFA themed coffee morning only. Date to be confirmed.	<b>Rachel Jayasingha</b>
<b>17. Christmas Card Update</b>	
Rachel Jayasingha to take over from Shelly Rowe but Shelly will assist her. Agreed to start working on this as soon as the children return to school in the Summer.	<b>Rachel Jayasingha/ Shelly Rowe</b>
<b>18. Outdoor Defibrillator Update</b> Agreed to fund £500.00 to mount the outdoor defib in a weather proof coded box with a telephone.	<b>Martin Roughley</b>
<b>19. Table Tennis Table Update</b> Agreed to fund to outdoor table tennis tables, total cost will be approx. £1600.00.	<b>Martin Roughley</b>
<b>20. Date of Next Meeting</b> Tuesday 1 May 2018  Meeting Closed at 8.15pm	