

Minutes of Meeting

Title: PTFA Meeting	Location: Lavender Building
Date: 16 th January 2018 Attendees: Martin Roughley Ruth Mighalls Sarah Potter Kaye Guest Ceryl Slasberg Shelly Rowe Rachel O'Leary Suzannah Seegobin Amy Devereux-Jones Vikki Pope Claire Russell Sarah Bonnick Sandra Russell Michelle Galvin	Time: 7pm

Item	Actions
1. Treasurer's Report Current Account £28k (estimate) Savings Account £4.5k	
2. Introduction and welcome by Martin Roughley Welcome and Introduction by Martin Roughley. Introduction of Sarah Potter who is attending on behalf of the School Council.	
3. PTFA Cupboard	Martin Roughley
PTFA to be returned Year One cloakroom to make PTFA cupboard back to its original size. This to happen by Monday January 22 nd . Remainder of cupboard may be available for Easter. Martin Roughley to organize for these to be actioned.	
4. Defibrillator	Martin Roughley
Two defibrillators purchased – one already in situ at school – second defibrillator to be situated outside Lavender building but cupboard currently being researched to store defibrillator safely.	
5. Life Vacuum	Martin Roughley
CVPS have now decided to purchase Life Vacuums. Few will be purchased imminently.	
6. Weather Station	Martin Roughley
Weather station to be purchased – Martin Roughley to contact Ian Currie with aim of purchasing one imminently.	
7. Treasurer Role	Coral Dalton
Coral Dalton to contact Amy Devereux Jones partner about taking over as Treasurer.	

8. Disco	
Disco times confirmed - Reception and Year One - 5.00-6.00pm	
Year 2 and Year 3 – 6.15pm-7.15pm	
Year 4, Year 5 and Year 6 – 7.30pm-8.30pm	
9. Magician Night	Michelle Galvin
Magician Night now booked for 15 th March. This event for Nursery and Reception children.	
10. Quiz Night	Carly Maker /Ceryl Slasberg
Quiz Night now booked for 24 th of March	
11. Comedy Night	Helen Croker
Comedy Night provisionally booked for 13 th June	
12. Kidspace Night	Suzannah Seegobin
Kidspace Night – possibly on the 29 th March at 6pm More details to follow after date confirmed officially.	
13. Scopay	
Class of children now added to all reports for events running. Disco to be paid on Scopay – receipts must be produced for entry to all discos on the 2 nd March.	
14. Sports Equipment/Football Container	Martin Roughley
Misuse of equipment – mini gym bikes broken – 4 unrepairable. Table tennis table – not being used. Football goals left on field broken due to adverse weather. Goals not put away after use. Football container to be used again – Martin Roughley to make sure container emptied of other things so it can be used again. Ruth Mighalls to remind Martin Roughley of this action point.	
	Ruth Mighalls
15. Pantomime	Shelly Rowe
Shelly agreed to take on pantomime again. December 2018 – Snow White Will be returning to The Harlequin, Redhill. Date confirmed as 15th December 2018.	
16. Swimming Hats	Shelly Rowe
Shelly Rowe to continue organizing swimming hats New children in Reception to be given swimming hat as gift for starting in Reception.	
17. Coffee Mornings	
Class Reps to organize coffee mornings to new Reception Parents.	

School website to have a section for CVPS Reps.	
Lack of communication discussed about things accessible on website such as school calendar etc. Welcome Pack /Communication – to be discussed at next month’s meeting.	
18. Fundraising <u>Xmas Cards</u>	<u>Shelly Rowe</u>
Person required to take over running from Shelly Rowe.	
Deadline too short – next time deadline may be opened for slightly longer – for more time for children to complete cards.	
Children to possibly complete at end of Summer term if available from card provider.	
<u>Coasters</u>	Shelly Rowe
Children to design coasters and order forms to be sent out as soon as they have been completed by children.	
19. B Badge	Martin Roughley/ Ruth Mighalls
These being lost by children who receive them. Martin Roughley and Ruth Mighalls to discuss at next staff meeting.	
Also to discuss reward for children completing work on Mathletics and Bug Club.	
20. Speak Out Stay Safe	Martin Roughley/ Sarah Potter
Internet safety week. Martin to investigate NSPCC website and UK Internet Centre for safety packs. Police to possibly come in to school to talk to children.	
Sarah Potter to investigate.	
21. Basketball	Suzannah Seegobin
Suzannah Seegobin to contact Mr Goldhawk about organizing a basketball tester session for children.	
22. Drumming	Suzannah Seegobin
Suzannah Seegobin to remind Mr Vinten about a drumming demonstration. £395 PTFA agreed to fund.	
23. Any Other Business Discussed <u>Bazaar and Christmas Fair</u>	
Both events to be combined. Martin Roughley to liaise with staff about combining both events and running on a weekend.	
<u>Funding Discussed and Agreed</u>	
24. School Council request for funding for following items:-	Sarah Potter
Thesaurus/Dictionaries	
More books for book corners	
Wet play games	

