

Minutes of Meeting

Title: PTFA Meeting	Location: School Canteen
Date: Tuesday 23 May 2017 Attendees: Martin Roughley Kaye Guest Shelly Rowe Claire Matthias Helen Edwards Helen Rayner Melissa Brown Marilyn Fawbert Sara Bonnington Jo Pearce Rachel Jayasingha Claire Russell Vikki Pope Dev Aubeeluck Clare Mordue	Time: 7pm

Item	Actions
<p>1. Treasurer's Report Current Account £16,397.04 Saving Account £4,473.55 Total £20,870.59</p>	
<p>2. Introduction and Welcome by Martin Roughley Welcome and Introduction by Martin Roughley.</p>	
<p>3. Minutes of Last Meeting/ Review of Events Minutes were agreed as accurate Disco feedback – Mr Roughley made us aware that he felt there were too many parents at the first disco. Agreed that the disco in general needs a bit of a “shake up”. Possible changes include; choosing a different night of the week, starting the first disco earlier or even starting at the end of school, setting the ticket price higher to include a bundle which includes drink/ snack/ gift. Discussed reducing the yearly discos from three to two. Also talked about running a paid bar in the Lavender Building to attract parents away from the hall but keep them on site if needed. Following on from the last minutes, Mr Roughley confirmed that new football kits and posts have been ordered.</p>	
<p>4. Music Night Confirmed date is Thursday 22 June 2017. Any child in the school choir or who plays in the orchestra will be able to perform during the evening. Pimms will be served. We will need to be creative with the space available due to the building work. Volunteers will be needed for this event.</p>	Kaye Guest/ Martin Roughley
<p>5. Comedy Night Confirmed date Wednesday 14 June 2017. At the time of meeting there were only 20 tickets left available. Kaye offered to help Helen on how best to issue tickets. License has been organised by Ceryl. Bar will be run by Coral and Kaye and will be outside weather permitting.</p>	Helen Edwards
<p>6. Bag to School Confirmed date 12 and 13 June 2017. Bags will be dropped to children's classrooms. Martin agreed to store excess in his temporary office if necessary.</p>	Eliane Bartram

<p>7. Summer Fair</p>	
<p>Confirmed date Sunday 9 July 2017. We need to assess what the fencing situation will be on the day as this may affect positions of stalls etc. Robert Bergs quite keen for this information so that he can begin working on the map. We will require help on mufti days to move items to the container. Mr Roughley agreed that bottles for the tombola may be dropped to KS1 Hall and the canteen, a team of helpers will be needed that morning to move them to the container.</p> <p>Cakes for the Bake Off will need to be delivered to school by 11am to avoid added congestion at the start of the fair and to avoid parents getting onto site just before the gates open. Shelly to arrange information out to parents.</p> <p>Suggestion from Helen Rayner that her husband's Blues/ Jazz band would like to perform FOC for the event. Idea welcomed and agreed by those present. Speakers/ PA system discussed and licences. Agreed that the band would perform in agreed sets around the DJ and other key performances.</p> <p>Mr Roughley to speak to Mr Vinten as to whether the Choir will perform.</p>	<p>Kaye Guest/ Committee</p> <p>Helen Rayner</p> <p>Martin Roughley</p>
<p>8. First Aid – Year 6</p>	
<p>Suggestion that a basic First Aid course be provided for Year 6 children over a four-week course. Lisa currently looking at prices. Provisionally agreed by PTFA that we would fund this subject to costs.</p>	<p>Martin Roughley</p>
<p>9. Kidspace Evening</p>	
<p>Confirmed date Thursday 1 June 2017 7-9pm. At time of meeting, this was just breaking even but agreed we would continue with event. Final push via Parentmail and Facebook has gone out since the meeting.</p>	<p>Sue Seegobin</p>
<p>10. Spending Request - Music Department</p>	
<p>Mr Vinten asked the PTFA if we would consider funding a Music Day across the school to include all children. This would be outsourced to a company. Agreed that we would fund.</p>	<p>Mr Vinten</p>
<p>11. Playground Updates</p>	
<p>Mr Roughley confirmed that he had met with two or three playground marking companies who have looked at quoting for the Year 3/4 playground. They were given a suggested budget of £4,500. We were shown one plan that had come in and all agreed this was exactly the type of thing the children need and would love. Plan shown to the School Council and they liked it. We agreed that the plan was great but probably included too many items for the space. Mr Roughley agreed to speak to the company and scale it down to a budget of £3,000 as well as requesting a discount on the promise of further work. Agreed that we would allow the company to complete the works during a school day as weekend or holiday dates incur a 10% charge. Discussed that once Mr Roughley has chosen the company, we would proceed with the Year 3/4 playground ASAP and then allow a budget of £3,000 for each of the other playgrounds once they are in a position to be done following building works.</p> <p>Spending budget also requested from Mr Goldhawk to fund £500 worth of new playground equipment such as balls and skipping ropes. This was agreed.</p>	<p>Martin Roughley</p>
<p>12. Year 3 ELP (Enhanced Learning Provision) Request</p>	
<p>Request to fund a special bike for one of our pupils for use in school. Cost would be £1,500. CVPS have currently been hiring one and its benefits have been enjoyed by the pupil concerned and highly rated by staff. Suggestion that funding might be available from Whizzkids. Mr Roughley to update at next meeting.</p>	<p>Martin Roughley</p>
<p>13. New Reception Evening</p>	
<p>Date confirmed as Wednesday 28 June 2017. Kaye will require some help and support for this evening.</p>	<p>Kaye Guest</p>

14. DBS Checks for PTFA Helpers	
This was raised and discussed. Mr Roughley confirmed that it is not a legal requirement for PTFA helpers to have a DBS check and that at all PTFA events there would always be staff present whom hold full enhanced DBS checks. It was agreed by all present that this would not be necessary.	
15. Date of Next Meeting	
Tuesday 11 July 2017 at 7pm	
Meeting closed at 8.35pm	