

Minutes of Meeting

Title: PTFA Meeting	Location: Lavender Building
Date: Monday 27 March 2017 Attendees: Martin Roughley Kaye Guest Shelly Rowe Vickie Hollis Melissa Brown Rachael Thornton Marilyn Fawbert Rachel McCallum Suzannah Seegobin Joanne Pearce Wendy Ager	Time: 7pm

Item	Actions
1. Treasurer's Report Balances not available at meeting	
2. Introduction and welcome by Martin Roughley Welcome and Introduction by Martin Roughley	
3. Minutes of last meeting Minutes were agreed as accurate	
4. PTFA Class Representatives Kaye explained that PTFA Class Reps are now in place for each year and she has contacted them all by email. Positive response received from them all. Kaye is arranging a coffee morning with them next term. It will be their role to put up posters for events, drum up help etc within their classes.	
5. Disco Confirmed date Friday 12 May 2017. Plan is to still go ahead even though the KS2 Hall will be slightly smaller due to the temporary office. Cash ticket sales will be on the Friday of the Disco only. Agreed that communication sent out for parents offering help will be clearer as a number complained that as new parents they don't know yet where they should go/ what time they should arrive etc. Agreed that we wouldn't run coffee in the Lavender Building for this disco now evenings are much lighter.	Jo Pearce
6. Comedy Night Update by Kaye. Mr Roughley agreed that we would likely be able to accommodate approx 110/120 seats for the evening which will be set out in rows. There will be a cash bar. Kaye to apply for licence. Kaye encouraged everyone to book early.	Kaye Guest
7. Magician Update Approx 160 children attended, final figures for takings not available yet. The event was well received and enjoyed by all, no issues reported back by Rachael and Michelle. Teachers stayed to help and that was very much appreciated, Martin agreed to feed this back to the staff. Agreed that we would look to repeat both Magician shows next year.	Martin Roughley
8. Quiz Update Well attended. No final figures available yet. Suggestion to provide Fish and Chips again but was agreed that this creates too much work for the event.	

9. Pantomime	
Booked for Saturday 16 December 2017 at 2pm. Peter Pan. Fully paid for. Parentmail to be sent out June/ July so that all Year 6 leavers, early birds can book.	Shelly Rowe
10. Summer Fair	
Confirmed date is Sunday 9 July 2017. Agreed how useful and helpful the new PTFA class reps will be for this event. New/ Reception parents at the meeting were given a brief outline about the KS1 dances. Martin Roughley agreed to make sure that Reception staff send out information to all parents about this early next term. Kaye updated that "Amazing Animal Encounters" is provisionally booked. Wendy Ager mentioned that approx 20 children may have a ballet exam proposed for the same day which may affect the number of children attending the dance.	Martin Roughley
11. Spending Ideas Review	
Some time was spent going through the entire list of ideas that had been submitted by parents. Library Renovation - Martin confirmed that the school is already looking into this. Requests for funding maybe submitted during future meetings. Playground Equipment/ Markings - this was raised by many parents and children. Martin agreed to get three quotations for playground markings ready for the next meeting. Football Kits - Martin felt this was a school issue and he will ask the PE Dept to do an inventory of the kits. Football Posts - Agreed by the PTFA that we would like to replace these. Martin to look into prices. New Benches for playing field - agreed we would provide these. Kaye confirmed cost as £1100.00 incl delivery for 3 benches. Kaye to order. Minibus - Discussed, but agreed that running costs were high and actual use would be quite low. Swimming Pool Plaque - Agreed that a plaque dedicated to Jackie would be displayed on the outside of the swimming pool.	Martin Roughley Kaye Guest
12. PTFA Email	
Martin agreed to look into setting up a PTFA@chipstead.croydon.sch.uk	Martin Roughley
13. PTFA Storage Space	
Discussed about the desperate need for a storage area or room for perishable items. Martin agreed that in September, once the expansion work is complete he would look to give the PTFA a suitable space or cupboard.	Martin Roughley
14. PTFA Storage Container	
The outside containers have become very disorganised with the expansion work etc. Shelly agreed to organise a date for volunteers to come in and help empty it out, clean and reorganise all the equipment. This has been arranged for Saturday 22 April, time to be confirmed.	Shelly Rowe
Meeting closed at 8.20pm	

