

Minutes of Meeting

Title: PTFA Meeting	Location: Lavender Building
Date: 8 th November 2017 Attendees: Martin Roughley Kaye Guest Ceryl Slasberg Shelly Rowe Ruth Mighalls Suzannah Seegobin Caroline Roxburgh Paul Jayasingha Vikki Pope Rachel Thornton Amy Louise Devereux Jones Vickie Hollis Katherine Piedrahita	Time: 7pm

Item	Actions
1. Treasurer's Report Current Account £24k Savings Account £4.5k	
2. Introduction and welcome by Martin Roughley Welcome and Introduction by Martin Roughley. Introduction also of Ruth Mighalls who is attending to improve the communication between school and parents.	
3. Fireworks Feedback Health and safety element of event discussed as paramount. Event was managed well. Maximum capacity allowed on site 2,000 people. 1,200 people attended this year. Few first aid incidents – mainly grazed knees. Torchlight procession went well, this part of event a school responsibility. Small team again to be organizing next year. Alex Herrera taking over from Russell Bridger in charge of stewards and health and safety. Sarah Little taking over from Caroline Roxburgh in organizing event. Sarah Little already contacted fireworks company about next year's date. Still waiting for confirmation that event will be held on Sunday 4 th November 2018. Less helpers as event held midweek this year. Agreed – football – BB Soccer – needs to be cancelled earlier if held on a school day and football on the field. Archery – to be cancelled also if held on a Sunday.	Caroline Roxburgh/ Sarah Little
4. Disco Feedback Fewer parents in KS2 hall worked well. Disco music man – very good	Ceryl Slasberg/ Jo Pearce

Last disco possibly to be reduced to one hour.	
Dismissal – of children issue at last disco due to lack of teachers and teaching assistants present. On the whole – event all went very well.	
5. PTFA Notice Board	Kaye Guest
2 external ones – agreed to be funded – and also one possibly for Nursery.	
6. Scopay	Kaye Guest/ Ceryl Slasberg
Difficulties with new card required with every purchase.	
No classes listed for children when payments for events list printed.	
Problems with system to be addressed with Sam Pennelli.	
7. PAT Testing	Shelly Rowe
Everything electrical within school needs to be PAT tested. Includes also everything electrical bought into school from parents for events such as radios etc. PTFA insurance covers external radios brought into school. Shelly Rowe – to be responsible for PAT testing.	
8. Christmas Cards	Shelly Rowe
Good amount of helpers. Second deadline set by Christmas Cards company met. Numerous complaints about short turnaround time deadline. Next year – email to be sent out early in September – advising new Reception parents of Christmas Cards process. Thanks to Shelly Rowe for taking task on for this year. Rachel Jayasingha has agreed to take over for next year.	
9. Pantomime Update	Shelly Rowe
All tickets now sold. Claire Mathias taking over doing swimming hats and pantomime from Shelly Rowe next year.	
10. Christmas Fair	Coral Dalton
Raffle tickets to be sent out shortly. Class competition who sells most tickets also taking place. Father Christmas needed – all need to be DBS cleared. Grotto – opened up to all years this year. Fair on Sunday 3 rd December 2017 at 1-4pm School Choir to sing. Second hand toys – to be handed at main reception in the week leading up to Fair. Gymnastics and football to be cancelled Friday before Fair (1 st December) Staff List for helpers to be put up in Staff Room. Bake Off competition to take place again – Ruth Mighalls agreed to be one judge. Stalls to be allocated to classes. Google Form to be set up and free drink incentive to be sent out to encourage helpers.	

11. Christmas Bazaar	Kaye Guest/ Ceryl Slasberg
Event to take place 14 th December 2017	
5-6pm – stalls selling children's work.	
Mulled wine and mince pies also. After School Club to be moved possibly to hall on the day.	
12.PTFA Roles	
Martin Roughley to send note to all parents with information on PTFA roles of Treasurer, Vice Chair and Secretary all needing to be filled.	
Other Business	
Playground paintings – will happen	Martin Roughley
Weather station – Mark Rosewell investigating	Mark Rosewell
Quiz Night	Carly Maker
To take place March-May 2018	
Comedy Night	Helen Croker
Ceryl Slasberg to speak with Helen Croker about organizing another one	
Magician Night	
Possibility of Michelle Galvin/Rachel Jayasingha setting another one up.	
Tea Towels	Shelly Rowe
Shelly Rowe to speak with Helen Croker and Melissa Brown about organizing for 2018	
Kidspace	Suzannah Seegobin
Suzannah Seegobin to look at dates around Easter to run another one.	
Drums Days	Suzannah Seegobin
Suzannah Seegobin to email Mr Vinten with information on drum days and steel bands	
Life Vac	Martin Roughley
Martin Roughley to investigate school to acquire.	
Defibrillator training also in progress.	
<u>Spending Agreed</u>	
£200 donated to Jo Pearce for equipment for cooking lessons.	
£500 donated to ELSA room.	
£1,500 to outdoor equipment to be purchased.	
NEXT MEETING Tuesday 9th January 2018	

