

Minutes of Meeting

Title: PTFA Meeting	Location: Lavender Building
Date: Tuesday 15 May 2018 Attendees: Martin Roughley Kaye Guest Shelly Rowe Claire Matthias Vikki Pope Sally Calder Robert Bergs Sue Seegobin Clare Rackham Rachel O'Leary Michelle Galvin Vickie Hollis Ruth Mighalls	Time: 7pm

Item	Actions
1. Welcome/ Members Introduction	
Mr Roughley welcomed all present and thanked everyone for attending.	
2. Minutes of the Last Meeting/ Matters Arising	
Minutes were agreed as accurate. Sally Calder confirmed that the coin counting machine had been purchased since the last meeting and was very helpful at the disco. The defib has now been secured in its outdoor box, outside the Lavender Building. Callers must ensure that when they connect to 999 that they request Surrey Ambulance Service. Kaye requested that a letter go out to all parents regarding this.	Martin Roughley
3. Treasurers Report Current Account £34,458.00 Savings Account £4,476.03 Total £38,934.03	Sally Calder
Sally Calder confirmed that the bank mandate is being changed to reflect the new trustees on the account. Trustees will need to go to Barclays Bank with ID to sign the new mandate.	
4. AGM, Constitution, Committee & Reps Update	
Martin gave thanks for the well attended AGM on 8 May 2018 which was quorate. The new 2018 Parentkind Constitution was adopted and our name was changed from PTA of Chipstead Valley Primary School to Chipstead Valley Primary School PTFA. Full committee now consists of Chair: Martin Roughey, Vice Chair: Kaye Guest, Treasurer: Diane Sanderson, 2 nd Treasurer: Sally Calder, Secretary: Shelly Rowe, Official Committee Members: Claire Matthias, Vikki Pope, Robert Bergs, Suzannah Seegobin & Katie Litchfield. All ten are now Trustees of the Charity. Charity Commission paperwork and website is now updated with this information. PTFA class reps for 2018/2019 still to be agreed. Shelly to update when finalised.	Shelly Rowe
5. GDPR Update	
PTFA Privacy Statement is written and pending approval from Martin and Sam Pennelli. Will be sent to Trustees upon approval. GDPR audit has been started but agreed that this will be a working document.	Shelly Rowe

6. Communication – Pre approval of letters/ posters	
All letters/ posters to be sent via Sarah Short before being posted on social media tsaadministrator@chipstead.croydon.sch.uk	
7. Spending Update	
£800 was agreed by trustees on 8 May 2018 for Sarah Potter to organise a Diversity Dance Workshop for the whole school on 18 th & 21 st May 2018. Please could we have feedback from both staff and children at the next meeting.	Sarah Potter
8. Sports Equipment/ Container	
Martin confirmed that the PTFA funded container has now been cleared and will continue to be used as a Sports Changing room as previously intended.	
9. Recycling at PTFA Events	
Kaye Guest commented that she would really like to see the school fulfill a recycling obligation and encourage the education of the children regarding this. Kaye currently takes most recycling home after events. Lara Westcott had already indicated some interest in looking into this. Clare Rackham agreed to speak to her. Martin to speak to Caroline Annetts about the cost of recycling bins for events.	Martin Roughley/ Clare Rackham
10. Bag to School Update	
Noted that bags were being bought into school by parents. Further update at next meeting.	Eliane Bartram
11. Comedy Night Update	
All running smoothly for 13 June 2018. Poster has been sent out to parents and booking is now on Scopay.	Helen Coker
12. Tea Towel Update	
This has now been put back to February 2019 as there is not enough time this term to run this event.	Helen Coker
13. Summer Fair Update	
Next committee meeting 23 May 2018 on site. This year each class will be allocated a stall in a golden envelope which teachers will open in class in the hope it will get the children more excited about their stall. 6-10 parent helpers per class will be required which should be achievable. Archery and First Aid booked. Living Things animal show now booked £300 for 2 shows. Rachel O’Leary agreed to supply all ice/ buckets and glasses if we would like them. Suggested that there are bins of water/ drinks for sale on various stalls to ease pressure on main drinks stall. Martin suggested approaching new Manager at Midday Sun for a raffle donation.	Claire Matthias/ Shelly Rowe
14. Christmas Card Update	
Agreed that this would be started early September 2018.	Rachel Jayasingha
15. Pantomime Update	
200 tickets booked for Snow White on 15 December 2018 @ £17.00 each. Agreed to sell at £19.00 each. Will go out to parents and on Scopay in July so that Year 6 leavers can still purchase.	Shelly Rowe
16. Fireworks Update	
Booked for Sunday 28 October 2018. First Aid confirmed. Alex Herrera to put in Events Notice, Jon Edwards to compere.	Sarah Little
17. Spending Updates	
Weather Machine – Ian Currie meeting with Martin Roughley week beginning 21 May to discuss. Playground markings have unfortunately ground to a halt as	Martin Roughley

<p>school is in discussion with builders over the quality of playground surface. Martin to review this. List of playground equipment from lunchtime supervisors, £500 budget agreed. Martin to give list to Paul Goldhawk to be priced. Table tennis tables delivered and in situ.</p>	
<p>18. Disco Feedback</p>	
<p>Disco was enjoyed by children. Jo Pearce to continue running but we will need to form a committee with her for this. Agreed to continue using Scopay/ cash on the door and trial again at next disco. Reduce the number of discos per year down to 2. Dates to be agreed.</p>	<p>Jo Pearce</p>
<p>19. Quiz Night Feedback</p>	
<p>Successful night. No problems. Carly Maker and Mark Rosewell agreed to run again next year. Martin queried what was raised at this event.</p>	
<p>20. Newsletter Feedback</p>	
<p>Feedback has been positive and parents thought it was very well done.</p>	
<p>21. Coffee Morning Feedback</p>	
<p>Sadly this event was poorly attended. Suggested that we do our PTFA display at the next school run coffee morning. Thanks were noted to Rachel Jayasingha for her hard work.</p>	
<p>22. Nursery/ Reception Magician Show Feedback</p>	
<p>Well attended event. Worked well in KS1 hall as was easy to move children there. Suggestion that next Magician night would be for 2018/19 Years 3 & 4. To be discussed in Autumn Term meeting.</p>	
<p>23. Spending Request – Clare Rackham</p>	
<p>4D Immersive Technology Suite Presentation. Nearest school that has something similar is Croydon High and is 10 years old. Consists of combination of projectors that provide an interactive space which can be geared to age appropriate, therefore Year 5 could be immersed in a Victorian Workshop and Nursery children could go on a Bear Hunt!! Has an accurate touch screen system.</p> <p>Clare is currently in talks with 2 companies and is heading to Manchester with Jess Maud next month to look at one of the systems. Technology cost: £22,000 ILA conversion cost: £5,000 Yearly maintenance cost: £1,200 (this could be recouped by renting the system out to local schools)</p> <p>If agreed could be installed during the Summer holidays ready for use in September.</p> <p>Concerns were raised about the use children would get, Clare Rackham insisted all teachers would be monitored for regular use and that all teachers would be fully trained to use it.</p> <p>Agreed by those present that the PTFA were happy for Clare to proceed looking at the project.</p>	
<p>24. Reception Welcome Letter</p>	
<p>New parents evening 2 July 2018. Shelly and Claire Matthias to prepare PTFA welcome pack. Swimming hats agreed to be childrens first name and surname as per register.</p>	<p>Shelly Rowe/ Claire M</p>
<p>25. Year 6 Leavers Update</p>	
<p>Booked for last evening of Summer Term. £800.00 budget from PTFA.</p>	

<p>26. Spending Request – PE Dept</p> <p>Sports Kit Request 15 Tshirts @ £10.50 each = £157.50 15 Rain Jkts @ £24.00 each = £360.00 Plus printing or embroidery. PTFA agreed to fund £700.00 Rachel O’Leary offered screen printing contact which has been given to Miss Campbell.</p>	
<p>27. Happy Circus</p> <p>Shelly Rowe and Suzannah Seegobin agreed to organise a Circus for 2019. Cost would be £2700 for 600 tickets. Sold out profit before BBQ/ drinks sales would be approx. £2000. Agreed at meeting to organise and book.</p>	<p>Shelly Rowe/ Sue Seegobin</p>
<p>28. AOB</p> <p>Ruth Mighalls – request for £2000 for Mathletics funding. Kaye Guest commented that this needs to be driven harder by the school. Robert Bergs commented that he likes the concept but that Mathletics now feels dated. Ruth agreed to look at alternative companies and we will discuss again at next meeting.</p> <p>Jo Pearce – Wants to organise an Open Air Cinema. This was positively welcomed and agreed for Jo to continue researching/ booking.</p>	<p>Ruth Mighalls</p> <p>Jo Pearce</p>
<p>29. Date of Next Meeting: Wednesday 20 June 2018 - 7pm</p> <p>Meeting closed at 8.50pm</p>	