

## Minutes of Meeting

<b>Title: PTFA Meeting</b>	<b>Location:</b> Lavender Building
Date: Tuesday 10 July 2018 Attendees: Martin Roughley Kaye Guest Shelly Rowe Vikki Pope Sally Calder Sue Seegobin Clare Rackham Clare Mordue Anna Spyrou Sara Bonnick Helen Edwards	Time: 7pm

Item	Actions
<b>1. Welcome/ Members Introduction</b>	
Mr Roughley welcomed all present and thanked everyone for attending. Apologies from Ruth Mighalls	
<b>2. Minutes of the Last Meeting/ Matters Arising from Action Points</b>	
Minutes were agreed as accurate. Defib information letter has been sent out to all parents.  Summer Fair - Lottery Gambling Return to be sent off. Shelly to organise.  Class Reps will be finalised in September by Shelly.  Recycling – No update.  Weather Machine – No update.	<b>Martin Roughley</b>
<b>3. Treasurers Report</b> <b>No balances available at meeting</b>	<b>Sally Calder</b>
<b>4. Summer Fair Feedback</b> Martin commented that generally speaking the event went well and feedback has been positive. It worked well containing the stalls at the same end of the field rather than spreading it all the way down to KS1.  Matched funding from Mark Pope is still to be claimed. Just waiting on final figures for the stall that he ran.  Next year we ideally need to ensure that Premises Staff are available and onsite for the Fair and that all tables, chairs and benches etc are put out on the Friday night. Without doubt, we had a huge shortage of help setting up during the morning.  Class allocation of stalls worked well and each class will keep their stalls next year. Some parents had feedback that they weren't happy about being moved to other areas of the fair when they had too many volunteers on a class stall. Agreed that communication with stall allocation will be improved.  Committee to carry out extensive site walk next year and prepare list for the school of things that need to be done.	<b>Shelly Rowe/ Claire Matthias</b>

<p>Highly important that at least 3 people are allocated to the main gate from 12.30 and ideally one of these should be a member of staff to help over see the huge amount of people entering the fair and assist with any problems.</p> <p>Summer Fair committee to meet separately to do a full run down/ feedback on the entire event.</p>	
<p><b>5. Immersion Room</b></p> <p>The PTFA were informed that the Committee had met separately and agreed the funding for the Immersion Room. Clare Rackham has put the order through and builders are booked for the Summer holidays. Staff will receive training during the next inset day and Clare will organise an open day to present the Immersion Room to parents. 1<sup>st</sup> Invoice is due for work to commence.</p>	<p><b>Clare Rackham</b></p>
<p><b>6. PTFA Welcome Pack</b></p> <p>All new Reception parents have received their packs at the parents evening on 2 July 2018. Feedback has been positive. Agreed that this would be sent out to all parents via Parentmail. Shelly to forward to school to organise.</p>	<p><b>Shelly Rowe</b></p>
<p><b>7. Shaded Areas in School</b></p> <p>Kaye outlined a need for children to have adequate shaded areas in school which has been intensified by the recent consistent hot weather. Kaye has purchased a sail to go over the pond area but this needs to be fixed with posts that need to be concreted in the ground. Currently stored in boiler room.</p> <p>Kaye suggested the use of slightly more permanent wooden structures which she has seen costing approx £1000.</p>	<p><b>Martin Roughley</b></p>
<p><b>8. Playground Markings</b></p> <p>Wilmot Dixon have still not provided us with a plan but it is due by the end of August. To be reviewed at September meeting and actioned quickly.</p>	<p><b>Kaye Guest/ Martin Roughley</b></p>
<p><b>9. Disco Update</b></p> <p>Agreed that we would have the first school disco on either 5<sup>th</sup> or 12<sup>th</sup> October. Kaye to confirm date. A new Reception Dad has offered to DJ free of charge which all felt was a brilliant offer.</p> <p>Vikki Pope and Helen Edwards agreed to form a committee with Jo Pearce.</p>	<p><b>Disco Committee</b></p>
<p><b>10. Christmas Fair Update</b></p> <p>Date to be agreed but suggested as either 2<sup>nd</sup> or 9<sup>th</sup> December 2018. Martin to discuss with staff and SLT as plans for Bazaar are not agreed yet. We still need to form a committee for this event.</p>	<p><b>Martin Roughley</b></p>
<p><b>11. Gazebos</b></p> <p>Kaye suggested that the school consider purchasing their own gazebos and keep these separate from PTFA ones.</p>	<p><b>Kaye Guest</b></p>
<p><b>12. PTFA Parent Leavers 2018</b></p> <p>Sadly this year we had to say goodbye to four PTFA members. Debbie Bridger, Caroline Roxburgh, Mel Reynolds and Clare Mordue. All have been a huge part of the PTFA for a number of years and will be hugely missed. Flowers were presented to all four, meeting was closed and members remained to have social drink to celebrate the success of the year.</p>	
<p><b>13. Date of Next Meeting: To be confirmed</b></p>	
<p><b>Meeting closed at 9pm</b></p>	