

Minutes of Meeting

Title: PTFA Meeting	Location: Staff Room
Date: Wednesday 19 September 2018 Attendees: Clare Rackham, Shelly Rowe, Lisa Mansfield, Martin Roughley, Sally Calder, Alison Johnstone, Joanna Purvis, Robert Bergs, Jane Sorrell, Danielle Burton, Claire Matthias, Michelle Galvin, Sarah Nicholas, Denise Rowden, Sarah Jugurnauth-Little, Lauren Garder, Vikki Pope, Anna Spyrou, Amy Devereux Jones, Vickie Hollis, Rebecca Lawrence, Cathrine Tulley, Jenny Allen, Hazel Edwards, Esther Hoare, Julia Orr.	Time: 7pm

Item	Actions
<p>1. Welcome/ Members Introduction</p> <p>Mr Roughley welcomed all present and thanked everyone for attending. As it was the first meeting of the school year, each parent introduced themselves. It was noted that this was the largest turnout of parents to a PTFA meeting that anyone could recall. Mr Roughley handed the meeting over to Clare Rackham who will be hosting the meetings from now, although Mr Roughley will remain in attendance.</p>	
<p>2. Minutes of the Last Meeting/ Matters Arising from Action Points</p> <p>Minutes were agreed as accurate. It was agreed that shaded areas will be looked at again as the weather warms up next year.</p>	Clare Rackham
<p>3. Treasurers Report</p> <p>Current Account: £26,707.72 Savings Account: £4,481.02 Total: £31,188.74</p>	Sally Calder
<p>4. Charity Commission Annual Return</p> <p>End of year accounts to be submitted to the Charity Commissioner by 31 October 2018.</p>	Diane Sanderson/ Sally Calder
<p>5. Immersion Room Update & Launch Planning</p> <p>Clare Rackham took all new parents to the Immersion Suite so they could see it and understand its location in the school. The school want to really promote the room and have taken steps to involve the press to really show the benefits of such a facility in education. We have secured a commission from Gener8 for any purchases made by other schools in the area and also a potential £9,000 grant. Gener8 have also agreed to tailor our programs to suit us as a school should we require it. The school feels that it's important that the school are involved in the planning of the launch. Most popular idea is that this consists of an all day event, to maximise parents opportunity to come in and see the room. Further discussions to take place and PTFA Committee to be formed.</p>	Clare Rackham
<p>6. EYFS Environment Funding Request</p> <p>Nursery and Reception requested £1000.00 funding for Motor Skills Equipment (climbing frames etc) and general playground equipment. Some new parents noted that the Reception playground was looking tired. PTFA requested that Clare request a "wish list" from both settings and the Trustees would agree spending between them before the next meeting.</p>	Clare Rackham/ Shelly Rowe

<p>7. Fireworks Update</p> <p>£1,216.00 Fronteer Fireworks invoice paid. Mike O'Brien to order barriers and portaloos. Police agreed to attend event. Prices of refreshments was discussed and agreed that prices would be worked out by the committee once stock is purchased. Sarah requested that we purchase heat resistant gloves for the Year 6 torchlight procession. Agreed funding for 50 pairs. Agreed to not advertise the PTFA mobile phone number for this event and not sell advanced tickets to the public in the run up to the display. Volunteers will be needed to put up posters locally. Johnny Edwards is to comper the event.</p>	<p>Sarah Little</p>
<p>8. Disco Update</p> <p>Request from school to consider moving the disco times to: Rec/Y1 3.45-4.45pm Y 2/3 5-6pm Y4/5/6 6.15-7.30pm Discussed doing an all-inclusive ticket price for Rec/Y1 that would include a snack and a drink. Claire Matthias to talk to Matt Yates about possibly doing the music for the later discos and the school would manage the first disco.</p>	<p>Jo Pearce & Committee</p>
<p>9. Playground Markings Update</p> <p>Wilmot Dixon agreed to install 10 markings in the Year 2 playground during October Half Term. Kaye requested that Martin request that these markings be split between the 3 playgrounds that we had originally discussed.</p>	<p>Martin Roughley/ Kaye Guest</p>
<p>10. Christmas Card Update</p>	
<p>Classes all underway doing their designs, which should be sent off on Friday 21 September to have proofs/ order forms printed.</p>	<p>Shelly Rowe/ Rachel Jayasingha</p>
<p>11. Christmas Fair Update</p>	
<p>Booked for Sunday 2 December 2018. Kaye discussed with Coral if she would consider running it again with a committee.</p>	<p>Coral Dalton</p>
<p>12. Panto Update</p>	
<p>Tickets due to be paid for by 30th September. Shelly to send invoice to Sally to raise cheque. Tickets selling steadily.</p>	<p>Shelly Rowe</p>
<p>13. Swimming Hat Update</p>	
<p>Order to be submitted by Monday 24 September.</p>	<p>Shelly Rowe</p>
<p>14. New Project Ideas</p>	
<p>KS1 Mini Gym is looking very tired, untidy and unused. Mrs Rackham would like it to become a beneficial room for KS1 and is looking into converting it into a KS1 library.</p> <p>Children/ Staff/ Community Wellbeing area. Outside area upstairs above the new building would be converted into a well being garden (astro turf, water fountains, murals, outside seating) with a vision of a "secret garden". Consider asking Woodcote Nursery or similar to sponsor.</p> <p>Music Room is also looking tired and outdated and so are the instruments.</p> <p>Clare Rackham to look into the above, discuss with SLT and approach the PTFA with ideas, funding requests.</p>	<p>Clare Rackham</p>

15. Macmillan Coffee Morning Update	
Friday 28 September 2018. Julia Orr organising with a committee but will go through everything with Claire Matthias who arranged it last year. Agreed that left over cakes would be sold after school.	Julia Orr
16. PTFA Reps Update	
All classes now have PTFA reps apart from 3C. Shelly to email Clare and request an email to go out to those parents to see if we can get a volunteer.	Shelly Rowe
17. Jackie Stevens Memorial	
Funding was agreed to purchase a Ballerina Rose Bush and plaque in memory of Jackie, our much loved swimming instructor who sadly died 2 years ago.	Shelly Rowe
18. AOB	
Claire Matthias suggested a quick tour of the school at the next meeting of key PTFA areas so that new parents could visualise areas that are regularly discussed at meetings. Agreed that this was a great idea and would take place at the next meeting for all those who wanted to take part.	Clare Rackham/ Kaye Guest
19. Date of Next Meeting: Tuesday 9 October 2018	
Meeting closed at 8.45pm	