

## Minutes of Meeting

<b>Title: PTFA Meeting</b>	<b>Location:</b> Staff Room
Date: Tuesday 9 October 2018 Attendees: Clare Rackham, Shelly Rowe, Vikki Pope, Rachael Thornton, Anna Spyrou, Suzannah Seegobin, Alison Johnstone, Lauren Garner, Emma Daood, Kaye Guest, Charlotte Broadfoot, Christina Nedeia, Vickie Hollis, Helen Pierce, Denise Rowden, Sara Robertson, Sue Griffiths, Rebecca Lawrence, Sara Bonnick, Sally Calder	Time: 7pm

Item	Actions
<p><b>1. Welcome/ Members Introduction</b> Walk round of key PTFA areas in school took place at 6.30pm. At 7pm Clare Rackham welcomed all present and thanked everyone for attending.</p>	
<p><b>2. Minutes of the Last Meeting/ Matters Arising from Action Points</b> Minutes were agreed as accurate. Immersion Room (Digiverse) launch day has been agreed as 30 October. Request from the school for the PTFA to run Tea/Coffee throughout the 4 taster sessions. New Digiverse graphic design was shown.  Special thanks was mentioned to Julia Orr for organising and running the Macmillan Coffee morning.</p>	<b>Clare Rackham</b>
<p><b>3. Treasurers Report</b> Current Account: £21,033.15 Savings Account: £4,481.02 Total: £25,514.17</p>	<b>Sally Calder</b>
<p><b>4. Disco Update</b> Scopay payment option closes on Wednesday 10 October. Helpers have been organised for all discos. Next discos will almost certainly need a new committee of parents to take over the running/ organising if they are to continue.</p>	
<p><b>5. Fireworks Update</b> Hallways Estate Agents have offered a new banner and complimentary firework to sponsor the event. Agreed that we would want to see a proof of this before agreeing to it. Agreed that we could not accept a Firework due to Health and Safety but suggested whether Hallways would want to sponsor the new fire resistant gloves that we recently purchased. Sarah Little to discuss with Jo Hall from Hallways. Fireworks posters need to be distributed and lamp post posters need to be put up locally in each road. Request for Staff help on the night. BBQ meat has been ordered and letter to local residents has gone out. Sarah Little to trial a new mail merge system from Scopay to issue tickets and help will be needed to run the umbrella stand sales where parents can buy tickets in the playground.</p>	<b>Sarah Little</b>
<p><b>6. Christmas Fair Update</b> Coral agreed with Kaye to assist in running the event this year. Committee to be formed. Father Christmas will be required. Suggestion from parents that we request £1 donation on one of the mufti days rather than "New Toy" and purchase books for the gift from Father Christmas. Rebecca Lawrence, Danielle Burton and Jane Sorrell agreed to be added to the committee.</p>	<b>Coral Dalton</b>
<p><b>7. Christmas Cards Update</b> Order forms and proofs sent home to parents/ carers. PTFA reps to assist with collection of orders and payment.</p>	

<p><b>8. Infant Library Request for Funding</b></p> <p>Clare Rackham talked about the new plans for converting the current mini gym area in KS1 into an infant library with an “Enchanted Library” theme. This is currently being designed at the moment. The school is waiting on quotes to repair the leaking roof. Quotes and photos should be available for the next meeting. This will be for Nursery/ KS1 and Phonics groups use.</p>	<p><b>Clare Rackham</b></p>
<p><b>9. Playground Markings Update</b></p> <p>The school has sent a letter to Wilmot Dixon asking them to commit to a decision on the proposed playground markings. To be updated at the next meeting.</p>	<p><b>Martin Roughley/ Kaye Guest</b></p>
<p><b>10. Bag2School</b></p> <p>Email will be sent out to parents by Eliane with full information. Collection will be on 21 November with bags being dropped into school on 19<sup>th</sup>/20<sup>th</sup>. Last Bag2School collection raised £148.00.</p>	<p><b>Eliane Bartram</b></p>
<p><b>11. Shelving for PTFA Store Room</b></p> <p>Agreed that there was not enough shelving in the KS1 PTFA store room. Shelly to purchase new shelving similar to that already in the boiler room.</p>	<p><b>Shelly Rowe</b></p>
<p><b>12. Key Members Leaving the PTFA</b></p> <p>Diane Sanderson (Treasurer) has formally given her notice and will cease duties at the end of October. Sally Calder agreed to take over as main Treasurer. Kaye Guest leaves the school this year and will formally step down as Vice Chair. Vice-Chair and 2<sup>nd</sup> Treasurer positions to be filled. Shelly will advertise these roles out to parents in due course.</p>	<p><b>Shelly Rowe</b></p>
<p><b>13. Car Boot Sale/ Nearly New Sale Suggestion</b></p> <p>Denise Rowden suggested running either a Nearly New Sale or Car Boot Sale. Both ideas were keenly supported at the meeting. Denise to give further consideration and “put the feelers out” to other parents.</p>	<p><b>Denise Rowden</b></p>
<p><b>14. Paypal Pool Suggestion</b></p> <p>Denise Rowden suggested the possibility of using Paypal as another method parents could use to pay at events when they are short of cash. Sally Calder explained that the charges for these accounts are expensive as they would need to be linked to Scopay/ the business account. From an accounts perspective the payments would likely be hard to track.</p>	
<p><b>15. Wine Tasting Evening Suggestion</b></p> <p>Everyone thought this was a great suggestion! Denise Rowden agreed to email Tina Hewitt to discuss possible dates for it to be held.</p>	<p><b>Denise Rowden</b></p>
<p><b>16. 100 Club Lottery Suggestion</b></p> <p>Another great suggestion by Denise Rowden. This type of club was run before but was stopped due to not having anyone to run it. Denise agreed to look into possible ways to run the lottery and to work out a scheme. Sarah Little suggested that if this does run, the proceeds should be advertised as going towards a specific cause at the school.</p>	<p><b>Denise Rowden</b></p>
<p><b>17. Nursery/ Reception Outdoor Areas - Request for Funding</b></p> <p>The Outdoor Learning Area in Reception really does need to be looked at and requires some significant updating. Laura Broad provided the PTFA with an extensive “wish list” which will not be possible to fund in one go, but it was agreed that as an ongoing project throughout the next couple of years, we would like to assist in funding some of the lovely suggestions for the front area in the Reception playground. Shelly asked Clare Rackham to meet again with Laura Broad and to come back to us with one of the items that we could move forward with installing imminently and that was not necessarily weather dependent. Agreed at the meeting to fund up to £2000, but subsequent meeting</p>	<p><b>Clare Rackham</b></p>

<p>(discussed with the committee) has since agreed funding up to £3,400.</p> <p>Agreed to fund £500.00 all weather climbing frame for the Nursery.</p>	
<p><b>18. Athletics – Request for Funding</b></p> <p>This was deferred until the next meeting as Mr Roughley was not present with the information. Clare Rackham to look at busythings.lgfl</p> <p><b>19. AOB</b></p> <p>Request for funding from Clare Rackham for the Excellent Eight wall outside Mark Rosewell’s office. Plans were shown at the meeting. Agreed to £575.00 funding.</p> <p>Get Fired Feedback – In the first two weeks after Half Term, Get Fired will be coming in to do sessions with the children to design their tiles. These will then be fired and installation is set for approx. February 2019. These will be put on the wall in the proposed Well-Being Garden on the roof.</p> <p>A parent asked for clarification of just what type of help we require on the PTFA – Shelly explained that it can be from something as simple as buying sweets and crisps for an event, helping make and serve teas and coffees at school open days etc to taking on and running big events like the Fairs or Fireworks. No help will ever be turned away but we really do need some keen parents to start looking at taking over from existing members as many of these leave in the next year or two.</p>	<p><b>Clare Rackham</b></p>
<p><b>20. Date of Next Meeting: Wednesday 21 November 2018</b></p> <p><b>Meeting closed at 8.45pm</b></p>	