

## Minutes of Meeting

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| <b>Title: PTFA Meeting</b>   | <b>Location:</b><br>Staff Room |
| Date: Wednesday 23 January 2019<br>Attendees:<br>Clare Rackham, Shelly Rowe, Kaye Guest,<br>Denise Rowden, Robert Bergs, Catherine Tulley,<br>Sally Calder, Vikki Pope, Julia Orr, Michelle<br>Galvin, Sue Griffiths, Sara Bonnicks, Wendy Ager,<br>Anna Spyrou, Suzannah Seegobin, Sarah Little,<br>Vickie Hollis | Time: 7pm                      |

| Item   | Actions                       |
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| <p><b>1. Welcome</b><br/>Clare Rackham welcomed all present, thanked everyone for attending and wished everyone a Happy New Year. She also requested that AOB is emailed to her at least 48 hours before the meeting.</p>  |                               |
| <p><b>2. Minutes of the Last Meeting/ Matters Arising from Action Points</b><br/>Minutes were agreed as accurate.</p>  | <b>Clare Rackham</b>          |
| <p><b>3. Treasurers Report</b><br/>Current Account: £20,555.25<br/>Savings Account: £4,483.25<br/>Total: £25,038.50<br/><br/>There are still outstanding payments to go out.</p>   | <b>Sally Calder</b>           |
| <p><b>4. Disco Update</b><br/>Since the meeting the Disco letter and poster have now gone out the parents. Vikki Pope is still low on volunteers to help, although help was offered via members at the meeting. Agreed to do another push for help. Clare Rackham agreed to request help from staff via the help sheet in the staff room. Ticket sales will be in the playgrounds on the Wednesday and Thursday before. Portable ovens must have a new extension lead. Any extension lead must completely unravelled whilst in use to avoid fire risk.</p> |                               |
| <p><b>5. Lottery Update</b><br/>Denise confirmed that 115 tickets had been sold so far this term. This puts us on target for sales to be approx £2500.</p>   | <b>Denise Rowden</b>          |
| <p><b>6. Magician Night</b><br/>The two mums that previously organised this event are now no longer able to. It is historically an easy event to organise and run. Agreed to ask the reps to share a request for a new committee.</p>  |                               |
| <p><b>7. Indoor Baby/ Childrens Market</b><br/>This has been organised for 17 March 2019. Tables will be available at £15 each on Scopay. Held in the KS2 Hall and will extend to KS1 Hall if necessary. Refreshments will be available in the canteen, request for helpers with this. Denise to contact Caroline Annetts to arrange putting it on Scopay.</p>   | <b>Denise Rowden</b>          |
| <p><b>8. Wine Tasting Evening</b><br/>Booked for Friday 1 February 2019 at the wine shop in Chipstead Parade. Tickets will be charged at £20 each and the wine shop will pay CVPS 20% commission on each ticket sold. 16 tickets sold so far.</p>  | <b>Catherine Tulley</b>       |
| <p><b>9. B Badge Update</b><br/>Marilyn has begun researching this but needs clarification on exactly what badges the school would like. Clare Rackham to discuss with SLT and feedback</p>  | <b>Marilyn/ Clare Rackham</b> |

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| <p><b>10. Recycling</b></p>  |   |
| <p>Reminder to recycle at all events. Bins will be available for all events. Please encourage the children to use the correct bins at events. Kaye to send out information to parents. There was a discussion about “Eco Bricks” which needs to be explored further.</p>   | <p><b>Kaye Guest</b></p>                    |
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| <p><b>11. Summer Fair Update</b></p>   |   |
| <p>There was a parental suggestion from a number of parents to consider running the Fair on a Friday after school. This was discussed, but agreed that helpers and attendance would be considerably lower and that it would interfere too much with the school day as set up would include removing tables from the halls and classrooms. Agreed to continue with it being on a Sunday. 30<sup>th</sup> June and 7<sup>th</sup> July are dates currently being considered.</p>   | <p><b>Kaye Guest</b></p>                    |
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| <p><b>12. Match Funding</b></p>  |   |
| <p>This is still available from many companies but we need to inform and remind parents. Kaye Guest and Robert Bergs to organise parentmail. Match funded stalls need to be banked straight after the event and separately from the main takings and the receipt needs to be attached to the Match Fund Form.</p>  | <p><b>Kaye Guest/<br/>Robert Bergs</b></p>  |
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| <p><b>13. Playground Update</b></p>  |   |
| <p>The Year 1-3 playground markings will be carried out in February half term. Children in Years 4-6 were surveyed by the school regarding options for extra equipment in their playgrounds.....</p>   | <p><b>Kaye Guest/<br/>Clare Rackham</b></p> |
| <p>“The children were given options for how the playgrounds/play equipment could be improved and what they would like to see and be able to use. Choices were given of permanent structures, playground markings and large games (such as large jenga, connect 4, chess, small boards games to play at the benches along with additional equipment (such as bats, balls, skipping ropes etc). Children were allowed to vote for as many options as they liked – they didn’t just have one vote and have to choose.</p> |   |
| <p>Year 4 – the year 4s cast 114 votes across the three options in total. 30% of the votes were for a permanent structure, 9% for playground markings and 61% for the large games and additional equipment.</p>  |   |
| <p>Year 5 and 6 (combined as they are on the same playground) cast 164 votes across the three options in total. 26% of the votes were for a permanent structure, 18% for playground markings and 56% for the large games and additional equipment”</p>   |   |
| <p>Agreed to look into these items and a request for funding would be submitted at the next meeting.</p>   |   |
| <p>Kaye objected to losing the broken climbing frame area to a “quiet area” when the PTFA have funded a pond area and an outdoor learning area. The reply was that there is insufficient funding to staff wider areas during the winter months when the fields are out of use.</p>   |   |
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| <p><b>14. Year 6 Leavers Party</b></p>   |   |
| <p>Date agreed by the SLT as Monday 22 July 2019. £800 donation from the PTFA to the Leavers Committee.</p>  |   |
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| <p><b>15. Christmas Fair Feedback</b></p>  |   |
| <p>There is huge enthusiasm from the PTFA to continue the Christmas Fair as a stand alone event, rather than combine it with the Bazaar as suggested by the School. Feedback of last year’s fair was positive and we raised approx. £6000. Suggestions were to ensure the BBQ was moved to a less windy location and trial having the Café somewhere other than a classroom. Agreed to discuss at next meeting.</p>  |   |

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| <b>16. Pantomime Feedback</b>  |                     |
| Positive feedback regarding the show "Snow White". Shelly agreed to run this event again in 2019 but agreed that we would only purchase 100 tickets due to extremely slow ticket sales this year.  | <b>Shelly Rowe</b>  |
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| <b>17. Fireworks Feedback</b>  |                     |
| Very positive feedback. Numbers were down this year but we made £2000 profit. Sarah Little requested more lighting on the car park area before and after the fireworks for safety. This years fireworks will be on Saturday 9 November. Sarah would also like to book 2020 date soon to ensure we get the best date available. | <b>Sarah Little</b> |
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| <b>18. PTFA AGM 2019</b>   |                     |
| This will be on Tuesday 26 February at 3.30pm. Letter to be sent to all parents.   | <b>Shelly Rowe</b>  |
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| <b>19. Date of Next Meeting: Wednesday 6 March 2019</b>  |                     |
| <b>Meeting closed at 8.15pm</b>  |                     |