

Minutes of Meeting

Title: PTFA Meeting	Location: Staff Room
Date: Wednesday 6 March 2019 Attendees: Clare Rackham, Shelly Rowe, Martin Roughley, Vikki Pope, Robert Bergs, Sue Griffiths, Sue Seegobin, Denise Rowden, Helen Edwards, Sara Bonnick, Wendy Ager, Christina Nedeia, Anna Spyrou, Rachel Jayasingha, Julia Orr, Sally Calder	Time: 7pm

Item	Actions
<p>1. Welcome/ Members Introduction Clare Rackham welcomed everyone to the meeting and took the opportunity to mention a special welcome to Robert Bergs who now takes over from Kaye Guest as Vice Chair.</p>	
<p>2. Minutes of the Last Meeting/ Matters Arising from Action Points Minutes were agreed as accurate. Mr Roughley confirmed that he had had a query from another local school requesting a recommendation for Theo the Magician. All present agreed that we would recommend him.</p>	Clare Rackham
<p>3. Treasurers Report Current Account: £20,586.08 Savings Account: £4,485.49 Total: £25,071.57</p>	Sally Calder
<p>4. AGM Update/ Confirmation of Trustees The AGM on Tuesday 26 February 2019 went well and was agreed as quorate. Positions within the PTFA for the following year are confirmed as: CHAIR: Clare Rackham VICE CHAIR: Robert Bergs SECRETARY: Shelly Rowe TREASURER: Sally Calder 2nd TREASURER: TBC COMMITTEE MEMBERS: Martin Roughley, Claire Matthias, Vikki Pope, Sue Seegobin, Julia Orr, Denise Rowden</p>	
<p>5. End of Year Accounts and Charity Filing The end of year accounts for 2017 (which run on a calendar year) were due to be filed in October 2018. We now have the figures and the trustees report so Sally and Robert will ensure that these are uploaded.</p>	Robert Bergs/ Sally Calder
<p>6. Disco Feedback General feedback was that the disco ran smoothly but there is no doubt that we require more helpers, especially for the last disco. Selling tickets through the playground and on the door on the night made entry far quicker than previous Scopy sales. We need to ensure that we have a checklist for the evening to ensure we have everything needed for set up. Also, Best Before dates need to be checked ahead of the night to ensure we don't have any food or drink that is out of date. We must also ensure we have a 1st Aider at both discos. Rachel Jayasingha offered to sell tickets by After School Club one evening so that parents that work have access to the facility. Next disco is confirmed as Friday 17 May 2019.</p>	Disco Committee
<p>7. Wine Tasting Evening Feedback Nice social evening and was enjoyed by the parents that attended. Raised £36.00</p>	

<p>8. Nearly New Sale (17 Mar '19) Update</p> <p>13 stalls sold so far. Denise had an enquiry from a parent who sells natural baby products and a charity selling Christmas gifts as to whether they could each have a stall. This was agreed. Martin Roughley to open up the school in the morning and Denise Rowden agreed she would get the key to the PTFA nook on the Friday before. Event will be advertised again on Facebook. Denise confirmed that she would finalise the risk assessment.</p>	<p>Denise Rowden</p>
<p>9. Playground Items Update</p> <p>The new playground markings were installed during Half Term and are being enjoyed by the children.</p> <p>Request from the School Council for a list of games for 3/4 and 5/6 playgrounds put together by the children. These include bowling, Connect 4, Jenga, Dominoes and foam dice. Agreed £1,000.00 to fund this. These have since been ordered and delivered to school.</p>	
<p>10. Summer Fair Committee</p> <p>Summer Fair confirmed as Sunday 7 July 2019. Kaye Guest has already been in touch with and booked the reptile people that were popular previously. Request from Mr Roughley that we no longer have any outside inflatables due to Health and Safety concerns after a child was killed at another venue last year. Committee agreed as Robert Bergs, Martin Roughley, Shelly Rowe, Vikki Pope, Christina , Julia Orr, Rachel McCallum, Sara Bonnick and Claire Matthias.</p>	<p>Robert Bergs</p>
<p>11. Pantomime</p> <p>100 tickets booked at Redhill Harlequin for Saturday 14 December 2019 at 1.30pm.</p>	<p>Shelly Rowe</p>
<p>12. School Lottery Update</p> <p>Denise confirmed that £330.40 has been raised to far to date and she would organise this money to be claimed.</p>	<p>Denise Rowden</p>
<p>13. Happy Circus Update</p> <p>Sue and Shelly due to meet to begin planning. A number of parents commented that they didn't feel enough information had been circulated for parents to know what the event involved. Sue/ Shelly to check that Archery had been informed. Agreed that Portaloos should be booked.</p>	<p>Shelly Rowe/ Sue Seegobin</p>
<p>14. Tea Towels Update</p> <p>Helen Edwards confirmed that she would be organising the tea towels but she would also investigate companies that offer Bag 4 Life too as it was felt that these would be popular.</p>	<p>Helen Edwards</p>
<p>15. B Badge Update</p> <p>Clare Rackham agreed to research suppliers.</p>	<p>Clare Rackham</p>
<p>16. Recycling Update</p> <p>Three recycling bins have now arrived for us to use at events. Mike Carney has agreed to empty these for us if we leave them in the main reception.</p>	
<p>17. PTFA Guidebook</p> <p>Robert Bergs suggested publishing a Guidebook for each event which includes all information to help parents taking over an event. Agreed to look into this further and the possibility of storing these guides in the Cloud.</p>	<p>Robert Bergs</p>
<p>18. Autumn Term Fundraising Ideas</p> <p>Rachel Jayasingha suggested the idea of a Christmas Movie Night or a Movie Night. This was popular, although agreed that we would need to look into the cost of licenses etc. She also suggested the possibility of a children's gift shop</p>	<p>Rachel Jayasingha</p>

<p>for Christmas where we encourage multi donations to be more the sort of gift that the children may wish to buy for their parents. The aim of the gift shop would be that we would assist the children in wrapping their presents so that they had a surprise bought completely independently for their parents at Christmas.</p>	
<p>19. Well Being Garden/ Quiet Area Request for Funding</p>	
<p>Tiles for the Well-Being Garden are currently being fired and are due back to school after Easter. The vision for the roof garden, is a peaceful area with sofas, snuggle pods, astro turf, blankets and could be used by pupils, staff, ELSA etc. The vision was taken to Place2Be who really supported it. Best quote for astro turf is £4,012.00. Spending not yet agreed.</p> <p>Also proposal for Quiet/ Reading Area behind the new building. The vision for this is a picket fenced off area, with either woodchip or astro turf.... An escaping area for children who want to be away from football/ hussle of the playground or field. Quote for fencing/ gates etc is £1,111.88. However, size of area is currently in discussion and could be made larger.</p>	<p>Clare Rackham</p>
<p>20. Games Leaders Hats/ Uniform Request for Funding</p>	
<p>Children in Years 3-6 require hats and equipment to help emphasis their Games Leader status. This would include whistles, hats, tabards etc. Agreed to fund £200.00 towards this and children to feedback as to effectiveness.</p>	
<p>21. Welcome Pack and Swimming Hats Agreed to give PTFA Welcome Pack, Parentkind Magazine and named swimming hat to each new Reception child for September 2019.</p>	<p>Shelly Rowe</p>
<p>22. Date of Next Meeting: Wednesday 24 April 2019</p>	