

Minutes of Meeting

Title: PTFA Meeting	Location: Staff Room
Date: Wednesday 24 April 2019	Time: 7pm
Attendees: Clare Rackham, Shelly Rowe, Vikki Pope, Robert Bergs, Denise Rowden, Christina Nedeia, Anna Spyrou, Julia Orr, Vickie Hollis, Claire Matthias	

Item	Actions
1. Welcome/ Members Introduction	
Clare Rackham welcomed everyone to the meeting.	
2. Minutes of the Last Meeting/ Matters Arising from Action Points	
Minutes were agreed as accurate.	Clare Rackham
3. Treasurers Report	
Current Account: £16,189.52 Savings Account: £4,485.49 Total: £20,675.01	Sally Calder
4. End of Year Accounts & Charity Filing	
End of year filing was confirmed as having been uploaded electronically to the Charity Commissioner.	Sally Calder
5. Playground Games Update	
These are going really well and the children are really enjoying them. The Games Leaders are looking after all the toys and ensuring they are put away properly, they are also going into all the playgrounds helping to make sure the toys are being played with properly.	Clare Rackham
6. Nearly New Sale Feedback	
In general the Sale went well. Most stallholders made a profit. Denise is happy to run this again next year at the same time (March) with the suggestion of selling 2 nd hand uniform. Agreed that better advertising in Coulsdon Town is required to attract more footfall.	Denise Rowden
7. Movie Night/ Fundraising Suggestions 2020	
Rachel Jayasingha has suggested reducing our fundraising activity before Christmas and was due to attend tonight to present some suggestions for alternative fundraising later in the year. She was unable to attend the meeting but has emailed full details of her suggestions through to Robert Bergs to present. Her ideas included; holding some stalls eg. Hot food, alcohol and "Elfridges" type stalls at the Bazaar instead of running the fair, Mothers Day cocktail class event, Easter bake sale or similar, pancake day races, kids movie after school. These were discussed but no decisions were taken. She will attend the next meeting to discuss further.	Rachel Jayasingha
8. Bingo Night Suggestion	
Suggestion from Claire Matthias to host a Bingo Night with bar and raffle. Suggestion of combining it with the quiz. Claire to check potential dates with Tina Hewitt.	Claire Matthias
9. Reading Garden Update	
Clare Rackham has been in contact with a company who design school grounds. They are visiting the school to come up with plans which will be brought to the next PTFA meeting to discuss and see what we would like to fund. The proposal is that ELSA and Safeguarding children could also use the	Clare Rackham

garden.	
The tiles for the wall are currently being kilned and are due to be delivered in approx 3 weeks. The pattern of how they will be put up is yet to be decided.	
Request for funding from the Treehouse Team – Request to fund some outdoor equipment for the new picket fenced area for the ELP children. £600.00 agreed.	
10. Fireworks Update	
The school was approached in March with a proposal from the Chipstead Preservation Society to merge Chipstead Valley fireworks with theirs to celebrate their 50 th Anniversary. This was turned down by the PTFA Committee on Friday 29 March. Please see Minutes for full details.	Clare Rackham
11. Disco Update	
Poster has gone out to all year groups. After stock take we need to order 150 glow sticks (Shelly to inform Vic Rankine). 1 st Aider to be confirmed. Agreed that we would not hold a disco in October 2019 and that moving forward we would have just 2 discos a year. The October disco proves to be a little too overwhelming for Reception/ Year 1 children so we will look to possibly replace with a gentler event. Year 6 have a DJ booked for their Leavers Party. We will gauge how popular she is with the children and look to book her for 2020 discos.	
12. School Lottery Update	
Denise confirmed that £1,500 has been raised so far to date and she would organise this money to be claimed.	Denise Rowden
13. Happy Circus Update	
Portable toilets are booked. Vikki Pope, Christina Nedea, Clare Rackham and Robert Bergs agreed to join committee. Help required to collect tickets on the gate, assist audience to seats, clear litter at the end and sell refreshments.	Shelly Rowe/ Sue Seegobin
14. Tea Towels Update	
Helen Edwards was not at the meeting, therefore this was not discussed.	Helen Edwards
15. Summer Fair Update	
Two committee meetings have been held so far and good progress made. The committee have gone through all the stalls from last year and discussed what was successful/ what not so good etc. Plans to introduce a “Recipe List” for each stall with clear instructions of how to set up/ run the stall. Agreed to allocate a stall per class again. Portable toilets are booked for this event.	Robert Bergs
16. Plastic Plates Suggestion	
A suggestion was made to purchase a large number of plastic plates and cups from Ikea, to then hire out to parents for a small donation for their children’s parties. Whilst everyone supported the idea of cutting down on plates/ cups that get thrown away at these types of events, it was agreed that overseeing this type of thing was just just difficult for the PTFA to currently manage.	
17. Date of Next Meeting: Wednesday 22 May 2019 at 7.00pm Meeting closed at 8.20pm	