

Minutes of Meeting

Title: PTFA Meeting	Location: Staff Room
Date: Wednesday 22 May 2019 Attendees: Clare Rackham, Shelly Rowe, Vikki Pope, Robert Bergs, Sue Griffiths, Sue Seegobin, Denise Rowden, Cristina Nedea, Anna Spyrou, Rachel Jayasingha, Julia Orr, Victoria Rankine,	Time: 7pm

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. Shelly confirmed that after discussion with Mr Rosewell, he has agreed to run another Quiz Night in March 2020.	Clare Rackham
3. Treasurers Report	
Current Account: £18,145.59 Savings Account: £4,485.49 Total: £22,631.08	Sally Calder
4. Disco Feedback	Vikki Pope
We had discussed at the previous meeting about reducing the number of discos from 3 down to 2 and potentially dropping the October disco. Agreed that on reflection, the May disco is the least attended both by children, parents and staff. It is also an extremely busy time of year for everyone. Agreed that we would stop this disco. Feedback was that the new DJ was very good, children and parents all liked him. Agreed October date as Friday 11 th – Shelly to book DJ. In future discos, we must have an adult stationed by the toilets at the doors where the children enter and also by the doors to the new building by the office to ensure that children are kept safe. It was also agreed that at the next disco, we would have all children entering via the 2 Year 3/4 entrance doors and not use the main office entrance. October disco will incorporate tea and coffee for the Reception/ Year 1 parents. Victoria Rankine to order recyclable paper bags for Rec/Year 1 snacks and gifts as it was much easier to give these out in bags at the last disco. Rachel Jayasingha has offered to sell tickets for the next disco at After School Club. Final figures for this disco to be confirmed at the next meeting.	
5. Bags 2 School Feedback	Eliane Bartram
Eliane not present at meeting. Shelly to obtain feedback and update at the next meeting.	
6. Tea Towels Update	Helen Coker
Agreed to look at this again in September as we could not squeeze organising this in this term.	
7. Circus Update	Shelly Rowe/ Sue Seegobin
Currently approx. 440 tickets have been sold. Happys Circus have agreed that the new internal fencing and gate will not make entry for their vehicles an issue. Sam Jones, First Aider is booked. Portaloo's are booked. Rubbish/ recycle bins need to be provided. Shelly to send list of ticket holders through to Clare Rackham to ensure that any children with disabilities can be looked after in terms of parking and seating.	
8. Summer Fair Update	

<p>Robert confirmed that both the nook and the containers have been cleared and reorganised and gazebos tested. Thanks were given to all who participated in that. It was noted that the container by the white gate on How Lane has issues with the seals that are now deteriorating which makes closing it difficult. It was also noted that both containers have evidence of mice, therefore no unsealed food or uncovered drink should be placed in there.</p> <p>Summer Fair program is underway. Request for adverts will be put on the CVPS Parents Business page on Facebook. Adverts cost £50 for a full page and £30 for half a page.</p> <p>Christina has been speaking to local businesses regarding donations and is due to speak to Aldi and Waitrose for donations for the hamper.</p> <p>Raffle Tickets to be organised and ordered by Vic Rankine who will liaise with Christina regarding prizes to be printed.</p> <p>Summer Fair Committee meeting on 5 June. Claire Matthias to email Clare Rackham about Assault Course.</p> <p>Streets Ahead have agreed to sponsor the fair and supply 20 boards at £8 per board.</p> <p>Robert Bergs is organising a coffee morning/ evening drinks meeting on Monday 10 June for the PTFA reps to go through the type of help and support that we would love from their classes at the fair.</p> <p>Agreed that we would put up the larger marquees that take time on Saturday 6 July.</p>	<p>Robert Bergs</p>
<p>9. New Parents PTFA Welcome Letter and Meeting Update</p> <p>Julia Orr has been revamping the letter that Shelly originally did for new parents last year. It looks much more like a newsletter and is hopefully more inviting to read. Clare Rackham to look at assisting with photographs to illustrate it.</p> <p>Robert, Shelly, Vikki and Denise to help on the new parents evening on 1 July 2019. Shelly to buy wine and refreshments.</p>	
<p>10. Colour Run Suggestion</p> <p>Suggestion to run this in place of May disco but at the weekend. Clare Rackham to speak to Martin and Richard about the route so that any paint does not interfere with the markings for sports day.</p>	<p>Christina Nedea</p>
<p>11. Family Disco Night Suggestion</p> <p>An additional event to be run on a Saturday night, possibly with a theme. No decision made on this.</p>	<p>Christina Nedea</p>
<p>12. CVPS Got Talent Suggestion</p> <p>Christina suggested running this event where the children audition and perform. Vikki Pope to speak to a friend at Hayes Primary School who have just run one of these to see how it worked, was it successful and did it raise any money. TO be discussed again at the next meeting.</p>	<p>Christina Nedea</p>
<p>13. Alternative Fundraising Suggestions</p> <p>Rachel Jayasingha suggested heavily combining the Christmas Fair with the Bazaar and then running other events throughout the year to compensate for the money that would be lost through not having the fair. A poll to be devised and sent out to parents by Robert and Rachel to try and get some idea of what parents think about events. A vote on the combining of the fair and bazaar to be taken at the next meeting.</p>	<p>Rachel Jayasingha/ Robert Bergs</p>
<p>14. July Meeting/ Farewell Drinks</p> <p>Date agreed as Tuesday 9 July at 7pm.</p>	<p>Shelly Rowe</p>
<p>15. Date of Next Meeting: Wednesday 19 June 2019</p>	