

Minutes of Meeting

Title: PTFA Meeting	Location: Staff Room
Date: Wednesday 19 June 2019 Attendees: Robert Bergs, Shelly Rowe, Sue Griffiths, Kaye Guest, Denise Rowden, Sara Bonnicks, Anna Spyrou, Rachel Jayasingha, Victoria Rankine, Claire Matthias,	Time: 7pm

Item
<p>1. Welcome/ Members Introduction</p> <p>Welcome from Robert Bergs as Clare Rackham sent her apologies for being unable to attend. Apologies also from Julia Orr.</p>
<p>2. Minutes of the Last Meeting/ Matters Arising from Action Points</p> <p>Minutes from 22 May 2019 were agreed as accurate. See back page for Action Points.</p>
<p>3. Treasurers Report</p> <p>Current Account: £19,169.02 Savings Account: £4,487.73 Total: £23,656.75</p> <p>A query was raised whether the Digiverse was now fully paid for. Shelly to follow up with school on all monies owing.</p>
<p>4. Circus Feedback (Shelly Rowe and Sue Seegobin)</p> <p>Shelly confirmed that the circus was smooth and easy to run. It was a success on the day with lots of parents and children saying how much they enjoyed it. In the end we sold approx 530 tickets. Agreed to reduce the quantity of refreshments if we run the event again as we could not compete with the popularity of the pop corn and candy floss that the circus sold. There was a query on the cost of the 1st Aid for the event as Sam Jones charged us £280.00 which Kaye confirmed was much more than we pay for the Summer Fair. Agreed that we would run this event again in 2021 and Shelly to look into booking for 5 June 2021.</p>
<p>5. Bags 2 School Update (Eliane Bartram)</p> <p>The last collection raised £168.00. November dates are booked. Monday 11th and Tuesday 12th will be the days parents can bring donations in. Collection day by Bags2School will be Wednesday 13 November.</p>
<p>6. Disco Update (Disco Committee)</p> <p>The next disco is Friday 11 October and DJ Darren Palmer has been booked and deposit paid. Disco Committee to discuss plans upon return in September.</p>
<p>7. Summer Fair Update (Summer Fair Committee)</p> <p>Robert Bergs confirmed that he begins a new job from 24 June and therefore will not be around as much over the next 2 weeks to support the fair.</p> <p>Raffle tickets have gone home with all children with a fun swim now booked for 17 July for the class selling the most tickets.</p> <p>Rachel Jayasingha and Cristina Nedeia have managed to organise a lot of prizes for the Auction and Raffle and are well organised.</p> <p>The program is ready to go to print. We talked about the option of putting the programs in book bags to give advertisers and parents the best chance of a return from their advert and a good time to look through the program. We currently pay £150 for 400 programs. Agreed to discuss this at the next meeting when we feedback from the fair. However, it was suggested that this year, we send the brochure out as a PDF in advance to all parents.</p> <p>Lots of comments about how good and clear the Streets Ahead boards are.</p>

Letter to all parents regarding stall allocation is to go out. Next mufti day is booked for Friday 5 July and the children will be bringing in bottles. Shelly to ask Clare or Martin about Year 2 being out on a trip that day.

Robert confirmed that this year we will be having a PTFA stand/ base at the fair where all helpers can report to, supplies will be kept, lost children/ property can be taken to. Shelly to ensure that all radios are charged over the weekend for use and to speak to Barry about ordering the BBQ meat through him.

8. Tile Plaque – Request for funding (Clare Rackham)

Deferred to next meeting.

9. B Badges (Clare Rackham)

Deferred to next meeting.

10. Excellent 8 Badges (Clare Rackham)

Deferred to next meeting.

11. Outdoor Pizza Oven Suggestion (Rachel Jayasingha)

Rachel confirmed that these cost approx £500 to purchase. They cook a pizza in around 60 seconds. Sara Bonnick had heard of mixed reviews of these and suggested that we should be looking at an oven in action before proceeding. RJ to investigate further. She had looked at hiring but had not yet found a local company.

12. Kids Show with Jonny Awesome

Kaye Guest confirmed that Jonny would like to do another show at the school for the children and has offered to do this at no charge. He would prefer a Friday and can incorporate parents at the back for a one hour show. February was suggested. Claire Matthias, Victoria Rankine and Anna Spyrou to investigate dates and contact Jonny.

13. Website Update Suggestion

Kaye suggested that the PTFA section of the school website really needs updating. Victoria Rankine offered to look into this and liaise with Tina Hewett.

14. Recycling at PTFA Events

Kaye outlined the need for the PTFA to really set a good example of recycling at all our events. All agreed that we should ensure we have the correct bins near BBQ's and Refreshments stands and move the bigger bins out for the Summer Fair. Agreed to use up our supply of plastic cups etc and then make sure we look into ordering different options of drinks cups and cutlery. Also a discount offered to parents who bring their own cups to events.

15. £50 Library Funding for Mrs Edwards

All unanimously agreed to £50 cash being given to Mrs Edwards who funds lots of books for the library herself by going to car boot sales.

16. Sum Up Suggestion

Sum Up is a portable 4G card reader. Shelly suggested that this might be good to have at bigger events such as the fairs and all members present liked the idea and thought it would be incredible useful especially for the Auction and drinks bar.. The cost of the 4G machine is £99 with a 1.69% fee on each transaction. Robert to also look at suggested alternatives from Parentkind and discuss with Shelly to order before the fair.

17. AOB

Bingo Night – Claire Matthias asked to potentially defer confirming this event until she's had the chance to poll parents on how popular it might be.

2nd Treasurer – Sue Griffiths to potentially join the committee as our 2nd treasurer. She has already had discussions with Sally. Shelly will sort application forms and speak to the committee.

18. Date of Next Meeting: Tuesday 9 July 2019

ACTION POINTS

NO.	DATE	AGENDA NUMBER	ACTION TO BE TAKEN	WHO
001	19.06.19	3	Query on whether Digiverse was fully paid for. Speak to school accounts and check all outstanding monies owed from the PTFA.	Shelly
002	19.06.19	4	Query cost of 1 st Aid at the circus	Shelly
003	19.06.19	4	Book Circus for 2021	Shelly
004	19.06.19	7	Query any alternative arrangements for Year 2 Mufti Day as they will miss this due to being out on a trip	Shelly
005	19.06.19	7	Enquire with Barry Tinker if he can order meat for the BBQ	Shelly
006	19.06.19	11	Further investigation into Pizza Oven	Rachel
007	19.06.19	12	Set date and organise childrens show with Jonny Awesome	Claire M, Victoria R and Anna S
008	19.06.19	13	PTFA section of school website to be updated	Victoria
009	19.06.19	15	£50 cash to be given to Mrs Edwards	Shelly
010	19.06.19	16	Sum Up Machine to be looked into fully and ordered.	Shelly/ Robert
011	19.06.19	17	Further investigation into Bingo Night	Claire M