

Minutes of Meeting

Title: PTFA Meeting	Location: Staff Room
Date: Monday 16 September 2019 Attendees: Shelly Rowe, Vikki Pope, Julia Orr, Esther Hoare, Amy Louise Simms, Emma Nicholls, Robert Bergs, Suzannah Seegobin, Julie Marsh, Jessica Linacre, Sue Griffiths, Sally Calder, Wendy Ager, Stephanie May, Laura O'Brien, Julie Gollop, Anna Spyrou, Denise Rowden, Katie Allbury, Clare Rackham	Time: 7pm

Item
<p>1. Welcome/ Members Introduction</p> <p>Clare Rackham welcomed everyone to the meeting. It was noted that a number of new parents from both the Nursery and Reception had come along.</p>
<p>2. Minutes of the Last Meeting/ Matters Arising from Action Points</p> <p>Minutes from 9 July 2019 were agreed as accurate. See back page for Action Points.</p> <p>Matters arising – Shelly confirmed that she has not yet been able to secure a sensible date for the Circus in 2021 but she will speak to the company again this month.</p>
<p>3. Treasurers Report (Sally Calder)</p> <p>Current Account: £20,698.54 Savings Account: £4,489.97 Total: £25,188.51</p>
<p>4. Disco Update (Disco Committee)</p> <p>Confirmed date of Friday 11 October 2019. DJ booked and deposit paid. Committee agreed as Shelly Rowe, Vikki Pope, Jo Pearce, Emma Nicholls, Katie Allbury, Julie Marsh, Sue Seegobin and Sue Griffiths.</p>
<p>5. Bingo Night Update (Committee)</p> <p>Event and food order is on Scopay. Actual uptake on Scopay is slow but general feedback is that it seems popular on class groups so take up should be good in the run up. Organisation for the night is in hand by the committee.</p>
<p>6. Music Night Update/ Spending Request (Clare Rackham)</p> <p>Mr Vinten has put in a request for funding for the Music dept. This includes percussion items and connectors to enable the use of ipads. A more extensive list will be put together and run via SLT (Senior Leadership Team) first and then put forward at the next PTFA meeting.</p>
<p>7. Fireworks Update</p> <p>This is on Saturday 9 November 2019. Fireworks Committee are busy and on target with all plans. Posters need to be designed and ideally a new banner either sponsored or purchased. The school have already committed to a poster competition to support Chipstead Village fireworks so it was agreed that it would be too confusing to run two competitions. Further help will be required from the PTFA with set up and help on the evening.</p>
<p>8. Outdoor Reading Garden Update (Clare Rackham)</p> <p>Last term the PTFA were presented with initial plans to assist in funding a Reading/ Well-Being Garden in the school grounds. Since the plans were shown, the school has had a site meeting and has managed to reduce the proposed cost by £4-5k. There is also an application for Grant funding which is currently in progress. Further update at</p>

the next meeting.

9. Panto Update (Shelly Rowe)

Jack and The Beanstalk at the Harelquin Redhill is booked for Saturday 14 December 2019 at 1.30pm. Tickets are on sale on Scopay. Shelly confirmed that this will be her final year organising this event. In January 2020 we will need someone else to take over and book one. The Fairfield Halls is now open so this might well be an option the PTFA wish to explore. Shelly will assist anyone who wants to take it over. Agreed that the full balance can be paid to the theatre.

10. Swimming Hats Update (Shelly Rowe)

Swimming hats for Reception will be ordered and delivered before the children break up for Christmas as well as any additional orders.

11. Jonny Awsum (Committee)

Jonny has very kindly offered to do a Comedy show for the children (KS1) and also run a Comedy night for parents. A committee will be required to help with this. Jonny has suggested January for the adult show as comedians are more readily available then, suggested dates are 23rd & 30th January, date to be confirmed. He will do the children's show for free which is fantastic. Potential dates for this are 6th, 13th or 20th March which are currently being checked with Jonny. Jessica Linacre offered to help with this event.

Update – Since the meeting on Monday 16 September, Jonny has confirmed that he is unable to commit to this event due to tour commitments.

12. Walkers Crisps Packet Scheme

This is not supported by the school as it isn't considered inline with healthy eating. Mr Roughley has agreed to support the PTFA with emailing out correspondence if any parents want to organise this themselves.

13. My School Lottery (Denise Rowden)

Since our first draw in January 2019 this has raised £1,539.20 for the PTFA. Denise will arrange to send another email out as many new parents will not have any information about this scheme.

14. Christmas Cards Update (Rachel Jayasingha)

The pack from Class Fundraising has arrived and information will be sent out to all teachers this week. Once the designs are done, these will be forwarded to the company and proofs will be returned to be distributed to parents for ordering in time for Christmas.

15. Pizza Oven Update (Rachel Jayasingha)

No current update.

16. PTFA Website Update (Vic Rankine)

Vic has access to the PTFA section of the website and is now able to upload any PTFA posters, emails, info etc directly to the site.

17. Sum Up (Shelly Rowe & Robert Bergs)

No current update. Shelly and Robert agreed to move this forward before the next meeting.

18. Summer Fair Update on Total Raised / Date for 2020

Sally is still awaiting some minor expenses but profit for the fair looks to be approx £7000!!! It was agreed that a push out to parents with info on Matched Funding would be a good idea. Provisional date for next year is 14 June 2020.

19. Christmas Fair Update (Committee)

SLT have made the decision to move the Bazaar to Thursday 6 February with a Winter theme. Fair will now go ahead on Sunday 1 December 2019. Committee agreed and will meet ASAP.

20. Swimming Pool Bench

It was agreed at the meeting to provide an additional recycled bench to go outside the swimming pool area. Shelly to speak to Caroline to order.

21. Outside Drinking Water Fountains (Clare Rackham)

Request from school to fund outside drinking water machines, so that children can fill their bottles up outside without having to go back into school. Variation on options and prices. Clare Rackham to discuss with SLT and come back with exactly the type the school requires.

22. Swimming Pool Shallow End Step

This is a plastic mesh step that sinks into the shallow end of the pool to allow smaller children to stand on in they were out of their depth. Due to wear and tear this has had to be replaced. PTFA agreed to fund replacement at £500.

23. AOB

Macmillan Coffee morning is on Friday 25 September and is being run by Julia Orr. She has recruited help for this.

Denise Rowden requested that the PTFA Info Pack be sent out again to all parents.

24. Date of Next Meeting: Wednesday 30 October 2019**ACTION POINTS**

NO.	DATE	AGENDA NUMBER	ACTION TO BE TAKEN	WHO
003	19.06.19 16.09.19	4	Book Circus for 2021	Shelly
006	19.06.19 16.09.19	11 15	Further investigation into Pizza Oven	Rachel
007	19.06.19 09.07.19 16.09.19	12 5 11	Set date and organise children's show with Jonny Awsum	
010	19.06.19 16.09.19	16 17	Sum Up Machine to be looked into fully and ordered.	Shelly/ Robert
012	09.07.19 16.09.19	7 13	Update/ info letter to be sent out to all parents for Your School Lottery	Denise R
014	09.07.19 16.09.19	10 8	Quotes for Outdoor Reading Area	Clare R
015	16.09.19	6	Music Department – spending request	Clare R
016	16.09.19	AOB	PTFA Information Pack to be sent out to all parents	Denise Rowden
017	16.09.19	21	Clare Rackham to look into options for Outdoor Water Machines	Clare R