

## Minutes of Meeting

<b>Title: PTFA Meeting</b>	<b>Location:</b> Staff Room
Date: Wednesday 30 <sup>th</sup> October 2019 Attendees: Shelly Rowe, Clare Rackham, Vikki Pope, Vickie Hollis, Helen Croker, Julia Orr, Robert Bergs, Jess Linacre, Emma Nicholls, Sue Griffiths, Sarah Jugurnauth-Little	Time: 7pm

<b>Item</b>
<p><b>1. Welcome/ Members Introduction</b></p> <p>Clare Rackham welcomed everyone to the meeting.</p>
<p><b>2. Minutes of the Last Meeting/ Matters Arising from Action Points</b></p> <p>Minutes from Monday 16 September 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, agreed that she would look at date for 2022.</p>
<p><b>3. Treasurers Report (Sue Griffiths)</b></p> <p>Current Account: £23,863.57 Savings Account: £4,489.97 Total: £28,353.54</p>
<p><b>4. Disco Feedback (Disco Committee)</b></p> <p>All agreed that the disco went well again. Mrs Rackham confirmed that she will be setting pre-agreed themes for face painting as some designs were not appropriate for the children. Metal rings and sweat bands were very popular and requested to order again for the next disco.</p> <p>Next disco agreed as Friday 28 February 2020, Shelly to book Darren Palmer (DJ) again.</p> <p>Also agreed to have a signing in sheet at the disco for all parents and children in the building during the set up period, as the fire alarm did go off at approx. 4.30pm and it was apparent that we did not know who was in the building from the PTFA. Shelly to arrange this, Robert to add this to the risk assessment.</p>
<p><b>5. Bingo Night Feedback (Committee)</b></p> <p>All commented that this was a really enjoyable and fun evening. Requested by many if there could be another one during this school year? Shelly to speak to Claire M to see if she would consider one in May 2020.</p>
<p><b>6. Music Dept - Spending Request</b></p> <p>Mr Vinten has requested instruments for Nursery and Reception as these now desperately need replacing. 25pc Percussion Instruments (2), Instrument beaters (40 pairs), Cabasas (2), Bongos (6), Tambourine (6), Glockenspiel (4). Total amount £905.82. This was agreed and can be ordered.</p>
<p><b>7. Christmas Fair Update (Committee)</b></p> <p>All stalls have now been allocated to classes. Raffle tickets and prizes have been ordered. Mufti days are all organised. Choir is arranged with Mr Vinten to perform. Father Christmas is booked to attend. Purley Fire Station appliance is booked to attend. Shelly to speak to Barry regarding meat and BBQ, Robert to meet with Mrs Rackham and Mr Roughley to go through overall plan for the day. Café will be run in the canteen with the BBQ outside on the playground. Vikki Pope to speak to Clare Rackham about plans for the raffle (Ros Davies happy to run).</p>

**8. Fireworks Update (Sarah Little)**

Sarah confirmed that plans are all on track for Saturday 9 November. Rope lighting has been ordered for the new fencing. Barriers have been ordered; unfortunately these have now increased in price from £3.50 to £5.50 each (this was an extremely old deal that they can no longer offer to us as a favour). Richard Cresswell is attending on the day to help set up. Meat is ordered from the butcher. Glow Toys are already delivered. Sarah requested use of the sit on lawn mower to help move wood for the bonfire set up. Sarah will request helpers to put up posters and push for volunteers for the evening.

**9. Outdoor Reading Area (Clare Rackham)**

Clare has met with Mike O'Brien who has taken plans away to quote.

**10. Pantomime Update (Shelly Rowe)**

Sales are steady. Shelly to send out another email to parents shortly.

**11. Swimming Hat Update (Shelly Rowe)**

Hats were due to be delivered this week, but since the meeting the company have confirmed that delivery will be Thursday 7 November.

**12. Lottery Update (Denise Rowden)**

No update at this meeting.

**13. Christmas Card Update (Rachel Jayasingha)**

This year, the general running has felt slightly more disorganised but this was put down to a larger than normal number of new teachers who were possibly not used to the process. The order has been submitted now. Rachel is keen to look at options from other companies for next year to see if they can offer different products and perhaps an easier way to administer orders. We will review over the next couple of meetings once we can fully review the orders/ process.

**14. Pizza Oven Update (Rachel Jayasingha)**

No update at this meeting.

**15. Website Update**

No current update. It was discussed and suggested to have a Safeguarding Policy added to the PTFA website (Shelly to look into). Clare Rackham also advised that she would like to have a Safeguarding Training session with all PTFA members. This will be on the agenda to discuss at the next meeting.

**16. Sum Up Machine Update (Robert/ Shelly)**

This is a credit card machine that can be used remotely and does not involve monthly charges. We pay a small fee per transaction. Agreed to purchase the more expensive credit card machine that does not require iPad assistance.

**17. Swimming Pool Bench Update (Shelly Rowe)**

This is now in position outside the swimming pool for helpers

**18. Outside Water Fountains Update**

This is currently being researched by Caroline Annetts.

**19. Swimming Pool Shallow End Step Update**

The step is now purchased and being used by smaller/ less confident children. The swimming staff are putting this away after use so that it cannot be used by third parties.

**20. Jonny Awsum Show Update**

This is booked and confirmed for Thursday 23 January 2020 and will be aimed at KS2 children (7-14 year olds, no under 5's) and children must be accompanied by an adult. The general theme of the show will be based on Jonny Awsums Illegal Rave (for kids) and will be a pre show of his Debut UK Tour 2020. Jess Linacre and Vikki Hollis agreed to assist Helen Coker with planning.

**21. AOB**

Aldi Sports sticker promotion ends on 3 November. Clare Rackham confirmed that his has been very popular.

Robert confirmed that the new Mice for coding club had been purchased at a cost of £20.00.

New heavy duty trolley – PTFA agreed to fund a replacement trolley as the school one is now broken. Clare Rackham to speak to Mike Carney.

**24. Date of Next Meeting: Tuesday 26 November 2019**

**ACTION POINTS**

<b>NO.</b>	<b>DATE</b>	<b>AGENDA NUMBER</b>	<b>ACTION TO BE TAKEN</b>	<b>WHO</b>
003	19.06.19 16.09.19 30.10.19	4	Book Circus for 2022	Shelly
006	19.06.19 16.09.19 30.10.19	11 15 14	Further investigation into Pizza Oven	Rachel
007	19.06.19 09.07.19 16.09.19 30.10.19	12 5 11 20	Set date and organise children's show with Jonny Awsum	Helen Coker
010	19.06.19 16.09.19 30.10.19	16 17 16	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 30.10.19	10 8 9	Quotes for Outdoor Reading Area	Clare R
016	16.09.19	AOB	PTFA Information Pack to be sent out to all parents	Denise Rowden
017	16.09.19 30.10.19	21 18	Clare Rackham to look into options for Outdoor Water Machines	Clare R
018	30.10.19	5	Shelly to enquire if Claire M would run another Bingo night in May 2020	Shelly
019	30.10.19	7	Christmas Fair Shelly to speak to Barry re: Meat and BBQ  Robert to meet with CR and MR to go over plan for the Fair  Vikki Pope to speak to CR to organise smooth run of raffle ticket sales with teachers	Shelly  Robert  Vikki
020	30.10.19	15	Safeguarding Policy to be introduced to PTFA Information Pack. Safeguarding training to be arranged for all PTFA volunteers.	Shelly/ Clare Rackham
021	30.10.19	21	New trolley to be ordered.	Clare Rackham