

Minutes of Meeting

Title: PTFA Meeting	Location: Staff Room
Date: Tuesday 26 November 2019	Time: 7pm
Attendees: Shelly Rowe, Vikki Pope, Sue Griffiths, Sue Seegobin, Denise Rowden, Robert Bergs, Lee Taute, Helen Edwards, Emma Nicholls, Esther Hoare, Julia Orr, Anna Spyrou, Rachel Jayasingha	

Item
<p>1. Welcome/ Members Introduction</p> <p>Robert Bergs welcomed everyone to the meeting and apologies were sent by Clare Rackham who was unable to attend.</p>
<p>2. Minutes of the Last Meeting/ Matters Arising from Action Points</p> <p>Minutes from Wednesday 30 October were agreed as accurate. See back page for Action Points.</p> <p>Matters arising – Circus – Shelly agreed to check dates for June 2021.</p>
<p>3. Treasurers Report (Sue Griffiths)</p> <p>Current Account: £28,368.93 Savings Account: £4,489.97 Total: £32,858.90</p>
<p>4. Disco Update (Committee)</p> <p>Date booked and confirmed for Friday 28 February 2020. DJ booked. 1st Aiders will be available. Agreed to check and order glow sticks after the Christmas Fair if needed to make use of discount offered by the Glow Company. Shelly to organise and liaise with Vic Rankine.</p>
<p>5. Christmas Fair Update (Committee)</p> <p>The Christmas Fair Committee were due to meet after the PTFA Meeting so a summary was given. Special thanks from Robert was noted to all those who have helped so far. Teams for set up on the Friday, Sunday and clear up still urgently required. Shelly agreed to do a signing in sheet for all volunteers and their children to ensure we have an accurate list of all those on site in the event of a fire alarm. Sally and Sue both confirmed to be there on the day to count. Confirmed that we are still short of helpers to run the BBQ.</p>
<p>6. Panto Update (Shelly)</p> <p>Tickets now all sold out with an extra 4 purchased. Total number of ticket sales were 104. Shelly confirmed that she will no longer be running this event next year. Denise Rowden offered to take over but be assisted by Shelly. Denise agreed to look at Fairfield Hall option for 2020 and will report back.</p>
<p>7. Your School Lottery Update (Denise Rowden)</p> <p>Denise confirmed that the Lottery has so far raised £1950.00 for the PTFA. At least three parents have very kindly donated their winnings back to the PTFA which totals £90.00. All agreed that this was a very kind gesture from those parents. Denise confirmed that thank you cards had been sent to those parents.</p>
<p>8. Quiz Night Update (Carly Maker & Mark Rosewell)</p> <p>Both Carly and Mark have very kindly agreed to un another Quiz Night. This is now confirmed for Saturday 28 March 2020. This is a very popular event so should be well attended. Further info to follow.</p>
<p>9. Sum Up Machine Update (Robert Bergs)</p> <p>This has now been delivered and Robert has tested it works. In summary, the PTFA are</p>

now able to take card payments from parents at events. It was agreed that at the Fair it will be used on the BBQ and the Auction. Cost was £70.00 to purchase and this carries a 1.25% transaction fee for the PTFA.

10. Outside Water Fountains Update (Clare Rackham)

There was no update on this available at the meeting.

11. Jonny Awsum Comedy Night Update (Helen Coker)

This is booked for Thursday 23 January 2020 and is for KS2 children and families. The committee will send out a flyer after the Christmas Fair with further information once this has been approved by the SLT. It is likely to have a 5.30pm start and NO alcohol will be served. Families will sit together as they would do in the theatre when Jonny performs this on tour. Helen confirmed that there will be no charge from Jonny for this event. Huge thank you to Jonny for this.

12. PTFA Website/ Safeguarding Update (Shelly Rowe)

It was agreed that Shelly would talk to Vic Rankine about what options might be available to make the PTFA section of the website look better. Shelly also confirmed that she will work on adding a safeguarding section to the PTFA Handbook.

13. Christmas Card Update (Rachel Jayasingha)

Rachel confirmed that this is now all finished. Looks to have around £1000 profit this year. Rachel is happy to run this again next year but is keen to move away from taking cash payments from parents. She will look into what other companies can offer, in terms of parents ordering on-line direct but will check out the quality and costs first. Vikki Pope agreed to speak to Sarah Tinker about the company that New valley used for their Bag 4 Life that they did recently. Rachel passed her thanks to all staff and class reps who helped her with this. Thanks were also passed to Rachel for all her hard work.

14. Pizza Oven Update (Rachel Jayasingha)

It was agreed that a Pizza Oven was unlikely to produce enough Pizza under pressure at an event. Rachel and Denise agreed to speak to The Mobile Pizza Company to see what they can offer/ costs for future events.

15. Wine Tasting (7 February) Update (Catherine Tully & Denise Rowden)

This is confirmed and will go ahead. Will be offered to all parents.

16. Fireworks Feedback (Sarah Little)

Message/ Feedback from Sarah Little....

"I wanted to say a huge thanks to everyone who helped. We had a decent number of attendees considering the weather. Counted around 1250 which was not very much less than the 1300 last year. We think takings were a lot less. New lights and reflective tape helped a lot. The fence was not an issue. We had no first aid incidents. There is a lot of refreshments to be carried over for the Xmas fair.

The firework company struggled to set off all the sets, but they are going to bump us up with extra next year. Next years date will be November 1st (Sunday after half term) I'm going to sign the contract on that ASAP. I know this is the same for all events but we struggled for volunteers and the staff made up a lot of the numbers. Although we easily made minimum marshal numbers it was a juggle and in order to keep the event safe this is something we have to watch as there is a fair amount of ground to cover"

During discussion, further observations were that we need to ensure that the canteen is left in a usable condition for Breakfast Club the next working day. It was also agreed to look in to ticket pricing, a more appealing discount to book in advance on Scopay. Woodmansterne Primary sold their tickets at Adults £7 and Children £6.

Thanks were noted to Sarah and her team for their hard work, especially on the day in such terrible wet weather.

17. Swimming Hats Feedback (Shelly Rowe)

All reception hats have now been given out to children and orders for the rest of the

school have been paid for and delivered.

18. Bluebells Nursery

Sadly, last week, Bluebells suffered a break in during which a number of items were stolen and equipment ruined. The PTFA agreed to donate £100 to the nursery to help them. Sally Calder to check whether we can donate this through their JustGiving page.

19. 2020 AGM

This needs to be held in February 2020 and we must give 21 clear days notice to all parents/ staff once we confirm the date. Shelly to organise.

20. Minibus Purchase/ Hire Discussion

This is a topic that comes up regularly with the PTFA and we were asked by some parents to add it to the agenda for this meeting and to discuss the options.

All present at the meeting agreed that purchasing a minibus was not an option. It would involve a huge amount of money to be invested and would not benefit enough children. Sue Seegobin agreed to carry out a feasibility survey into hiring a minibus for events. This will be considered in the January meeting, but will need to be run via the SLT first.

21. PGL/ Bushcraft Request for Funding

There was a request from the school to assist them in funding the unpaid costs of both the Year 6 PGL trip and the Year 4 Bushcraft trip so that all children can attend these trips. £2000 per year was agreed.

22. Netball Kit – Request for Funding

There was a request from the Netball Teacher for us to fund the cost of 10 CVPS Netball Tops and 10 Skirts at a cost of £400. This was agreed.

23. Purley Food Hub

Sue Seegobin has organised this with Clare Rackham. A collection box has been placed outside the main office entrance for parents to send in donations. Information on what kind of items are needed and how this food will be distributed has been sent out to parents. Sue will organise weekly deliveries to the Food Hub.

24. Hobgoblin Theatre Company Suggestion

This is a Redhill based theatre group who come into schools and perform plays based on curriculum topics such as Victorians and Vikings. General conversation took place about whether this is something we would like to fund. Costs are around £375 (1 performance) £500 (2 performances). Sue Seegobin to forward all information to Clare Rackham for SLT consideration.

25. Date of Next Meeting: Tuesday 14 January 2020

ACTION POINTS

NO.	DATE	AGENDA NUMBER	ACTION TO BE TAKEN	WHO
003	19.06.19 16.09.19 30.10.19 26.11.19	4	Re-look at dated for Circus for 2021/2022	Shelly
006	19.06.19 16.09.19 30.10.19 26.11.19	11 15 14 14	Further investigation into Pizza Oven/ The Mobile Pizza Company	Rachel J/ Denise Rowden
012	09.07.19 16.09.19 26.11.19	7 13 7	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

	30.10.19 26.11.19	9		
016	16.09.19	AOB	PTFA Information Pack to be sent out to all parents	Denise Rowden
017	16.09.19 30.10.19 26.11.19	21 18 10	Clare Rackham to look into options for Outdoor Water Machines	Clare R
020	30.10.19 26.11.19	15 12	Safeguarding Policy to be introduced to PTFA Information Pack. Safeguarding training to be arranged for all PTFA volunteers.	Shelly/ Clare Rackham
022	26.11.19	6	Panto – Options for 2021 to be investigated	Denise Rowden
023	26.11.19	19	2020 AGM to be organised	Shelly Rowe
024	26.11.19	20	Feasibility study to be taken on Minibus hire for sports events etc.	Sue Seegobin
025	26.11.19	24	Hobgoblin Theatre Company to be considered by SLT	Sue Seegobin/ Clare Rackham