

Minutes of Meeting

Title: PTFA Meeting	Location: KS2 Hall
Date: Wednesday 9 March 2022	Time: 7pm
Attendees: Shelly Rowe, Clare Rackham, Vikki Pope, Martyna Noworol, Anna Spyrou, Lisa Mansfield, Sarah Taylor, Emma Nicholls, Esther Hoare, Kamal Abajee-Rankissoon, Kanhai Jhaveri, Tito Olatunji	

Item
<p>1. Welcome/ Members Introduction Clare Rackham welcomed everyone to the meeting and it was agreed it was lovely to be back in the more welcoming and cosy setting of the Staff Room. Everyone introduced themselves and it was lovely to see some new faces and thanks was given for that support.</p>
<p>2. Minutes of the Last Meeting/ Matters Arising from Action Points Minutes from the 9 March 2022 meeting were agreed as accurate. See back page for new Action Points.</p>
<p>3. Treasurers Report (Rob Watson) Current Account: £11,149.36 Savings Account: £4,496.28 Total: £15,645.64</p> <p>The new bank mandate is in the process of being submitted. Martyna Noworol has volunteered to be the 2nd Treasurer so this will be discussed by the Charity Trustees.</p>
<p>4. Circus Update (Sarah Taylor) The Circus is booked for Friday 13 May. There are currently 60 tickets left to sell. An email will go out shortly with information for parents attending. Sarah will meet with Clare Rackham in the week before the circus to discuss the final details. Details of Nino, the ice cream man were passed to Sarah and she will organise what time he will attend.</p>
<p>5. Summer Fair Update (Vikki Pope) The Summer Fair is booked for Saturday 18 June 2022 from 1-4pm. Vikki confirmed that all plans are under control and all entertainment is booked including the Circus Entertainers and live band. The committee are in the process of assigning stalls to classes and information will go out soon. On Saturday 7 May there is a gazebo testing morning arranged to check all the gazebos are in good working order. A reminder will go out about the first mufti day on the 6 May 2022. Martyna very kindly offered to help design a programme for the day.</p>
<p>6. Disco Update (Shelly Rowe) The Disco is arranged for Friday 14 October 2022. The DJ is booked. We had 5 very kind offers of help to form a committee so plans will move forward at the beginning of term in September.</p>
<p>7. Fireworks Update (Clare Rackham) All insurance documents have been submitted. A meeting will be held this term.</p>
<p>8. Quiz Night Update (Shelly Rowe) Mark Rosewell has agreed to run a Quiz Night in either June/ July. Date still to be confirmed. This is an adult only event.</p>
<p>9. Leavers Party Update (Julia Orr) No further update, all plans are going well.</p>
<p>10. Your School Lottery Update (Denise Rowden)</p>

Denise confirmed that she will send out a reminder to all parents shortly. Since 2018 the lottery has raised the school £6,684.40 which is fantastic.

11. Bag2School Update (Eliane Bartram)

Bag2School booked for 9/10 May. We have now agreed that Bag2School will pay us by BACS rather than cheque, this payment should be in about a week after the collection. Future collections have been booked for 16 November 2022 and 10 May 2023. Eliane will be stepping down from this role but is happy to continue with another PTFA member shadowing her at the next collection.

12. PTFA AGM Feedback (Shelly Rowe)

The last AGM was held after school at 3.30pm on 31st March 2022. It was proposed that the next AGM is held at the start of an ordinary PTFA meeting to reduce the number of times we are holding meeting. This was agreed.

13. Chocolate Sale Feedback (Vikki Pope)

The Chocolate Sale was extremely popular and well supported. The PTFA had no idea how many people would attend this, but agreed that next time they would try to have more volunteers helping. The sale raised £277.00. This will go towards purchasing a new Candy Floss Machine.

14. PTFA Virtual Meeting Suggestion (Shelly Rowe)

A number of parents who said they would like to get more involved have mentioned that they are unable to attend PTFA Meetings in the evenings due to child-care arrangements etc. They have asked whether meeting could be made virtual or alternated between in-person and virtual so that more parents could attend. During the meeting various options were discussed including varying the time of day meetings are held and combining in-person and virtual as an option that includes everyone. The meeting agreed to trial these options over the next few meetings and to gauge feedback. The next meeting will be held on Wednesday 25th May at 2pm in the KS2 Hall and will include a Virtual Link which will be sent out to all parents nearer the time. The end of year PTFA Meeting will be in person as we always meet for thank you drinks at the end of the school year, this will be held on Tuesday 19 July at 7pm. The first PTFA meeting in September will be an evening meeting but again we will host a virtual link for this so parents can attend remotely.

15. Set/ Check Dates for September Contact Book (Shelly Rowe)

All dates that can be set for the Autumn Term contact book have been and these will be forwarded to Caroline asap.

16. Contact Book Cover Page Discussion (Shelly Rowe)

There is currently a blank page at the front of the children's contact books. It was agreed to fill this with useful info regarding the PTFA and links to regular fundraising ideas.

17. Parental Suggestions for Fundraising Events

Unwanted Toy Sale Suggestion by parent – this is an idea that children bring in unwanted toys and could bring in a small amount of money to purchase other toys in the sale. Everyone thought this was a lovely idea but it was agreed that it might be more appropriate to have this as a book sale instead. Mrs Rackham to look further into this and it will be discussed in the September meeting.

Art Gallery Suggestion – Children to design their own art work to go on sale. This was extremely popular with parents at the meeting and Mrs Rackham was very happy to talk to the Art Team and come back to us to discuss further.

Grown Out Of It – A uniform selling site, free for parents to use with a donation option to the school if parents want to. Info will be sent out to parents.

19. Date of Next Meetings: Wednesday 25 March 2022 at 2.00pm KS2 Hall

ACTION POINTS

NO.	DATE	AGENDA NUMBER	ACTION TO BE TAKEN	WHO
001	29.04.22	3	2 nd Treasurer set up with Trustees	Shelly
002	29.04.22	5	Summer Fair Programme to be designed	Martyna
003	29.04.22	6	Disco committee to be formed and contacted	Shelly
004	29.04.22	7	First Fireworks meeting to be organised	Clare R
005	29.04.22	8	Quiz Night Date to be set	Shelly
006	29.04.22	11	New volunteer for Bag2School required	Shelly
007	29.04.22	12	AGM 2023 to be set at evening PTFA Meeting	Shelly/ Clare R
008	29.04.22	15	Shelly to forward Autumn Contact book dates to Caroline	Shelly
009	29.04.22	16	Contact Book Cover Page content to be sent to Caroline	Shelly
010	29.04.22	17	Idea of childrens 2 nd hand book sale to take place. Discuss at September meeting	Clare R
011	29.04.22	17	Art Gallery/ Day – Discussion with Art Team Research frame costs	Clare R Vikki/ Shelly
012	29.04.22	17	Grown Out of It – Info to be sent out to parents	Shelly