

Minutes of Meeting

Title: PTFA Meeting	Location: KS2 Hall
Date: Wednesday 25 May 2022	Time: 2pm
Attendees: Shelly Rowe, Clare Rackham, Vikki Pope, Courtney Selwood, Lee Taute, Sarah Ay, Jo, Kim Walker, Laura McBride, Lisa Mansfield, Judi Whittle, Sarah Yammine, Nwajie Yerrusi, Rachael Thornton	

Item

1. Welcome/ Members Introduction

Clare Rackham welcomed everyone to the meeting which was held for the first time part in person and part virtually. This was after requests from parents to offer a variation of meeting times to allow both working parents to attend in the evenings and parents who are unable to attend evening meetings to attend during the day. It was agreed that moving forward the virtual option via Teams would be offered at all meetings. This makes the PTFA inclusive to everyone. The Teams meeting worked reasonably well and clearly a number of new parents attended who have not done previously so that was lovely to see.

2. Minutes of the Last Meeting/ Matters Arising from Action Points

Minutes from the 28 April 2022 meeting were agreed as accurate. See back page for new/ in progress Action Points.

3. Treasurers Report (Rob Watson)

Current Account: £13,893.34

Savings Account: £4,496.28

Total: £18,389.62

The new bank mandate has been submitted and we are currently waiting for that to be processed. Shelly is to update Martyna (2nd Treasurer) on all systems.

4. Circus Feedback (Sarah Taylor)

The Circus on Friday 13 May went really well. Feedback from parents at the meeting was that everyone enjoyed it. All tickets sold out. Only negative feedback was that the serving of the vegetarian option hot food needs to be more careful, so perhaps with the allocation of a different colour ticket so that hot dogs containing meat are not handed out in error. Happy Circus have offered us 12 May 2023 if we want to run the circus again. A short discussion at the meeting followed regarding whether we would want to run the event again a year later or wait until the following year to increase ticket sales. A number of the parents at the meeting said that although they loved the event, they wouldn't book again so soon. Agreed to discuss options with the Circus Committee. Initial calculations seem to indicate the event raised £3,500.00 but this hasn't been confirmed by the Treasurer yet, Action Point raised.

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 on track. There is one more mufti day to go for the Bottle Tombola on Friday 17 June. The focus now is getting helpers to each stall and timetabling slots. Help will also be needed for set up on the Friday evening before and on the morning of the Fair. Thursday 25 May is the drop off day for teddy bears/ soft toys for the Adopt a Teddy stall. Lee Taute is organising this. All raffle tickets have gone out. Unfortunately there was a mix up this year with the printers sending books of 5 tickets instead of 10, but a second lot of books has been handed out to every child with more being available from the office. Posters will go up shortly. Raffle prizes have been extremely generous this year. All the bake off information has gone out to parents. Summer Fair program is being worked on. Lee Taute agreed to purchase the new Candy Floss machine.

6. Disco Update (Shelly Rowe)

The Disco is arranged for Friday 14 October 2022. The DJ is booked. Committee is now formed and will begin planning in early September.

7. Fireworks Update (Clare Rackham)

All insurance documents have been submitted. A meeting will be held by the committee at the beginning of next term.

8. Pantomime Update (Lee Taute)

120 tickets are booked for "Cinderella" on Saturday 10 December 2022. Tickets will be offered on Scopay next term at £20 each and details sent out again in September.

9. Quiz Night (Shelly Rowe)

It was agreed due to extremely busy schedules, to postpone the quiz until October/ November 2022.

10. Leavers Party Update (Julia Orr)

Clare Rackham confirmed that the school have agreed to fund the large outdoor marquee for the party.

11. Your School Lottery Update (Denise Rowden)

2/3 parents have very kindly donated their winnings back to the school this month which is extremely generous.

12. Contact Book Front Cover (Shelly Rowe)

The content has been agreed and is just being jiggled about to fit the page. Shelly will forward this to Caroline as soon as completed.

13. Bag2 School Update (Eliane Bartram)

240kilos of clothing was donated this month and raised £96.00 for the school. Shelly has put Rachael Thornton in touch with Eliane as she has kindly agreed to take over this.

14. Piano Concert 16 June/ Summer Concert 28 June (Vikki Pope)

This is an outdoor event, run by Mr Vinten to give the musical children within the school the opportunity to perform for their parents. Historically, the PTFA have always donated and served drinks at these events. Request for helpers has gone out. Also Clare Rackham confirmed that helpers would be required to sell drinks at the Year 2 and Year 6 productions. Year 2 will be the evening of Wednesday 6 July and Year 6 on Thursday 14 July. Times will be confirmed by Clare. Volunteers will be required. Vikki to reach out via the reps group once dates are known.

17. Parental Suggestions/ AOB

Mother's Day/ Father's Day gift event suggestion. Clare R explained that this has to be considered carefully, a Christmas gift to parents/ carers might be more appropriate and could be worked into the Winter Bazaar.

Suggestion of Breakfast with Santa event in December.

Courtney Selwood enquired about the possibility of funding for playground markings for the Reception/ Year 1 playground. At present the PTFA are committed to funding the cost of the new Library but Clare R did confirm that current playground equipment was being audited by the School Council. She also had a query from a parent regarding the possibility of starting an external after school club, this should be referred to Lisa O'Brien at school as is not covered by the PTFA.

Sarah Ay suggested that Amazon Smile could be pushed far more by the PTFA. Sarah Yammine offered to take over this from Shelly and would organise.

Grown Out Of It – A uniform selling site, free for parents to use with a donation option to the school if parents want to. Shelly confirmed that this is more complicated than first

thought and involves setting up a Paypal account. All agreed that this would not be pursued.

19. Date of Next Meeting: Tuesday 19 July 2022 at 7.00pm KS2 Hall

ACTION POINTS

NO.	DATE	AGENDA NUMBER	ACTION TO BE TAKEN	WHO
001	29.04.22 25.05.22	3	2 nd Treasurer set up with Trustees	Shelly
002	29.04.22 25.05.22	5	Summer Fair Programme to be designed	Martyna
004	29.04.22 25.05.22	7	First Fireworks meeting to be organised	Shelly
005	29.04.22 25.05.22	8 9	Quiz Night Date to be set	Shelly
007	29.04.22	12	AGM 2023 to be set at evening PTFA Meeting	Shelly/ Clare R
009	29.04.22 25.05.22	16 12	Contact Book Cover Page content to be sent to Caroline	Shelly
010	29.04.22	17	Idea of children's 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
013	25.05.22	4	Circus profit to be confirmed	Rob