

Minutes of Meeting

Title: PTFA Meeting	Location: Staff Room
Date: Monday 3 October 2022	Time: 7pm
Attendees: Shelly Rowe, Clare Rackham, Vikki Pope, Katie Burrows, Anna Spyrou, Martyna Noworol, Lucy Saunders, Shona Louvel, Lee Taute, Ruth Mighalls, Kat Sherry, Jay Jeyaram, Sabina Hanoman-Singh, Emma Nicholls, Esther Hoare, Julia Orr, Denise Rowden, Judi Whittle, Rahul Jodhwani, Roshni Amin, Sarah Taylor, Vicki Hollis, Wendy Ager, Melissa Holt	

Item
<p>1. Welcome/ Members Introduction</p> <p>Clare Rackham welcomed everyone to the meeting and noted how lovely it was to see so many new faces. She gave a short explanation of the PTFA, how money is raised and gave an outline of resources/ projects that have been funded previously. Clare proposed that Ruth Mighalls (Assistant Head) should be co-opted and take over as Chair, everyone at the meeting agreed.</p>
<p>2. Minutes of the Last Meeting/ Matters Arising from Action Points</p> <p>Minutes from the 25 May 2022 meeting were agreed as accurate. See back page for new/ in progress Action Points.</p>
<p>3. Treasurers Report (Rob Watson)</p> <p>Current Account: £8,664.36 Savings Account: £4,498.01 Total: £13,162.37</p> <p>The new bank mandate is proving difficult to get actioned by the bank, despite Clare's very best efforts and spending a huge number of hours on the telephone to Barclays to try and sort out. The most recent accounts have been audited and will be submitted to the Charity Commission by 31 October 2022. Barclays Bank in Coulsdon is now closed so all banking will need to be done at the Wallington branch.</p>
<p>4. Summer Fair Feedback (Vikki Pope)</p> <p>General feedback on the Fair was positive. The new stalls that were introduced went really well such as the Teddy stall and "Give Us A Whirl". Agreed to keep the condensed number of stalls again next year. A number of parents commented that they did not know the Circus Skills Workshop was running on the top playground, this was a workshop that the PTFA paid to have in attendance and was free to join in, so we need to ensure better advertising if we run this again. 2nd Hand Uniform Sale was not very popular and there was lots of uniform left. This has been donated to the school to be used as spares or for families in need of assistance with uniform. There were some comments that the BBQ meat was charred. Running the BBQ at any event where such a large amount of food needs to be cooked is historically sometimes difficult with getting the coal up to temperature and food ready for when the gates open being one of the biggest pressures. Lee Taute agreed to look at the cost of hiring a large gas BBQ for future events. It was also noted that 150 candyfloss bags sold out within 1½ hours, next year we could consider making more bags. Final figure for the fair still to be confirmed with break down of stalls. SEE ACTION POINTS.</p>
<p>5. Winter Bazaar Update (Vikki Pope)</p> <p>The date for the Bazaar is confirmed as Thursday 1 December 2022. Previously this has always been a sole school event relating to Design and Technology and the PTFA would have supported by serving refreshments. The children in each year group design and produce a Christmas related gift or item to sell and make a profit, with the winning year group being given a fun afternoon as a reward. All year groups are able to use their profit towards books in their cohort. This event is now successfully combined with the</p>

PTFA Christmas Fair, where the PTFA also run an assortment of popular stalls, tombolas, raffles etc and the School Choir perform. Based on the popularity of last years it was agreed to make the event ½ hour longer so will now run from 5-7pm. There was also a request to make the Choir section slightly longer. A new committee was formed by Vikki and they will now begin making plans for the evening. **SEE ACTION POINTS**

6. Disco Update (Vikki Pope)

The Disco is arranged for Friday 14 October 2022. The DJ is booked and now paid for in full. The Rec/Year1 Disco is run in house by the teachers, parents book tickets online and children will attend straight from school and will need to bring their own clothes to change into. Their ticket price includes a drink, snack and glow toy.

Year 2/3 disco and Year 4/5/6 disco is run by the PTFA with additional support from teachers. There will be drinks, snacks, sweets and chocolate available to buy as well as jewelry, glow toys, nail painting, fun toys etc.

There is still a small list of food and drink items to be purchased and Vikki reached out for help with this. Rec/ Year 1 allergy list will be checked to ensure there is a suitable snack for children with dietary requirements. Risk Assessment will be done in advance. First Aid will be covered by teachers.

7. Fireworks Update (Clare Rackham)

All insurance documents have been submitted. Risk Assessment has been submitted to Croydon Council with Health & Safety checks complete. Safety barriers and toilets are booked. Local Police have agreed to attend. Year 6 Torch lit procession to light the bonfire has been agreed with Senior Leadership in a format that they feel is safe given this is the first cohort of 90 children. Year 6 still to decide if they want to make class Guy Fawkes. 13 staff members have agreed to help on the night so far.

This is a family/ community event and is open to all. Parents can book additional tickets for friends and families in advance or payment can be made on the gate.

8. Pantomime Update (Lee Taute)

120 tickets are booked for "Cinderella" on Saturday 10 December 2022. Tickets are on Scopay at £20 each. 59 tickets sold so far. Lee is still waiting on the invoice from Reigate and Banstead.

9. Quiz Night Update(Shelly Rowe)

Agreed to run on either 4th or 25th February or any date in March but not 25th. These dates will be suggested to Mr Rosewell who will be hosting the quiz. **SEE ACTION POINTS.**

10. Your School Lottery Update (Denise Rowden)

Denise confirmed that £7,457.20 has been raised since January 2019 when she started the scheme. Agreed that she would send out fresh advertising to parents.

11. Bag2 School Update (Rachel Thornton)

This is a scheme where parents can donate unwanted clothing/ shoes etc to school and they are collected by Bag2School, weighed and a donation paid to the PTFA. Collection date is 16 November 2022 so all donations from parents will need to be in the KS2 Hall on Monday 14th and Tuesday 15th November. Next collection date is Wednesday 10 November 2023.

12. Christmas Card Update (Clare Rackham)

The children do their own Christmas design in school as an activity, these are then uploaded to MyChildsArt and will be available to be accessed by parents online where a range of Christmas gifts can be purchased. Information will be sent out to parents in due course.

13. Spring Term 2023 Event Ideas

Suggestions were put forward to run a Bingo Night for parents and a Comedy Show and/ or a Magician Night for the children. A Bingo night would need a committee to run this event. **SEE ACTION POINTS.**

14. Freezer for Container

Agreed that the PTFA would look out for a donation for a freezer for the container for use at the Summer Fair.

15. AOB (Clare Rackham)

Happy Circus suggested date as Friday 10 May 2024,

Spending request from the school for a donation of £1000.00 to subsidize a discretionary fund to support all the children within the school where families are in severe need and need urgent support in providing uniform or basic day to day items. This would be paid back to the school once the library has been paid. This was agreed.

16. Date of Next Meeting: Tuesday 8 November 2022 at 7.00pm with remote access available via Teams (Room to be confirmed)

ACTION POINTS

NO.	DATE	AGENDA NUMBER	ACTION TO BE TAKEN	WHO
005	29.04.22 25.05.22 03.10.22	8 9 9	Quiz Night Date in Feb/ Mar to be set	Shelly
007	29.04.22	12	AGM 2023 to be set at evening PTFA Meeting	Shelly/ Clare R
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
014	03.10.22	4	Research Gas BBQ hire costs	Lee Taute
015	03.10.22	4	Final Summer Fair figure to be confirmed and stall breakdown sheet to be forwarded to Vikki	Rob/ Martyna
016	03.10.22	5	Speak to J. Vinten about making the Choir performance at the Bazaar slightly longer	Clare R
017	03.10.22	13	Enquire whether a comedy/ magician show could be run for the children.	Vikki/ Katie Burrows