

Minutes of Meeting

Title: PTFA Meeting	Location: Staff Room
Date: Tuesday 8 November 2022	Time: 7pm
Attendees: Shelly Rowe, Clare Rackham, Ruth Mighalls, Vikki Pope, Katie Burrows, Kat Sherry, Sarah Taylor, Julia Orr, Jessica Appleby Online Attendees: Charlene Stakemire, Dimple, Esther Hoare, Jadene Patel, Jay, Kathryn, Laura McBride, Lee Taute, Natalie Achilleos, Sabina Hanoman, Sarah, Tina, Supriya	

Item
1. Welcome/ Members Introduction Clare Rackham welcomed everyone to the meeting and thanked everyone for attending online too.
2. Minutes of the Last Meeting/ Matters Arising from Action Points Minutes from the 3 October 2022 meeting were agreed as accurate. See back page for new/ in progress Action Points.
3. Treasurers Report Current Account: £17,466.39 Savings Account: £4,498.01 Total: £21,964.40 Rob Watson current treasurer has now stepped down. The most recent accounts have been submitted to the Charity Commission before the 31 October 2022 deadline.
4. Disco Feedback (Vikki Pope) Feedback on the disco was extremely positive, the children absolutely loved it and parents too! The position of stalls worked really well. Everyone thought the DJ was great and she was very engaging with the children. Leona (DJ) has been booked again for Friday 10 March 2023 and deposit has been paid. New committee are Vikki, Jadene, Katie and Kat.
5. Fireworks Feedback (Clare Rackham) The Fireworks evening went extremely well. There was a huge amount of preparation that went into the run up to the night with risk assessments, booking equipment etc but everyone worked really hard and this all went smoothly. Set up on the day was long and tiring and the weather was against us but we had a huge amount of help on the morning from parents building the bonfire and a fabulous staff turnout in the afternoon to help with marshalling. The actual display was fantastic and many parents commented on how surprised they were about how long it went on for and the quality of the fireworks. It was also noted how fairly priced the event was making it an affordable evening for families. General stall feedback: floats need to be doubled as all the stalls including the gate ran out of £1 coins, 5 helpers at least need on the glow toy stall with the suggestion to have 2 separate stalls next year to spread the queue. Serve fried onions next year with the hot dogs. Shelly to secure date for 2023 display and final takings figure required. SEE ACTION POINTS.
6. Winter Bazaar Update (Vikki Pope) Plans are running smoothly. Mufti donation days begin this week and help will be needed to collect donations and take them to the nook. Raffle tickets will be sent to classes for distribution this week. Stalls are being allocated with 1 to each year group and volunteers will be needed to run each stall. Julia Orr will be running refreshments again this year and has requested that the Mulled Wine is run as a separate stall outside the canteen to ease queuing. Toiletry donations

will need to be wrapped in advance and Sarah, Katie and Laura have agreed to do this. Choir will sing at 6pm. Agreed with Clare that a classroom will be used for a couple of the smaller stalls.

7. Pantomime Update (Lee Taute)

All 120 tickets have now been sold and will be ready for parents to collect in due course. Lee will look at a better way of administering the booking of tickets for next year.

8. Quiz Night Update (Shelly Rowe)

This is confirmed for Saturday 25 March 2023 with Mark Rosewell as quizmaster. This event is an adult only evening but is open for parents to invite friends/ family to their teams.

9. Your School Lottery Update (Denise Rowden)

Denise confirmed that £7,618.00 has been raised since January 2019 when she started the scheme. She will renew the required license for this year.

10. 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.

11. Permission to Sell Alcohol at PTFA events

Permission was granted by CVPS Local Governing Body in October for the PTFA to sell alcohol at events on the school premises as per the schools Lettings Policy. This will be reviewed again in October 2023.

12. Reception Swimming Hat Update (Shelly Rowe)

The swimming hats have arrived at school and been checked and are being kept safe by Mrs Rackham. They will be distributed to reception children in the new year before their first lesson.

13. Circus 2024 Update (Sarah Taylor)

The 3 new dates that Sarah has from Happy Circus now no longer seem suitable and she will update again once she has new dates. **SEE ACTION POINTS.**

14. Spring 2023 Event Ideas

Katie is researching running a magician/ comedy event for the children. Dates need to be checked on the school calendar and with the performer. **SEE ACTION POINTS.**

15. Freezer for Container Update (Lee Taute)

A number of freezers are available on local selling groups. Lee agreed to research purchasing a new freezer and will update. **SEE ACTION POINTS.**

16. AOB

Clare confirmed that this will be her last meeting as Chair of the PTFA, Ruth Mighalls will now take over. Clare will remain a trustee of the Charity.

Clare updated that the school are looking to install an ICT suite housing 33 computers. The current ipads and Chrome books can't be saved on so an updated system is required. The PTFA has been asked if this is something they would like to consider funding. Further information on costings etc required. **SEE ACTION POINTS.**

We have been able to purchase next years Christmas crackers at a fantastic price of £70 via Beefeater Restaurant. This would need to be paid in cash as the money is being donated to Great Ormond Street. This was agreed and Shelly will organise this.

17. Date of Next Meeting: Tuesday 10 January 2023 at 7.00pm with remote access available via Teams (Room to be confirmed)

ACTION POINTS

NO.	DATE	AGENDA NUMBER	ACTION TO BE TAKEN	WHO
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.	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	
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	Martyna
017	03.10.22 08.11.22	13 14	Enquire whether a comedy/ magician show could be run for the children.	Vikki/ Katie Burrows
018	08.11.22	5	Fireworks date for 2023 to be confirmed and final figure required	Shelly/ Martyna
019	08.11.22	13	Happy Circus dates for 2024 required	Sarah
020	08.11.22	15	Freezer new or 2 nd hand to be acquired for PTFA container.	Lee
021	08.11.22	16	Further information of ICT Suite to be given to PTFA	Ruth