

## Minutes of Meeting

<b>Title: PTFA Meeting</b>	<b>Location:</b> Staff Room
<b>Date: Tuesday 10 January 2023</b>	<b>Time: 7pm</b>
<b>Attendees:</b> Shelly Rowe, Ruth Mighalls, Lee Taute, Anna Spyrou, Charlotte McGullion, Kat Sherry, Julia Orr, Rahul Jodhwani <b>Online Attendees:</b> Laura McBride, Wendy Ager, Sarah Taylor, Greg Taylor, Max, Natalia Pichileos, Polly, Renay	

<b>Item</b>
<p><b>1. Welcome/ Members Introduction</b> Ruth Mighalls welcomed everyone to the meeting and thanked everyone for attending online too. She also wished everyone a Happy New Year.</p>
<p><b>2. Minutes of the Last Meeting/ Matters Arising from Action Points</b> Minutes from the 8 November 2022 meeting were agreed as accurate. See back page for new/ in progress Action Points. The idea of a 2<sup>nd</sup> hand book sale has been discussed at school. This needs further thought given to it as all donations of books would need to be checked that they haven't been "doodled" in or have pages torn out etc. In the current financial climate, all agreed that voluntary donations could be given for books, making the focus/ priority on affordable or free books being available for children in preference over another money making event. Art Gallery/ Day – this is now being organised within the school by the Art Team and will no longer be a PTFA event. Information will follow from the school in due course.</p>
<p><b>3. Treasurers Report</b> Current Account: £12,131.30 Savings Account: £4,501.51 Total: £16,632.81</p> <p>Shelly confirmed that the issues with changes to the signatories on the bank mandate is still ongoing and that this remains the banks failing and not ours, we hope to update at the next meeting. We have someone interested in the Treasurers position so a conversation will take place regarding that in the next week. Shelly confirmed that not having a treasurer has put a much heavier burden on both the Secretary and Vice Chair over the last year and that more help with parents taking over the planning of events would be hugely appreciated as it is falling on too few parents who are unable to continue the way things are. A parent raised the idea of introducing additional card machines within the PTFA. We already have purchased a SumUp machine, but the idea of Square was suggested which are much cheaper to purchase, meaning we could have more machines at events. Information is being emailed to the PTFA email so that further information can be obtained, and we will feed back at the next meeting</p>
<p><b>4. Winter Bazaar Feedback (Vikki Pope)</b> The Bazaar was a huge success and thank you to everyone who help organise and set up on the day and to all families who came and supported the evening. We look to have raised just over £4200.00 but we will confirm this amount as soon as possible. Some feedback to help with planning next year as follows: The stalls were incredibly busy so more helpers per stall would be needed. Tombola items need to be at the back of the stalls so that winners do not help themselves to prizes and that helpers can see the ticket numbers. Having 3 stalls in one classroom was too congested so suggested that we move the Chocolate Tombola into a classroom by itself. Look at reducing the plastic usage on the toiletry tombola. Entry in and out of the Lavender Playground was too congested through only one gate. Look at utilising the space on the Canteen Playground for some stalls to spread out</p>

more.

Reduce the duration of the Bazaar back to 1½ hours and consider running it from either 5.30 – 7pm or 6-7.30pm to allow people who work to attend.

Some of the stalls/ playgrounds were too dark so more lighting is required.

The Auction and Raffle were highly commended with some fantastic prizes, the Auction alone raised £455.00. Possibility of asking classes to organise a donation per class but this would require further ideas etc.

#### **5. Pantomime Feedback (Lee Taute)**

Decembers pantomime at the Harlequin Theatre, Redhill raised £1,080.00 which is brilliant. Parents commented that it was a good show and easy to travel to. Lee agreed to organise for December 2023 **SEE ACTION POINTS.**

#### **6. Bag 2 School Feedback (Rachael Thornton)**

The last Bag2School collection in November 2022 raised £136.00. The next collection date will be by 10 May 2023. Rachel will book collections ready for November 2023 and May 2024. **SEE ACTION POINTS.**

#### **7. Christmas Card Feedback (Shelly Rowe)**

The children's Christmas cards raised £544.65 and this will be paid to us within the next 2 weeks. Feedback from parents was positive and this remains simple to run with "My Child's Art".

#### **8. Disco Update (Vikki Pope)**

This is booked for Friday 10 March 2023. The DJ is booked and confirmed. We really need either a parent or a small team of parents to shadow and take over the running of this event. Both Julia and Charlotte offered to be added to the current committee who will meet within the next week to get planning underway.

#### **9. Quiz Night Update (Shelly Rowe)**

This is booked for Saturday 25 March 2023. Information will go out within the next week or so regarding booking. This event is open to parents to bring friends/ family but is an ADULT only evening.

#### **10. Circus 2024 Update (Sarah Taylor)**

No update on alternative dates. **SEE ACTION POINTS.**

#### **11. Summer Fair Update (Vikki Pope)**

The Summer Fair is booked for Saturday 17 June 2023 with mufti days reserved for 28 April, 26 May and 16 June. Vikki will look to form a committee at the next meeting.

#### **12. Amazon Smile Update (Shelly Rowe)**

Amazon Smile pay commission to the PTFA on every purchase that parents make through their normal Amazon account, providing they log in through Amazon Smile. The most recent donation in November was £80.84. Lee Taute has agreed to take over the admin on this and will resend information out to parents shortly. **SEE ACTION POINTS.**

#### **13. Fireworks Update (Shelly Rowe)**

This is booked for Sunday 5 November 2023.

#### **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.**

#### **16. AOB**

A plaque for the new school library was requested. This has been agreed and will be presented at the next meeting.

Parents agreed that the availability of the meeting on Teams was helpful for parents who can't attend in person.

Lee has given Ruth some initial information on prices for hiring gas BBQ's.

Charlotte has agreed to takeover some of the advertising of the PTFA in which we hope to give updates on events, showcase what we have bought with the money we raise etc. and also let parents know what each event raises.

Sarah raised the idea of "Buy a ticket for a child" for the school disco. This apparently works well at Smitham where parents have the option to buy an additional ticket for a child who might not be able to afford to attend the disco.

**17. Date of Next Meeting: Tuesday 28 February 2023 at 7.00pm with remote access available via Teams (Room to be confirmed)**

### **ACTION POINTS**

<b>NO.</b>	<b>DATE</b>	<b>AGENDA NUMBER</b>	<b>ACTION TO BE TAKEN</b>	<b>WHO</b>
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 <sup>nd</sup> hand book sale to take place.	Clare R
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 10.01.23	5 13	Fireworks final figure required	Shelly/ Martyna
019	08.11.22 10.01.23	13 10	Happy Circus dates for 2024 required	Sarah
020	08.11.22	15	Freezer new or 2 <sup>nd</sup> hand to be acquired for PTFA container.	Lee
021	08.11.22	16	Further information of ICT Suite to be given to PTFA	Ruth
022	10.01.23	3	Further information on Square Card Machine to be looked into	Ruth/ Vikki/ Finance
023	10.01.23	5	Pantomime to be booked for Dec 2023	Lee Taute
024	10.01.23	6	Bag2School dates to be booked and given to Caroline to go into next Contact Books	Rachael Thorton
025	10.01.23	12	Shelly to pass all Amazon Smile information/ login to Lee Taute and info sent out to parents	Shelly Rowe