

Minutes of Meeting

Title: PTFA Meeting	Location: Staff Room
Date: Tuesday 28 February 2023	Time: 7pm
Attendees: Shelly Rowe, Ruth Mighalls, Lee Taute, Julia Orr, Online Attendees: Rahul Jodhwani, Laura McBride, Jadene Patel, Jay Jeyaram, Natalia Achilles, Nida, Cristina Nedeia, Tina	

Item

1. Welcome/ Members Introduction

Ruth Mighalls welcomed everyone to the meeting and thanked everyone for attending online and for dedicating their time.

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

Minutes from the 10 January 2023 meeting were agreed as accurate. See back page for new/ in progress Action Points.

3. Treasurers Report

Current Account: £6,118.11

Savings Account: £4,500.52

Total: £10,618.63

Vikki Pope now has full access to the online account after the mandate has finally gone through. We are waiting for confirmation that Martyna now has access too. Vikki noted that payments from Scopay via Vesta Merchant Services have been paid incorrectly into the savings account since the beginning of January. Since the meeting on 1 March 2023 she transferred £1,222.00 back into the current account. We will confirm any further transfers that continue to take place at the next meeting. The school Finance Dept. have been notified and the correct bank account info has been given to VMS.

Cristina Nedeia has been co-opted on to the committee as Main Treasurer and there were no objections. A huge thanks was noted to Adam Law who has kindly been managing the online accounts until a replacement was found. Shelly will update the Charity Commission accordingly and an application will be made to adjust the mandate to add Cristina on. **SEE ACTION POINTS.**

4. Online Safety Policy (Ruth Mighalls)

All PTFA Reps were messaged via the reps WhatsApp group on 3 February 2023 requesting that all volunteers read and make themselves aware of the schools Online Safety Policy under the Schools Policy section on the website. They were asked to note the "Key Responsibilities" section of volunteers, the section regarding the use of mobile phones whilst volunteering in school and our responsibilities regarding WhatsApp groups maintained by the PTFA. Ruth outlined the importance that all volunteers read the policy and that we all remain conscious that the PTFA represent the school in the best way possible, being aware of mobile phones in school and keeping phones away unless absolutely necessary. The PTFA must set an example on WhatsApp groups, keeping chat positive and productive and being mindful of the time of day we are messaging.

5. Disco Update (Vikki Pope)

The disco is now fast approaching on Friday 10 March 2023. Vikki will ensure she updates Lisa O'Brien regarding clubs that night. All glow toys and sweets have been ordered. The Reception/ Year 1 disco is all in hand. We have a good number of volunteers for the Year 2/3 disco – this is really important as this is the most well attended but also the disco where children require the most help with money etc. Risk Assessment has been submitted to Mrs Rackham for approval. First Aiders will be Anna Spyrou and Vikki Hollis. Reception/ Year 1 children will not be issued with tickets, the teachers will have a list of all children attending. Tickets for the 2/3 and 4/5/6 discos will be written out over the weekend prior to the

disco and sent home via bookbags to children on Monday 6 March, with a final issue of tickets later that week. These will be written out by the disco committee. The DJ has been paid in full. The school will remind all children that mobile phones will not be permitted at the disco.

6. Quiz Night (Shelly Rowe)

Shelly confirmed that around 9 teams have booked so far. This is also being supported by a team of teachers and a team from directors/ LGB. Lee Taute offered to help with marking of papers etc.

7. Circus Update (Sarah Taylor)

Due to work commitments, Sarah has confirmed that she will no longer be able to run this event. Thanks were noted to both her and Judi for their help with the previous circus. Laura McBride and Lee Taute agreed to take this over. Shelly has passed on contact details to Sarah so that she can handover dates etc.

8. Summer Fair Update (Vikki Pope)

This is booked for Saturday 17 June 2023, 1-4pm. A committee will be required again for this. A suggestion was made for one representative from each year group. Lee Taute has offered to run the Auction/ Raffle again and has already started reaching out to local businesses for prizes etc. She will need another helper. Mufti donations days have already been set and these will go into contact books. Vikki will organise a new poster. Vikki has made contact with some Estate Agents regarding advertising boards but the response has been slow, if anyone works for, or knows anyone who works for an Estate Agent and wants to help organise this, it would be appreciated. The on-site Museum has been contacted and they have agreed to open again for the fair. Vikki will organise the first meeting for a couple of weeks.

9. PTFA Donation to Year 6 Leavers (Ruth Mighalls)

Every Year 6 cohort has a party at the end of the school year to celebrate their time at CVPS. To the children this is often the highlight of the year along with PGL. The party is funded by parents with a donation from the PTFA. Historically, this has always been £400 per class, but with the increase in prices etc, we received a request to raise this to £500 per class moving forward. There were no objections and this was agreed. Parents organising the party are requested to us the PTFA money to fund the larger costing items at the party to reduce the number of expenses claims that need to be paid out.

10. Amazon Smile (Shelly Rowe)

Amazon Smile announced earlier in February that they were ending this scheme. We will receive our commission from all Amazon sales up to the 20 February 2023 with a bonus payment equal to our last 6 months sales over the next month or so. We anticipate this to be around £80. Thanks were noted to all parents who have supported this scheme over the last couple of years.

11. Library Sign (Ruth Mighalls)

A thank you plaque for the library has now been ordered. This is an A3 sign and will read as follows:

Our Library was kindly funded by the PTFA in 2022.
"To help and encourage all children to develop a life-long love of reading".

12. Spring 2023 Ideas (Ruth Mighalls)

Discussion regarding a possible Car Boot Sale took place. Julia Orr to look into this with a suggestion for a date in May. **SEE ACTION POINTS.**

13. PTFA AGM 2023

This is booked for Wednesday 19 April 2023 at 3.30pm. Shelly has sent out notification to all parents and staff.

14. A.O.B (Ruth Mighalls)

Reminder of Bag2School donation day on 8/9 May 2023, these dates have been given to the office to go into the contact books next term. Rachel Thornton to confirm dates for

Autumn 2023 and Spring 2024.

Lee Taute confirmed that she has booked the Pantomime at the Harlequin Theatre for Saturday 9 December 2023. This year the performance is "Beauty and the Beast". She has increased the number of tickets from 120 to 150.

Further conversation took place regarding the Square credit card machine, Rahul to send information to the PTFA email. **SEE ACTION POINTS.**

15. Date of Next Meeting: Tuesday 25 April 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
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 28.02.23	13 10 7	Happy Circus dates for 2024 required	Laura/ Lee
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
022	10.01.23 28.01.23	3 14	Further information on Square Card Machine to be forwarded to PTFA by Rahul and looked into	Rahul/ Ruth/ Vikki/ Finance
024	10.01.23 28.02.23	6 14	Bag2School dates Autumn 23 and Spring 24 to be booked and given to Caroline to go into next Contact Books	Rachael Thorton
026	28.02.23	3	Any further update on transfers from savings a/c to current a/c following error from VMS	Vikki Pope
026	28.02.23	3	Charity Commission to be updated and Cristina added to the mandate	Shelly/ Clare Rackham
027	28.02.23	12	Possible Car Boot Sale to be looked at.	Julia Orr