

## Minutes of Meeting

Title: <b>PTFA Meeting</b>	Location: Staff Room
Date: Tuesday 25 April 2023	Time: 7pm
Attendees: Shelly Rowe, Ruth Mighalls, Lee Taute, Julia Orr, Vikki Pope, Anna Spyrou, Katie Burrows, Wendy Ager, Vickie Hollis Online Attendees: Laura McBride, Kat Sherry, Denise Rowden, Sarah Ay	

Item
<p><b>1. Welcome/ Members Introduction</b> Ruth Mighalls welcomed everyone to the meeting and thanked everyone for attending online.</p>
<p><b>2. Minutes of the Last Meeting/ Matters Arising from Action Points</b> Minutes from the 28 February 2023 meeting were agreed as accurate. See back page for new/ in progress Action Points.</p>
<p><b>3. Treasurers Report</b> Current Account: £8,092.73 Savings Account: £4,506.41 Total: £12,599.14</p> <p>We are still waiting for confirmation that Martyna is now active on the mandate and able to access the bank account. Vikki and Clare will check with Barclays and start the process of adding Cristina to the mandate.</p> <p>The PTFA AGM took place on Wednesday 19 April at 3.30pm, full minutes have been posted to the school website. <b>SEE ACTION POINTS.</b></p>
<p><b>4. Disco Feedback/ Set October Date (Vikki Pope)</b> There were no issues at the Reception/ Year 1 disco. The children all enjoyed it. There was a suggestion of a few extra helpers in the hall to help the children with dancing. Using the main entrance worked well. The Pick &amp; Mix was really popular and there was a suggestion of making pre-made bags next time to speed things up. Glow tattoos were very popular and all the glow toys sold out. More jewellery will be required for the KS2 children at the next disco and more nail varnishes are needed. Dismissal all went well. Proposed date for the next disco is Friday 13 October 2023, Shelly will contact Leona and see if she is available. <b>SEE ACTION POINTS</b></p>
<p><b>5. Quiz Night Cancellation (Shelly Rowe)</b> The quiz night was booked for 25 March 2023 but had to be cancelled. Refunds have been issued to all who booked.</p>
<p><b>6. Circus Update (Lee Taute – Laura McBride)</b> This is now booked for Friday 25 April 2025 at 6.00pm. A deposit of £306 has been paid. Planning will commence nearer the date.</p>
<p><b>7. Summer Fair Update (Vikki Pope)</b> Plans and organisation is going well and on track. Advertising - poster is done and Vikki will post around the school. Julia has organised the Estate Agent boards with Hallways at £10 per board and is organising various parents houses to displays the boards. She is hoping to have 25 boards in total. Hallways will display a banner at the front of school. Our poster has also gone out in the community section of CR5 magazine and on local social media. Archery, First Aid and portaloos are all booked. 1st Mufti Day is this week (28 April), Toiletries and New Toy but Year 4 will bring in a day earlier due to a camping night. Helpers required to collect donations, Laura will put a request for helpers.</p>

Raffle Auction - approx 10 prizes confirmed so far. Raffle tickets will be ordered asap. Gazebo testing day will be Saturday 13 May 9-12pm. Talks regarding purchasing a new gas BBQ remain ongoing and we will update at the next meeting. The Bottle Tombola and Assault Course will be run by staff. Martyna offered to produce the programme again TBC. Julia is running the Bake Off again and will send info and forms to Ruth.

**SEE ACTION POINTS.**

**8. Car Boot Sale Update (Julia Orr)**

Agreed that we would hold one in September 2023. Possible date Saturday 16 September TBC. Julia has checked and no licences are required by the Council. She will also get email out to parents and booking put on Scopay before the Summer holidays. **SEE ACTION POINTS.**

**9. Bag2School Update (Rachael Thornton)**

Donation days are Friday 5th and Tuesday 9th May with collection on Wednesday 10 May. There are 2 large bags of clothing in the nook that need to be collected. Dates for Autumn 23/ Spring 24 to be arranged.

**SEE ACTION POINTS.**

**10. Credit Card Machine Update (Vikki Pope)**

Further investigation still required.

**11. Nursery – Play Kitchen Update (Shelly Rowe)**

On 15 March 2023 the Committee agreed the purchase of a 2nd hand immaculate children play kitchen for the Nursery. This was £30 and was paid in cash. The Nursery children are loving playing with it.

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

Amazon Smile has now ended on 20 February. On 1 February we received a donation from them of £107.59 for the last 6 months of 2022. In late April/ early May we will receive commission from sales between 1 Jan and 20 Feb. In May we will receive a one-off final payment equivalent to an estimated 6 months of payments from 2022.

**13. A.O.B. (Ruth Mighalls)**

Pantomime - we have purchased 150 tickets this year. 24 have been sold already.

2nd Hand Books - a suggestion of whether school would require donations of these. Ruth will look into this and feedback.

Request for Funding - the school Netball team have requested support for funding new CVPS netball kit. This would include skorts, tops and bins. £768.80. This will be discussed further at the next meeting when more info will be available.

**15. Date of Next Meeting: Tuesday 6 June 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 25.04.23	4 7	Research Gas BBQ hire costs	Lee Taute
015	03.10.22	4	Final Summer Fair figure (2022) 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 final figure required 2022	Shelly/ Martyna

	10.01.23	13		
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 28.01.23 25.04.23	3 14 10	Further investigation on additional credit card machines	Vikki/ Finance
024	10.01.23 28.02.23 25.04.23	6 14 9	Bag2School dates Autumn 23 and Spring 24 to be booked and Shelly to give Caroline dates to go into next Contact Books	Rachael Thornton/ Shelly Rowe
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	25.04.23	3	Cristina added to the mandate	Clare Rackham/ Vikki Pope
027	28.02.23 25.04.23	12 8	Boot Sale email to go out to parents with booking info on Scopay	Julia Orr
028	25.04.23	4	Shelly to book DJ for next disco	Shelly