

Minutes of Meeting

Title: PTFA Meeting	Location: Staff Room
Date: Tuesday 6 June 2023	Time: 7pm
Attendees: Shelly Rowe, Ruth Mighalls, Julia Orr, Vikki Pope, Vickie Hollis Online Attendees: Lee Taute, Michelle Nicoles, Cristina Nedeia	

Item
<p>1. Welcome/ Members Introduction Ruth Mighalls welcomed everyone to the meeting and thanked everyone for attending online.</p> <p>2. Minutes of the Last Meeting/ Matters Arising from Action Points Minutes from the 25 April 2023 meeting were agreed as accurate. See back page for new/ in progress Action Points.</p>
<p>3. Treasurers Report Current Account: £9,702.12 Savings Account: £4,515.20 Total: £14,217.32</p> <p>Martyna has now stepped down as 2nd Treasurer. Cristina is now fully on the mandate, she is just waiting for the internet banking login. The stoppages on Clare's login should now be lifted.</p>
<p>4. Gas BBQ Update (Lee Taute) We have now purchased a new gas BBQ. Lee will test it over the weekend and make sure we have a gas bottle. Long term storage will be in the container by the canteen.</p>
<p>5. Summer Fair (17 June 2023) Update (Vikki Pope) Plans are all on track. The Risk Assessment has been sent to Clare/ Ruth. Toiletries are being organised by Laura. The new toys are all counted, just need raffle tickets. The bottles will come in on next weeks multi day, raffle tickets will need folding. The meat is all ordered. PA System to be organised ready with Mike Carney. Mr Vinten will load on all songs needed for the songs. KS1 and KS2 dances start at 1.05pm. Year 2 will be performing for KS1 from their production. Year 6 will be performing 2 songs from their production. The Bake Off winner will be announced just before the Auction. Ruth has been sent the scoring sheet. Cost Co run has been done for all refreshments. Vickie Hollis will make the sweet bags and agreed to sell these for £1.50. All the signage went missing after the last Summer Fair (presumed thrown away) this will need to be redone. Discussed whether a Year 6 child could run the Crockery Smashing alongside an adult.</p>
<p>6. Disco (13 October 2023) Update (Shelly Rowe) This is booked but deposit still needs to be paid. Leona is aware that we have had a problem with our online banking. A new committee will need to be formed.</p>
<p>7. Car Boot Sale (16 September 2023) Update (Julia Orr) Julia will send out details at the end of June. Agreed 25 cars at £10 each to trial. SEE ACTION POINTS.</p>
<p>8. Bag2School Update (Rachel Thornton) The last collection raised £100, thanks were noted to all parents who contributed bags to this. Next donation dates are 6th and 7th November 2023. Info to go out to parents in September. SEE ACTION POINTS.</p>
<p>9. Credit Card Machine Update (Vikki Pope)</p>

Further research needs to be done into the best option for credit card machines. As we are not able to use SumUp for any form of gambling, we have decided to hold off ordering another machine for the Summer Fair.

SEE ACTION POINTS.

10. Pantomime Update (Lee Taute)

49 tickets have sold so far. Emails to parents with Panto info will go out again after the fair and again in September.

SEE ACTION POINTS.

11. Amazon Smile Update (Shelly Rowe)

£43.03 was received on 25 April 2023 for 1 Jan – 20 February. There is a final one-off payment to come.

12. Fireworks (5 November 2023) Update (Shelly Rowe)

Rob Farris has kindly agreed to take over the running of the Fireworks from Alex Herrera. A new committee will need to be formed.

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

Request for funding from the Nursery for a new climbing frame. They have found a plastic one suitable for 2-6 year olds that is £1,319.99 incl VAT. This was agreed. Caroline will invoice the PTFA.

14. Date of Next Meeting: To be confirmed.

ACTION POINTS

NO.	DATE	AGENDA NUMBER	ACTION TO BE TAKEN	WHO
013	25.05.22	4	Circus profit to be confirmed	
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 10.01.23	5 13	Fireworks final figure required 2022	Shelly/ Martyna
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 06.06.23	3 14 10 9	Further investigation on additional credit card machines	Vikki/ Finance
026	28.02.23	3	Any further update on transfers from savings a/c to current a/c following error from VMS	Vikki Pope
027	28.02.23 25.04.23 06.06.23	12 8 7	Boot Sale email to go out to parents with booking info on Scopy	Julia Orr
029	06.06.23	8	Bag2School info out to parents in Autumn Term.	Rachael Thornton
030	06.06.23	10	Pantomime information to go out to parents in June and again in September. Chase R&B for invoice.	Lee Taute