

Minutes of Meeting

Title: PTFA Meeting	Location: Staff Room
Date: Wednesday 4 October 2023	Time: 7pm
Attendees: Clare Rackham, Shelly Rowe, Vikki Pope, Elliot Smith, Fiona Kader, Ian Jones, Laura McBride, Katie Burrows, Anna Spyrou, Julia Orr, Esther Hoare, Melissa Holt, Georgia Milligan, Lee Taute, Hannah Tolworthy, Dionne Ayanda	

Item

1. Welcome/ Members Introduction

Clare Rackham welcomed everyone to the meeting and thanked everyone for coming. It was noted how lovely it was to have some new faces. All parents introduced themselves. Clare explained that Ruth Mighalls is now away on maternity leave, so she will now be temporarily chairing the PTFA.

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

Minutes from the 6 June 2023 meeting were agreed as accurate. See back page for new/ in progress Action Points.

3. Treasurers Report

Current Account: £ To be confirmed
 Savings Account: £ To be confirmed
 Total: £ To be confirmed

An update of the current balances of both accounts is currently unavailable due to an issue with Barclays Bank. A full update will be given at the next PTFA meeting.

Cristina, our Treasurer is currently working on finalising the end of 2022 accounts ready to go to Hakim Fry (Auditors) and then to be submitted to the Charity Commission by 31 October. After this, she hopes to be able to do a full update on funds raised by each event. Vikki mentioned that we still require a 2nd Treasurer and described the role. We talked about how potentially this role could be shared between parents without compromising the access to online banking/ security of the account etc. Shelly to send out advert to parents regarding 2nd Treasurer position. **SEE ACTION POINTS.**

4. Disco (13 October 2023) Update (Shelly Rowe/ Vikki Pope)

Leona the DJ is booked and confirmed. All the (non food/ drink) items for the children to buy such as jewellery/ glow toys etc has been purchased and delivered and is stored in the nook. Water is bought and stored. Reception/ Year 1 items will be bought next week as will drinks/crisps etc for the later 2 discos. Vikki will leave out the glow toys for the Rec/ Year 1 disco ready. Risk Assessment is complete and now stored at school. First Aider is organised. Vikki is looking at whether the tickets can be digitalised from Scipay in a format that can be printed, rather than hand-written tickets having to be done, which takes up a huge amount of time. The Disco will close on Scipay on Wednesday 11 October. The February disco will need to be run by a new committee, Katie Burrows agreed to take over. **SEE ACTION POINTS.**

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

The Fireworks Committee met that morning for a site walk. Safety barriers and toilets have been ordered. Additional flood lighting is required. All relevant paperwork has been submitted to Croydon Council. Risk Assessment is complete. First Aiders are booked. Help will be required from 10am to set up, build bonfire, set up barriers, electrics etc. PTFA stalls etc set up from 3pm. Approx 15 helpers will be required on the night to man stalls with an additional 3 on the gate. Julia agreed to deal with preparing hotdogs for the evening.

6. Bag2School Update (Lee Taute)

Bag2School is a clothes recycling initiative where parents can drop off unwanted clothes, bags, shoes etc to school on a set day. This is collected and a donation made to the PTFA depending on the weight. Donation days are booked for the 6/7 November 2023. Lee is organising posters to go out.

7. Winter Bazaar (30 November 2023) Update (Vikki Pope)

This is an evening split between school and the PTFA. It is an entrepreneurial event for the children, running their own year group stalls, alongside the PTFA who support with refreshments as well as some fun tombola stalls. This year we have agreed to trial an online raffle to see how that works. Committee will be formed.

8. Christmas Card Update

The children will be designing their own Christmas Cards during class and these will be uploaded as soon as complete. Information will come home with the children on how to purchase the full range of items on offer such as cards, mugs etc after half term.

9. Pantomime Update (Lee Taute)

Currently we have sold 124 tickets.

10. My School Lottery Update (Denise Rowden)

My School Lottery is an online lottery that parents can sign up to. Tickets are £1 each per week. One parent each week will win a weekly prize and all ticket holders have the chance to win the £25,000 jackpot. 40p per ticket goes back to the PTFA. Information regarding this has gone out to parents this week.

11. Credit Card Machine Update (Shelly Rowe)

Discussion followed about the need for additional credit card machines at some events. Georgia Milligan to research and feedback. **SEE ACTION POINTS.**

12. Reception Swimming Hats (Shelly Rowe)

It was agreed again that we would fund the cost of personalised swimming hats for all new Reception children. These will be ready for them to start swimming in January. **SEE ACTION POINTS.**

13. Year 6 Leavers Party 2023

Each year the current Year 6 have a leavers party. This is organised and funded by Year 6 parents. Each year historically the PTFA have made a donation to the party of £500 per class. This was agreed for this year that we would fund £1500 towards the cost of their party.

14. Summer Fair Feedback**Suggestions:**

Live band. Run the fair next time over 2 hours not 3 as the Tombolas ran out of prizes by 3pm. Other stalls were well attended until 4pm though. Change the games we run, feedback that we run the same games each year.

Outside vendors selling food or gifts who pay to attend. Less tombolas. The Raffle/ Auction should be mid fair. Reptiles/ petting animals or a Bouncy Castle for the children. Face Painting and/ or Arts and Crafts table. Easier ways of numbering prizes on tombolas. Better poster highlighting the success of the fair.

Better background on the Fair at PTFA meetings so members have a better understanding of what help is needed. Make Candy Floss on the day at the stall

Reference:

Crockery stall was hazardous this year. Provide gloves for helpers and newspaper or paper sacks to clear and wrap the broken crockery. The tarp needs to be more robust so that bits don't end up in the field. Paint the balls a bright colour as they are hard to find. All burgers sold. 2 boxes of sausages were leftover and not quite a pack of vegan sausages. Make sure Veg and Non Veg meat is cooked separately. Additional person needed to count the takings. 2 buckets needed for tickets on the New Toy Tombola. More rubbish bins around the field. Vegan sweets were appreciated and popular

15. Frozen Friday Feedback

This was really popular raised £177.50. Noted that if this was to run again we would need an additional 50 lollies. Laura agreed to run an end of term donut sale. **SEE ACTION POINTS.**

16. Car Boot Sale Feedback (Julia Orr)

This was successful and popular. 18 cars were booked, 14 turned up. Julia had one volunteer only. There were 153 people walking round. Suggested that a good time for another one might be in April.

17. Permission to Sell Alcohol at PTFA Events

The LGB (Local Governing Body) of CVPS agreed permission at their last meeting for the PTFA to sell alcohol on the school site at relevant events, except at the fireworks display. This is valid until September 2024.

18. CVPS Request for Funding (Clare Rackham)

Mrs Rackham spoke frankly about the struggle of all schools over the last few years with their budgets which have been drastically cut. This in turn affects many areas of the school, including resources. Chipstead has been fortunate that over the past few years they have had a large bank of reserves, but more recently are in a position where they are no longer able to fund some resources as previously. This year there is a shortage of curriculum funding with no additional expected income from government. Mrs Rackham requested a donation from the PTFA of £20,000, budgeted throughout the year as we raise the money. Any money recouped by the school from grants for curriculum funding will be reimbursed to the PTFA. All members present agreed to this request.

19. School Photograph Helpers (1-3 November)

This had already been organised by Shelly prior to this meeting. 4/5 helpers have been arranged to support the school each day and help the children with the individual and sibling class photographs next month. Many thanks to all parents who have volunteered to do this.

20. AOB

Throughout the meeting there was much discussion regarding how the PTFA communicate with parents about events, how we ask for help for these events and how we might encourage parents to help. We talked about how many parents there are at the school and how the burden of running events is falling on a very small handful of people. We also talked about communicating funds raised, how this money is being spent and also how we "thank" volunteers for their help. An update from the PTFA will be going out to all parents shortly which will cover this discussion in full.

Julia Orr suggested organising a Colour Run. This was agreed pending further discussion with Mrs Rackham. **SEE ACTION POINTS.**

21. Date of Next Meeting: Wednesday 8 November 2023 at 7pm with Virtual Link.**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 04.10.23	13 14 2	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
022	10.01.23 28.01.23 25.04.23 06.06.23 04.10.23	3 14 10 9 11	Further investigation on additional credit card machines	Georgia Milligan
029	06.06.23 04.10.23	8 6	Bag2School info out to parents in Autumn Term.	Lee Taute
031	04.10.23	3	Info on 2 nd Treasurer role to go out to parents	Shelly Rowe
032	04.10.23	4	Enquire as to whether lists on Scopay can be digitalised to print tickets rather than hand writing them	Vikki Pope
033	04.10.23	15	End of Term Donut Sale	Laura McBride
034	04.10.23	20	Colour Run information to be collected	Julia Orr
035	04.10.23	12	Reception swimming hats to be ordered	Shelly