

Minutes of Meeting

Title: PTFA Meeting	Location: Staff Room
Date: Wednesday 8 November 2023	Time: 7pm
Attendees: Clare Rackham, Shelly Rowe, Vikki Pope, Lisa Mansfield, Julia Orr, Esther Hoare, Katie Burrows	
Online Attendees: Ian Jones, Hannah Tolworthy, Natalia Achilleos	

Item

1. Welcome/ Members Introduction

Clare Rackham welcomed everyone to the meeting and thanked everyone for coming. A short tour of the new Computer Suite followed and the meeting began at 7.15pm.

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

Minutes from the 4 October 2023 meeting were agreed as accurate.

Comedy/ Magician night update - Katie confirmed that there is availability for a show in April/ May that would be suitable for 4-8 year olds. Suggested that two shows would take place. Clare and Katie to liaise and agree date. **SEE ACTION POINTS.**

Additional Credit Card Machines - Georgia has made some inquiries. Agreed that we would wait to compare with what Lloyds Bank are able to offer once the PTFA account is fully set up. **SEE ACTION POINTS.**

Colour Run - provisional date of Friday 17 May agreed.

See back page for new/ in progress Action Points.

3. Treasurers Report

Current Account: £21,866.21

Savings Account: Not yet set up but we estimate £4,515.20 will be transferred

Total: £21,866.21

In October, Barclays Bank made the decision to close the PTFA bank account with no warning. As we understand, this is a common trend happening to many charity accounts. A new account has been set up with Lloyds Bank. All funds from Barclays have been paid into the new account and we are currently waiting for signatories to be set up. Lisa Mansfield has agreed to become 2nd Treasurer.

The Finance Dept within the school have been fantastic in supporting the PTFA whilst our account has been closed by paying all outstanding invoices to suppliers. Once our account is fully open they will invoice us for all monies owed to school which we anticipate will be approx £5000. Scopay income from Disco/ Fireworks ticket sales is not yet confirmed but is safely on hold with Scopay until the new account is set up. Full update at next meeting. **SEE ACTION POINTS.**

4. Disco (13 October 2023) Feedback (Vikki Pope)

Vikki confirmed that we didn't have enough helpers for set up, so we were only just ready by the time the doors opened.

We had plenty of helpers on the stalls and these all ran well and were popular.

Mrs Rackham confirmed that there was some very unfortunate and disappointing behaviour during the Year 5/6 disco by a number of Year 6 children which she was extremely uncomfortable about and which became very difficult to manage. This included a number of fights between children. It was noted that behaviour outside in the queue was quite boisterous and some children were banging on the door to be let in. It was also noted that there were a large number of Year 6 children being dropped off and were not supervised by adults whilst waiting to come in. This will all have to be considered carefully in the planning of the next disco as the school will not allow this to continue.

Glow Toys need to have a bigger table at the next disco.

We have contacted the DJ with a provisional date of Friday 1 March 2024 and have also asked her to quote to DJ for all the discos, including the Reception/ Year 1. Katie Burrows has agreed to take over the running of the next disco and will form a new committee.

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

The Fireworks from start to finish was a huge success this year. We had a fantastic number of helpers during set up and lovely weather which also helped!! We also had a record attendance this year with over 1500 people on site. It was agreed that we would look at lighting the bonfire earlier in the evening, with Year 6 children being dropped off for this before the gates open at 5pm next year. Float for the gate needs to be doubled. Next years display has been booked for Sunday 3 November 2024. We are awaiting contracts and deposit invoice.

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

All plans are going well. The TENS licence has been applied for and Vikki is in the process of doing the Risk Assessment. Floats are already organised. Clare Rackham will confirm Choir times. Julia will order 200 sausages and will buy a vegetarian alternative locally at the supermarket to avoid wastage. Reps will be in charge of organising help rotas for stalls and each year group will be responsible for set up, running and clear up of their stalls.

This year we are trialling running our raffle/ auction online and this will run into December.

7. Pantomime Update (Lee Taute)

There are 15 tickets remaining which Lee will push again/ sell locally.

9. AOB

Julia asked for confirmation of the Year 6 Leavers Party date. This will be the day before the last day of the Summer term.

Katie asked if the school will be supporting Children in Need this year. Mrs Rackham confirmed that this year we are alternating our support and are working with a school in Cambodia.

Shelly updated that Coulsdon Runners are holding their annual Christmas Run and this will be in aid of CVPS PTFA. Full information has since gone out to all parents.

Ian asked what the percentage that Scopay charge to us for each transaction so that he can do some comparison for other payment methods for booking tickets for events. Shelly will confirm with Caroline. **SEE ACTION POINTS.**

10. Date of Next Meeting: Wednesday 17 January 2024 at 7pm with Virtual Link.

ACTION POINTS

NO.	DATE	AGENDA NUMBER	ACTION TO BE TAKEN	WHO
017	03.10.22 08.11.22 04.10.23 08.11.23	13 14 2	Comedy/ magician night – Clare/ Katie to liase and set date.	Katie Burrows
022	10.01.23 28.01.23 25.04.23 06.06.23 04.10.23 08.11.23	3 14 10 9 11 2	Further investigation on additional credit card machines	Committee
033	04.10.23	15	End of Term Donut Sale	Laura McBride
035	08.11.23	3	Full Treasurers Report required at next meeting with update on income from 2023 Disco, Fireworks, Bazaar and Summer Fair. 2022 update on income from all 2022 events if possible.	Cristina
036	08.11.23	9	Scopay transaction percentage to be confirmed	Shelly