

Minutes of Meeting

Title: PTFA Meeting	Location: Staff Room
Date: Wednesday 20 March 2024	Time: 7pm
Attendees: Clare Rackham, Shelly Rowe, Vikki Pope, Lisa Mansfield, Julia Orr, Katie Burrows, Eddie Elliot, Heather Scott, Laura McBride, Vicky Macgregor, Denise Rowden Online Attendees: Jane Gee, Cristina Nedea	

Item

1. Welcome/ Members Introduction

Clare Rackham welcomed everyone to the meeting and thanked everyone for coming.

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

Minutes from the 17 January 2024 meeting were agreed as accurate.

Comedy/ Magician night update – This is still being looked into but provisionally looking at dates in June, ideally on a Tuesday or Wednesday. **SEE ACTION POINTS.**
Additional Credit Card Machines – This is still being researched. **SEE ACTION POINTS.**

See back page for new/ in progress Action Points.

3. Treasurers Report

Current Account: £14,495.66

Savings Account: £4,536.87

Total: £19,032.53

Cristina confirmed that the accounts are more up to date and she was able to provide profits (please note that the Fireworks is still a provisional figure) from the following events:

Fireworks (2023) £2,801.00

Winter Bazaar (2023) £2,965.04

Disco (October 2023) £1,923.94

Disco (February 2024) £2,333.58

We are hoping to have a final figure from the Fireworks by the next meeting. **SEE ACTION POINTS.**

4. Disco (1 March 2024) Feedback (Katie Burrows)

The Disco was a great success and hugely enjoyed by the children. Thank you to all parents who helped in the run up and on the night! Feedback regarding the Rec/ Year 1 Disco was very positive and having the additional DJ session with the children gave the disco a more structured feel.

We need to make sure that we order more sweets for the next disco as we ran out.

Katie to set date for October 2024 and book DJ. **SEE ACTION POINTS**

5. Pantomime Update (Jody Tranter)

The Harlequin Redhill have confirmed that they are not hosting a pantomime this year as their theatre is still closed. We discussed whether to enquire about other venues and everyone agreed that it was worth enquiring about availability and group discounts at Fairfield Halls, Dorking and Epsom. **SEE ACTION POINTS.**

6. Bag2School Update (Laura McBride)

Laura confirmed that the information email is due to go out to parents. Collection date is booked for Wednesday 8 May, with the actual donation day for parents on Tuesday 7 May. School have confirmed that they are still looking at a recycling scheme and have

asked that we book a further Bag2School collection for November 2024. **SEE ACTION POINTS.**

7. Fireworks (Sunday 3 November) Update (Ian Jones)

All organisation is going to plan and running to time. The actual display is booked, as is the safety fencing and toilets. Shelly updated that she had had a conversation earlier in the day with our Firework provider and they mentioned that they have a lot of safety fencing that they would be willing to sell to us. The meeting agreed to follow up on this and discuss once we have a price. **SEE ACTION POINTS.**

8. Colour Run (Julia Orr)

After much debate, we have agreed to combine the Colour Run in with our new Summer Fun Evening.

Packages include, basic package (£3.40), Mid package (£4.27 includes sunglasses) and Gold Package (£6.30 includes glasses and t-shirt). Numbers of participants need to be confirmed 10 days before the event. Clare to discuss route and date with SLT. **SEE ACTION POINTS.**

9. AGM 2024 (Shelly Rowe)

This year we have agreed to hold our AGM at the start of our next ordinary PTFA meeting. Shelly will send out all information to parents in advance of this. **SEE ACTION POINTS.**

10. Summer Fair Discussion (Clare Rackham)

The results of the Summer Fair – Parents View survey were shared and discussed. These can be seen below. Thank you to all parents who took the time to respond to this survey and to leave comments.

Lots of conversation took place about options and finally it was agreed that instead of an afternoon Summer Fair on a Saturday, we would hold a Summer Fun Evening event on a Friday, incorporating the Colour Run. Laura, Katie, Vicky, Heather and Eddie have very kindly offered to organise this, with Julia organising the Colour Run. This would also incorporate a BBQ, Pimms Stall and various game stalls, tombolas. Date is being set, but initial plans and ideas are underway! **SEE ACTION POINTS.**

11. PTFA Section Of CVPS Website (Clare Rackham)

Clare noted that the PTFA section of the school website was in need of an update and was looking a little blank and requested if it was possible to provide some more information to parents about the PTFA, how we work and how this incorporated the school Vision etc.

Katie has very kindly done this for us on the following morning of the meeting. **ACTION COMPLETE**

12. AOB

Could we run a quiz? Shelly/ Clare agreed to ask Mark whether he would be willing to host one. If not we would put it out to parents.

Laura McBride has agreed to run another last day of term sale with cookies or cup cakes. This will be on Thursday 28 March.

Vicky Macgregor suggested organising a “Break The Rules Day”. The idea would be that we publish a list of rules that children could break for one day, so for example they could wear their own shoes instead of school shoes and then pay a small donation for each rule they choose they want to break for the day. Vicky agreed she would organise this. **SEE ACTION POINTS.**

Date of Next Meeting: Wednesday 8 May 2024 at 7pm with Virtual Link.

ACTION POINTS

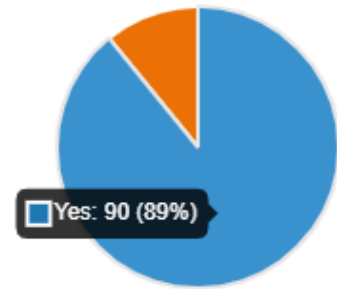
NO.	DATE	AGENDA NUMBER	ACTION TO BE TAKEN	WHO
017	03.10.22 08.11.22 04.10.23 08.11.23 17.01.24	13 14 2 2 2	Comedy/ magician night – Clare/ Katie to liaise and set date.	Katie Burrows
022	10.01.23 28.01.23 25.04.23 06.06.23 04.10.23 08.11.23 17.01.24 20.03.24	3 14 10 9 11 2 2 2	Further investigation on additional credit card machines	Committee
035	08.11.23 17.01.23 20.03.24	3 3 3	Final profit from the Fireworks to be confirmed	Cristina
038	20.03.24	4	October Disco date to be set/ DJ booked	Katie B
039	20.03.24	5	Look at other venues for Pantomime and provide date options and prices	Jody
040	20.03.24	6	Book November collection date for Bag2School	Laura McB
041	20.03.24	7	Shelly to confirm price of purchasing safety fencing	Shelly R
042	20.03.24	8	Colour Run route to be confirmed	Clare R
043	20.03.24	9	AGM information to be sent out	Shelly
044	20.03.24	10	Summer Fun Evening date TBC	Clare R
045	20.03.24	12	Initial Quiz Night investigation	Shelly R

Summer Fair – Parent Views

1. Would you like to see a Summer Fair at CVPS this year?

[More Details](#)

● Yes	90
● No	11



2. If yes, please choose an option below

[More Details](#)

[Insights](#)

● I would definitely join an organi...	12
● I would consider joining an orga...	14
● I would not be able to join a co...	49
● I would be unable to help	15



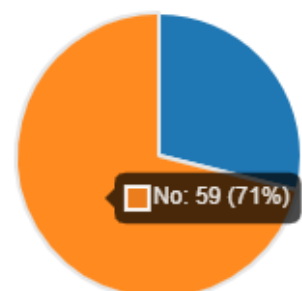
- 47% of people who completed the survey said they would not be able to join a committee but would help with set up/clear up on the day.
- 13% of people answered they would definitely join an organising committee for the event.
- 17% of people said they would not be able to help.

3. If no, would you like a replacement event instead of the Summer Fair?

[More Details](#)

[Insights](#)

● Yes	24
● No	59



4. What would you like to see?

24 Responses

- Not sure something fun for the kids
- Summer Bazaar (late afternoon/evening similar to Winter Bazaar)
- Summer Fair but with more activities and 'normal' stalls vs Tombola's
- Outside Cinema (perhaps with BBQ)
- Happy Circus
- Family Fun Day (Music/BBQ/Inflatables)
- Quiz
- Community coffee morning / afternoon tea (perhaps with bouncy castle)

- Car boot sale
- Outdoor picnic
- No ideas, but would like a replacement...
- Summer concert where pupils play instruments (already do!)

5. Any other comment..

101 Responses

- Happy to join PTFA but unsure how to apply
- The kids love the fair so would be a shame not to have one
- I think if the summer fair is too grand, scaling things back and focusing just on the school community rather than the wider community would be good. I appreciate that you may make more money from opening events up to the wider community, but it also likely increases the workload. Maybe having 1 or 2 lower key events, or something that could be facilitated by an external company would be good, and ease the pressure on the few who organise these. Thanks for everything you do.
- We need more volunteers
- The Summer fair is a huge event for the school in terms of raising funds and it would be a real shame to see it disappear. The school community needs to work together to keep it going.
- The summer fair is a very long day for those who help - especially for set up and tidying at the end of the day
- I think it is lovely that the children get to make something for the summer fair that we can buy so if there was an option to do that if the fair day does not go ahead then that would be great
- Change to Fun Day – not a fair!
- The numbers attending do seem to be dwindling, maybe the PTFA could consider lowering/capping the price of activities so that more families could attend. Current £1+ per 'go' can become prohibitively expensive, especially with multiple children.
- Perhaps it could be held after school like the winter bazaar so that volunteers don't have to give up their whole weekend to help.
- Enterprise week where children in their classes design and build a business and hold a selling event at the end such as selling ice cream Sundays/hot dog stalls, balloon popping competitions etc and all profits go to the school
- I worry about what I'm getting involved in if I sign up to help.
- If not many helpers, how about considering to provide some small incentives to each helper for more engagement? Or put helpers' names (whose mum/dad) on school newsletter as accomplishments?
- It takes a lot of energy & organisation but it makes the school look brilliant on the day.
- More discos throughout the year to raise money
- Get parents to pay an entry fee per head (adult and child) but also do a family ticket. Then people can bring a picnic (good chance to encourage people to stay for the afternoon) and organise a big summer fun day with bouncy castles (pay per go), inflatables, bbq stands (burgers, hotdogs) where people can buy food and drink. Also, could have pony rides, face painters etc Make an afternoon of it rather than stalls only. Think would be better to make it an event with lots going on and live music, rather than a fair which I think as you do the Christmas one covers that off.
- The fair is one of the highlights of the year
- It would be a real shame for the children to not have some sort of summer celebration. But I understand it is hard to get parents on board to help. Some positive changes have been made in the last few months to simplify and automate the way the PTFA runs certain events.
- Can be inside or outside depending on the weather.

- maybe open up to local clubs such as guiding/sporting/drama clubs etc. so they can use it as advertising but they also host activities.
- Perhaps the school needs to understand *why* there is only the same small group of organisers. Perhaps this existing group doesn't create a very welcoming/inclusive/friendly space where other parents feel their ideas are appreciated, heard and can contribute?
- I find it hard to commit to the committee due to my work/shift commitments however I am always happy and do volunteer my time at the events. I appreciate it always seems to be the same parents committing and volunteering. We are all very grateful for the hard work the PTFA do in organising and supporting these events/ the children and the school.
- Need a date ASAP

6. Please indicate your child/childrens year group

[More Details](#)

● Nursery	17
● Reception	17
● Year 1	12
● Year 2	25
● Year 3	16
● Year 4	17
● Year 5	14
● Year 6	21

