

Minutes of Meeting

Title: PTFA Meeting	Location: Staff Room
Date: Wednesday 8 May 2024	Time: 7pm
Attendees: Clare Rackham, Shelly Rowe, Vikki Pope, Julia Orr, Katie Burrows, Eddie Elliot, Heather Scott, Laura McBride, Vicky Macgregor, Esther Hoare, Jody Tranter, Sarah Coombes, Charlotte Ellison, Cristina Nedeo, Rob Farris, Sarah Bell, Catherine Tully	

Item
<p>1. Welcome/ Members Introduction Clare Rackham welcomed everyone to the meeting and thanked everyone for coming.</p>
<p>2. PTFA AGM 2024 This took place at the start of the meeting and separate minutes are available to view on the PTFA section of the school website.</p>
<p>3. Minutes of the Last Meeting/ Matters Arising from Action Points Minutes from the 20 March 2024 meeting were agreed as accurate.</p> <p>Comedy/ Magician night update – This is still being looked into but now looking at dates in October, ideally on a Tuesday or Wednesday. SEE ACTION POINTS.</p> <p>Additional Credit Card Machines – This is still being researched. SEE ACTION POINTS.</p> <p>Confirm price of safety fencing- Shelly is still waiting to hear from Frontier on this. SEE ACTION POINTS.</p> <p>Fireworks 2023 final profit figure. SEE ACTION POINTS.</p> <p>Quiz Night – 2 of our parents have offered to organise and host a quiz night in the Autumn term along with offers of help to support the evening. SEE ACTION POINTS.</p> <p>See back page for new/ in progress Action Points.</p>
<p>4. Treasurers Report</p> <p>Current Account: £14,462.61 Savings Account: £4,541.56 Total: £19,004.17</p>
<p>5. Disco (Friday 11 October 2024) Update (Katie Burrows) Katie confirmed that the DJ is booked and the deposit is paid. Times and format will run the same as the last disco in March. Katie will organise a new poster and letter to go out early in the Autumn term. The date will go in the new contact books. Katie will organise a committee and check the nook for stock, she will liaise with the Fireworks committee to combine the glow toy order.</p>
<p>6. Summer Fun Evening/ Colour Run (Friday 5 July) Update (Laura McB/ Julia Orr) This is a new event with a colour run, incorporating stalls and refreshments running from 3.30pm-6.00pm. The colour run ticket price will be £5 with children bringing their own t-shirts/ glasses. The runs will take place in year groups, starting with the nursery. Mrs Rackham confirmed that Treehouse class will do their run during the afternoon, before school ends so that they have the opportunity to take part. The Lavender playground will be used for the stalls, BBQ, tombolas, games etc. Since the meeting, Laura has been able to organise the Dragon Shelter attending, they will bring a few reptiles for the children to see and they will chat to the children and hand out flyers/ stickers. As this is a new event, hot food such as sausages will be pre-order on Scopay. Stalls will be allocated to each year group for helpers. Year 6 children can help on stalls, but will not be responsible for taking money. Laura asked if a Google doc form could be used to request helpers, we found that last time parents didn't use them although we might use a mixture of this alongside the Reps Group.</p>

Toilets will be the canteen toilets to reduce spending on Portaloos which are very expensive. Mrs Rackham agreed we could use the school gazebos. Eddie has ordered coloured wristbands. Shelly has written out to residents warning them of the event. Laura is going to organise the candy floss.

7. Fireworks Update (Ian Jones)

Rob Farris updated us that everything that needs to be organised at this stage has been. He and Ian will discuss possible sponsorship options with Mrs Rackham at their next meeting.

8. Pantomime Update (Jody Tranter)

Jody reminded us that this year The Harlequin are unable to host a pantomime. He is still looking into the options at Epsom (Cinderella), Dorking Halls (Sleeping Beauty) and Fairfield Halls (Snow White) although currently none seem to be offering a competitive group booking discount. **SEE ACTION POINTS.**

9. Bag2School (Laura McBride)

Donations were collected earlier in the afternoon. This will be the last Bag2School collection as we have now worked together with the school to install a permanent collection bin on the school premises. Donations will still be made to the PTFA each time it is emptied. Laura has offered to still send out reminder info about the recycling bin once it is installed and on a regular basis.

10. PTFA Wooden Board KS2 Hall (Shelly Rowe)

Our wooden board in the KS2 Hall shows all the equipment/ facilities that we have funded on a yearly basis. This has not been updated for a while. Shelly has asked the school to add the Reading Garden, Library, ICT Suite and Curriculum Funding to the boards and the school will confirm the year each took place with Finance.

11. Summer Music Concert (Clare Rackham)

The PTFA has previously organised a bar at this event serving Pimms, Beer and soft drinks. This usually starts at 6pm. Mrs Rackham asked if we would be able to do the same this year. Agreed we would and committee formed.

12. New Reception Parents Evening (Shelly Rowe)

Vikki and Shelly are running a complimentary welcome drink at the New Reception Evening on Tuesday 6 July at 6pm. Jody has also offered to attend this event and do a short talk to parents about the PTFA.

13. AOB

It was agreed that we would fund the named swimming hats for new children starting in September.

Make the Rules Day will be on Friday 19 July. Full info will go out to parents on a poster and the event will also go onto Scopay or be payable in cash. **SEE ACTION POINTS.**

A question was asked as to whether the Summer Fun Evening was replacing the usual Summer Fair? Mrs Rackham confirmed that yes, for this year, as a trial.

The end of Spring Term Cake Sale profit was thought to be approx. £180.

The HMRC Gift Aid Application has been submitted and Shelly is awaiting a response from HMRC.

A question was asked whether parents could have the option of just donating to the PTFA rather than having to attend events etc. This option does exist on Scopay as a reminder if parents would prefer that route. All donations are hugely appreciated.

Spending Plans – Mrs Rackham confirmed that the school have a new venture beginning in September with a new Arts Dept and a newly appointed Head of Arts joining us. Perhaps this is something that we would like to consider funding? We agreed

to discuss this and other options later in the year, we have a number of expenses coming up in the next few months to run events, so we will wait until those events have taken place and we can confirm a profit.

Date of Next Meeting: Wednesday 10 July 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	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
039	20.03.24 08.05.24	5 8	Look at other venues for Pantomime and provide date options and prices	Jody
041	20.03.24	7	Shelly to confirm price of purchasing safety fencing	Shelly R
045	20.03.24 08.05.24	12	Quiz Night - Date to be set, Shelly to organise	Eddie/ Jody
046	08.05.24		Make the Rules Day – Poster to go out and event to be put on Scopay	Vicky