

Minutes of Meeting

Title: PTFA Meeting	Location: Staff Room
Date: Wednesday 2 October 2024	Time: 6pm
Attendees: Rebecca Herrera, Shelly Rowe, Vikki Pope, Katie Burrows, Sarah Day, Charlotte Ellison, Vicky MacGregor, Sarah Coombes, Ian Jones, Laura McBride, Claire Trusson, Celine Estache-Hughes, Thank Pham, Neil Stone, Rachael Pickering, Stephanie O'Shea, Jody Tranter, Eddie Elliot	

Item
<p>1. Welcome/ Members Introduction Rebecca Herrera welcomed everyone to the first meeting of the year and commented how lovely it was to have lots of new faces, everyone introduced themselves.</p>
<p>2. Minutes of the Last Meeting/ Matters Arising from Action Points The minutes from the 22 July 2024 meeting were agreed as accurate.</p> <p>Magician Night - Date has been confirmed and this event was listed on the Agenda. EasyFundraising – Jayne Ridsdale has agreed to take this over.</p> <p>See back page for new/ in progress Action Points.</p>
<p>3. Treasurers Report</p> <p>Current Account: £21,182.11 Savings Account: £4,564.67 Total: £25,746.78</p> <p>Shelly confirmed that finalised figures for the 2023 financial year are almost ready to submit to Hakim Fry for audit and then on to the CC by 31 October. Cristina had confirmed via email that Clare and Lisa had had paperwork regarding setting up as additional signatories.</p> <p>A discussion then arose regarding our previous agreed curriculum funding and parents queried how much this was in total and how it was spent. Rebecca then confirmed that this was used towards outdoor learning, resources, writing material, Maths Mastery training, Pixl software etc. She also let parents know that times are incredibly tough and the funding per class has now reduced considerably, so much so that this is the first time CVPS PTFA have had to support the school in this way. £10,000 was funded in total, less than the £20,000 originally agreed due to revised budgets/ grants throughout the year.</p> <p>4. Quiz Night Feedback Feedback was incredibly positive. All parents had a fantastic night, it was a really funny evening and all enjoyed the quiz. Suggestion of running a raffle and possibly a bar. Suggestion of grouping people together who may want to book to come alone. Eddie and Jody agreed to run another quiz during this school year. Shelly to email school for a date in February. SEE ACTION POINTS</p>
<p>5. Disco Update (Friday 11 October) (Katie Burrows) Everything is organised and all stock purchased. DJ is confirmed and RA has been emailed to school. Tickets are being printed again. Suggested date of next disco 7 March 2025, to be confirmed at the next meeting.</p>
<p>6. Fireworks Update (Sunday 3 November) (Ian Jones/ Rob Farris) Fireworks Committee met with Mrs Rackham for H&S meeting. All jobs as per the timeline are up to date. Police have offered to attend with a police car. Year 6 children will be making a Guy to go on the fire. Helpers will be required on Sunday morning to</p>

build bonfire, set up and also during the event. Lighting around the stalls needs to be adequate. Suggestion of using QR codes on stalls. Vicky Macgregor very kindly offered to take charge of organising the refreshments.

7. Magic Show Update (Tuesday 12 November) (Katie Burrows)

Original timings had been agreed at 3.15-.3.45 for Rec/ Yr 1 and 4.15-4.45 for Yr 2-4 however there was some concern that uptake for the 2nd show would be low with parents not wanting to come back to school at 4.15 for just half an hour. Katie will contact SLT to discuss numbers/ helpers and once agreed will organise poster and helpers.

8. Winter Bazaar (Thursday 28 November)

The Winter Bazaar is a school/ PTFA combined event, from the schools side it involves a DT initiative where all year groups make items to sell on the night and stalls are run by the children and their teachers, the PTFA help support the evening with food and drink and a small variety of stalls. Mufti dates have been set as 8th & 22nd November. The PTFA need a committee to run the event from our side. **SEE ACTION POINTS**

9. Happy Circus (25 April 2025) (Laura McBride)

The circus is booked and deposit has been paid. Laura to form committee nearer the event.

10. Legoland Prediscounted Days

Legoland offer PTFA's a discount on their day rate for group bookings (min 50) on inset days. Laura agreed to look into this and bring to the next meeting.

11. Swimming Hats Update

Shelly will submit order w/c 7 October 2024

12. Astra Recycling Update

We now have a permanent recycling bin on site in school. Information has gone out to parents since the meeting.

13. Funding Request

Rebecca Herrera read out the following statement from Mrs Rackham:

We are writing to ask if the PTFA would be able to support the school in elements of the restoration of the school swimming pool. The swimming pool itself is over 50 years old and with its aging comes the need for more and more upkeep at considerable cost.

During the summer, works on the pool liner were identified as needing to be done. These are non-optional and an unexpected and unbudgeted expense with a quote coming in at £12.5K. It was established that it could wait until April when booking slots were available, but no longer than this without the pool needing to close to swimming. As you are aware, the school pool ensures all children receive well above and beyond in terms of the necessary swimming curriculum children are expected to carry out in the UK and we are very privileged to have it. However, beyond this, the pool is responsible for more than £80k income generation per year and without it, we would have significant issues within the school budget that would impact much wider than the swimming curriculum.

We are kindly requesting the PTFA agree to fund the works needed, to ensure our children continue to receive their swimming curriculum and that our school budget remains manageable.

Thank you for your consideration.

Clare Rackham

Queries from the PTFA then followed querying the income generated from the swimming pool. Mrs Herrera confirmed that it was important to remember that this is not profit and went on to mention that income generated goes towards a wide range of areas in order to support the decrease in government funding over the past few years

for salaries, health and safety budgets and areas such as annual maintenance of the school site and grounds. Without this income, the school budget and day to day running would be heavily impacted.

The PTFA queried the condition of the pool in general. Mrs Herrera explained that they would not replace the pool lining if they were aware structural work was needing to be done later that year. They cannot however, guarantee there will never be future issues with the pool. Annual checks, surveys and work by external companies are continuous to ensure we maintain the pool accurately, safely and efficiently.

The PTFA voiced concern that the general area around the pool was tatty and suggested offering funding for a deep clean. Mrs Rackham has since confirmed that the pool is constantly deep cleaned. The school are investigating funding opportunities to upgrade the surrounding pool area as a whole as this will take some considerable investment.

14. AOB

Shelly suggested that it was time to consider whether it was appropriate that we hold such a large amount of money in the savings account. She had taken the time to discuss with previous members of the PTFA if there was a potential reason or requirement for it in the past, which there was not. Shelly suggested that we reduce the amount held to £2000, freeing up approx. £2500, she requested that we top this up to £3000 and that we ask teachers to put in bids for projects of £1000 each. This has to be fun, exciting, sustainable items that will be used by the majority of children in the department/ year group bidding for it. The School Council will be involved in the planning and if there are more than 3 suggestions, the school children will get to vote on their favourites!! This was voted on and agreed at the meeting.

Discussion about better updates to parents about how we spend/ allocate the money we spend. Claire Trusson agreed to take over this. **SEE ACTION POINTS**

Eddie suggested a Chipstead Valleys Got Talent event. This will be on the agenda for the next meeting.

Vicky asked if she can organise another Break The Rules Day. Agreed.

Jody updated that following on from us not being able to organise Panto tickets this year, he looked into the cost of a professional production coming to the school. Prices for this start at £800 per show. Given that we cannot hold hundreds of parents within the hall, it was felt that this would work out expensive as we would have to run the show over a number of performance.

Our permission to serve and sell alcohol at PTFA events has been agreed for another year by the LGB.

Date of Next Meeting: 6 November 2024 at 6pm

ACTION POINTS

NO.	DATE	AGENDA NUMBER	ACTION TO BE TAKEN	WHO
022	10.01.23	3	Further investigation on additional credit card machines	Committee
	28.01.23	14		
	25.04.23	10		
	06.06.23	9		

	04.10.23 08.11.23 17.01.24 20.03.24	11 2 2 2		
035	08.11.23 17.01.23 20.03.24	3 3 3	Final profit from the Fireworks to be confirmed	Cristina
037	22.07.24	13	Candy Floss Machine Dome purchase	Laura
038	02.10.24	4	Set date for Quiz – Feb'25	Shelly
039	02.10.24	8	Committee set up to run event	
040	02.10.24	10	Look into information on discount offers at Legoland	Laura
041	02.10.24	11	Swim Hat order to be submitted	Shelly
042	02.10.24	14	Break The Rules Day date set	Vicky McG
043	02.10.24	14	£3000 funding project	Shelly
14	02.10.24	14	Organise Claire Trusson to take over PTFA newsletter	Shelly