

Minutes of Meeting

Title: PTFA Meeting	Location: Staff Room
Date: Wednesday 6 November 2024	Time: 6pm
Attendees: Rebecca Herrera, Shelly Rowe, Vikki Pope, Zoe Waite, Ian Jones, Sarah Coombes, Charlotte, Vicky MacGregor, Eddie Elliot, Laura McBride	

Item

1. Welcome/ Members Introduction

Rebecca Herrera welcomed everyone to the meeting. She also asked whether the start time of 6pm was working for members. It was agreed to push this back to 6.30pm moving forward.

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

The minutes from the 2 October 2024 meeting were agreed as accurate.

SumUp Machine- discussed setting up a new account with SumUp, rather than buying new machines to see if we can use our existing machine/ school machines in the future.

Candy Floss Dome- this has been purchased and is now stored in the container.

Swimming Hats- hats for Reception/ parent orders have been delivered.

See back page for new/ in progress Action Points.

3. Treasurers Report

Current Account: £22,116.37

Savings Account: £4,568.42

Total: £26,684.79

These balances do not include the current cash and credit card takings from the firework evening which is approx. £4225.00, nor does it include the outdoor reading library which is yet to be invoiced by the school.

4. Disco Feedback (Friday 11 October) (Katie Burrows)

Feedback was positive and all agreed that this event is well set up to run smoothly. Recommendation that Reception and Year 1 children either have a mufti day or get changed after lunch on the day of the disco, this was agreed. Advised that we should send out a letter to parents on the morning of the disco to remind them of safe and sensible parking at the disco as traffic was disrupted that evening. Date of next disco: Friday 21 March 2025.

5. Fireworks Feedback (Sunday 3 November) (Ian Jones/ Rob Farris)

Feedback so far has been that Sunday's display was fantastic. The bonfire was lit earlier and everyone loved watching it. Initial estimations show about £3000 profit. We presold 1000 tickets through Scopay with an additional 300 on the gate. Croydon Police were in attendance this year which the children loved.

Agreed that next year we will move the portable toilets to a better lit area in the car park and include lanterns inside them if possible as they are very dark. Also suggested that during set up, the refreshments table is moved across the gate to the canteen to stop non organisers from accessing the canteen. Ian has agreed to inform the Hungry Horse where possible of all dates so that they can adjust their staff and hopefully improve relations. Date for next year will be Sunday 2 November 2025.

6. Swimming Pool Update

Rebecca Herrera confirmed that without the new swimming pool liner, the swimming pool will need to close. This has been agreed by committee and forwarded to Caroline.

7. Magic Show Update (Katie Burrows)

Katie will organise dates and agree these with Marie. This is going to be a free afterschool event for Rec-Year 4.

8. Winter Bazaar Update (Thursday 28 November) (Laura McBride)

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. Laura has very kindly agreed to organise this and a huge thank you to her for taking this on!! The committee will be meeting next week to make final plans.

9. Legoland Prediscounted Day (Inset) (Laura McBride)

Laura explained that we can buy bulk discounted tickets (Min. 50) for inset days. Date agreed 2 June 2025.

10. Quiz Night Update (1 February 2025) (Eddie Elliot/ Jody Tranter)

Date set for Saturday 1 February. Letter to go out with poster asap. Ian agreed to run a bar.

11. Chipstead's Got Talent (Eddie Elliot)

We had a short discussion about whether this would work/ there would be an appetite for it. Agreed to discuss again at next meeting.

12. £3000 Funding Initiative

A number of staff/ departments have submitted bids for one of the three lots of £1000. The school council are very involved and will be choosing the three successful ideas that they would like to see funded. This will be updated at the next meeting.

13. Break The Rules Day (Vicky MacGregor)

Next date has been agreed as Friday 4 April 2025 which is the last day of term. We will ask the student council to choose the rules.

14. Asda Cash Pot for Schools Update

Current total of our cash pot is £463.93, this event ends on 30 November 2024.

15. AOB

Sarah Coombes offered to take over EasyFundraising. Since the meeting, info has been sent to Sarah and the account changed over and full info has gone out to parents.

Laura is planning a huge circus launch ready for next year. She will liaise with SLT regarding "Willy Wonka Chocolate Day"

Heather suggested that we do a summary of events info on money raised.

Ian asked if we could order a BBQ cover and large new trolley. This was agreed.

Suggestion of ordering new urns for the PTFA. This was agreed.

Date of Next Meeting: 15 January 2024 at 6.30pm

ACTION POINTS

NO.	DATE	AGENDA NUMBER	ACTION TO BE TAKEN	WHO
022	10.01.23	3	Further investigation on additional credit card machines	Ian
	28.01.23	14		
	25.04.23	10		
	06.06.23	9		
	04.10.23	11		
	08.11.23	2		
	17.01.24	2		
	20.03.24	2		
	06.11.24	2		

035	08.11.23 17.01.23 20.03.24	3 3 3	Final profit from the Fireworks to be confirmed	Cristina
038	02.10.24 06.11.24	4 10	Quiz Night info to go out/ put on Scopay	Shelly
044	02.10.24	14	Organise Claire Trusson to take over PTFA newsletter	Shelly
046	06.11.24	7	Katie to set dates/ info out for Magic Show	Katie
047	06.11.24	9	Legoland discounted ticket info to go out in January	Laura
048	06.11.24	15	Order BBQ Cover and large trolley	Ian
049	06.11.24	15	Order new urns	Vicky MacG