

Minutes of Meeting

Title: PTFA Meeting	Location: Staff Room
Date: Wednesday 12 March 2025	Time: 6.30pm
Attendees: Rebecca Herrera, Shelly Rowe, Vikki Pope, Vicky MacGregor, Laura McBride, Heather Scott, Phillip Bell, Vicki Blackwood, Charlotte Ellison, Katie Burrows, Zoe Waite	

Item
<p>1. Welcome/ Members Introduction Rebecca Herrera welcomed everyone to the meeting and everyone introduced themselves as there were new members attending.</p>
<p>2. Minutes of the Last Meeting/ Update on Matters Arising from Action Points The minutes from the 15 January 2025 meeting were agreed as accurate.</p> <p>Sandpit and Awning for Nursery and Treehouse - we have been extremely fortunate to have received funding from the Wickes Community Project to cover the cost of both these projects. Quotes have been submitted. This will be on the agenda for an update at the next meeting.</p> <p>See back page for new/ in progress Action Points.</p>
<p>3. Treasurers Report</p> <p>Current Account: £36,215.37 Savings Account: £4,583.97 Total: £40,799.37</p> <p>Shelly asked the meeting whether they would consider co-opting Phillip Bell onto the committee as the new Treasurer. This was agreed. Since the meeting, Phillip has been added as a trustee to the Charity Commission and Parentkind has been updated.</p>
<p>4. Quiz Night Feedback (1 February 2025) (Eddie Elliot/ Jody Tranter) Feedback was extremely positive this time and everyone had a great night. The bar was very well received and raised a total of £283.10 after expenses and SumUp fees. It was noted that as part of the housekeeping/ safety notices at the start of the night for us to include asking all visitors to ensure that they do not smoke on school premises. We will check with Eddie and Jody if they are happy to run another quiz in October.</p>
<p>5. Disco Update (Friday 21 March) (Katie Burrows) Planning is all well in hand. Most of the stock has been purchased and is ready in the nook. Set up for the "Quiet Room" will be in the Bluebell Room with the Music Room being used for the glow toys/ jewellery and the Year 3 classroom for food/ drink.</p>
<p>6. Magic Show Update (Katie Burrows) Katie mentioned that the magician has significantly increased his prices this year and says he can no longer charge the previous price he quoted last year. We agreed that we would leave this event for now as we have a busy Spring/ Summer term approaching.</p>
<p>7. £3000 Funding Initiative (Shelly Rowe) All the equipment for the three projects will be ordered by Easter.</p>
<p>8. Circus Update (25 April 2025) (Laura McBride) Sales have gone extremely well with all tickets now sold out and a waiting list of approx. 50. Paper tickets will be issued in person to parents. Hot dogs will be available but as a pre-order only. There will be a bar running with simple drinks such as beer and prosecco. Rebecca Herrera will be 1st Aider.</p>

9. Asda Cashpot for Schools Update (Shelly Rowe)

The Asda Cashpot has been confirmed at £616.87 in total. This should be paid into our account during the month of March. **SEE ACTION POINTS**

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

This is proving to be very popular with 158 tickets sold so far. Laura will look at the logistics of ticket distribution and send information out after the disco. **SEE ACTION POINTS**

11. Chipstead's Got Talent (Eddie Elliot)

Senior leadership are behind the idea of this event, however, there are concerns that we just do not have the space within school to accommodate the number of parents/ family etc who would likely want to come to watch the final. If there is still enthusiasm from Eddie, would he look at the logistics/ costs of hiring a local hall?

SEE ACTION POINTS

12. Break The Rules Day (Friday 4 April) (Vicky MacGregor)

Email and poster has gone out and it is on Scopay.

13. Swimming Pool Liner

We had initially agreed to fund £13,000 towards the new swimming pool liner. The actual final cost has come in at £14,376.00. The PTFA have agreed to fund this full amount. Members queried when the last time that the cost of swimming in school had increased and asked if the swimming section of Scopay could be changed to "Owed"

SEE ACTION POINTS

14. Year 6 Leavers Party Funding Approval

Shelly asked all members to approve the usual £1,500.00 donation from the PTFA to the Year 6 leavers party. This was agreed.

15. AGM 2025

It was agreed that the AGM will be held at the beginning of the next meeting. Date agreed as Wednesday 7 May 2025. **SEE ACTION POINTS**

16. AOB

Summer Events – Rebecca to look at dates for a Colour Run. Agreed to scale down the event with less stalls etc, ensuring it is after Sports Day so that the field is not ruined by the paint!

Discussed whether it would be helpful at events for volunteers to have lanyards. Heather to look at costs.

Volunteers running events straight after school/ ASC.

SEE ACTION POINTS

17. Date of Next Meeting: Wednesday 7 May 2025 at 6.30pm

ACTION POINTS

NO.	DATE	AGENDA NUMBER	ACTION TO BE TAKEN	WHO
035	08.11.23	3	Final profit from the Fireworks to be confirmed	Cristina
	17.01.23	3		
	20.03.24	3		
048	06.11.24	15	Order BBQ Cover	Ian
051	15.01.25	8	Swimming pool update to go out to all parents	Shelly
054	12.03.25	4	Will we run another quiz in October	Shelly
055	12.03.25	9	Has the Asda Cashpot been paid into our a/c	Phillip
056	12.03.25	10	Legoland Information to be sent out	Laura

057	12.03.25	11	Look at hall hire costs for CGT	Eddie
058	12.03.25	13	Check cost of swimming in school/ update Scopay	Shelly
059	12.03.25	15	AGM Information to be sent out	Shelly
060	12.03.25	16	Date for Summer Colour Run	Rebecca
061	12.03.25	16	Quote for lanyards	Heather