

## Minutes of Meeting

Title: <b>PTFA Meeting</b>	Location: Staff Room
Date: Wednesday 7 May 2025	Time: 6.30pm
Attendees: Rebecca Herrera, Shelly Rowe, Vikki Pope, Vicky MacGregor, Laura McBride, Heather Scott, Phillip Bell, Lisa Mansfield, Ian Jones, Sarah Coombes, Becky Bradley, Katie Burrows, Greg Taylor, Rachel Pickering, Shona Louvel, Celine Estache-Hughes, Charlotte Ellison, Stephanie O'Shea, Eddie Elliot	

Item
<p><b>1. Welcome/ Members Introduction</b> Rebecca Herrera welcomed everyone to the meeting and thanked everyone for attending.</p>
<p><b>2. Funding Request Presentation</b> Rebecca welcomed Rebecca Bradley to the meeting and explained due to her time constraints, that a presentation for a fund request would follow ahead of the proposed agenda. A copy of the proposal is copied below</p> <p><b>Proposal: To Purchase A Bell Tent For Chipstead Valley Primary School</b></p> <p><b>1. Introduction:</b> This proposal outlines the rationale for purchasing a bell tent for CVPS. The tent will provide a versatile and engaging space for a variety of educational and extracurricular activities, enriching the learning experience for our students. I believe that this investment will significantly enhance the learning and developmental experiences of our students, particularly those with sensory processing needs.</p> <p><b>2. Rationale:</b> Many students, including those with autism spectrum disorder, sensory processing disorder, and other developmental differences, benefit from sensory input and regulation. A dedicated space for sensory exploration and calming activities is crucial for their well-being and academic success. The bell tent will primarily be used for the use for Sensory Circuit sessions but it also offers numerous benefits for our school community. A bell tent offers several advantages as a sensory space:</p> <ul style="list-style-type: none"> <li>• <b>Adaptability:</b> The tent can be easily transformed to suit various sensory needs. It can be used for: <ul style="list-style-type: none"> <li>○ Calming and relaxation through soft lighting, calming music, and weighted blankets.</li> <li>○ Sensory exploration with different textures, lights, and sounds.</li> <li>○ A safe and enclosed space for students who need a break from overstimulation.</li> <li>○ Dramatic play and imaginative activities.</li> </ul> </li> <li>• <b>Portability:</b> The tent can be easily moved and set up in different locations, allowing for flexibility and accessibility. It can be used indoors or outdoors, weather permitting.</li> <li>• <b>Immersive Environment:</b> The tent's enclosed structure creates a unique and immersive environment, reducing distractions and promoting focus.</li> <li>• <b>Cost-Effectiveness:</b> Compared to building a permanent sensory room, a bell tent offers a more affordable and flexible solution.</li> <li>• <b>Aesthetic Appeal:</b> Bell tents are visually appealing and can create a welcoming and engaging space for students. <b>Community Building:</b> Can be used for parent-teacher events, fundraising activities, and community gatherings, fostering a stronger sense of community.</li> <li>• <b>Durability and Portability:</b> Bell tents are designed to withstand various weather conditions and can be easily set up and taken down, allowing for flexibility in location and storage.</li> </ul> <p><b>Benefits for Students:</b></p> <ul style="list-style-type: none"> <li>• <b>Improved Sensory Regulation:</b> The tent will provide a safe and controlled environment for students to regulate their sensory systems.</li> </ul>

- **Reduced Anxiety and Stress:** The calming atmosphere of the tent can help students manage anxiety and stress.
- **Enhanced Focus and Concentration:** By providing a space for sensory regulation, the tent can improve students' ability to focus and concentrate in the classroom.
- **Increased Social and Emotional Development:** The tent can be used for social skills activities and promote emotional regulation.
- **Inclusive Learning:** The tent will create a more inclusive learning environment for students with sensory processing needs.
- **Increased engagement:** A novel item such as a bell tent can increase student engagement.
- **Outdoor Learning:** Provides a sheltered space for lessons, workshops, and activities in a natural environment, fostering a connection with nature and promoting well-being.
- **Flexible Space:** Can be used for a variety of purposes, including:
  - Breakout sessions for small group work
  - Reading and quiet spaces
- **Unique and Engaging Environment:** Offers a novel and exciting learning space that can stimulate creativity and encourage participation.

### 3. Proposed Tent Specifications:

I propose purchasing a bell tent with the following specifications:

- **Size:** 5m diameter, accommodating approximately 6 students
- **Material:** Durable, waterproof canvas with a robust groundsheet.
- **Features:** Zipped doors and windows with mosquito netting, built in ground sheet.
- **Accessories:** Pegs, guy ropes, poles, storage bag,

### 4. Set up cost:

- **Tent Cost:** £402.95 +vat
- **Electric hookup:** Free, courtesy of KH Electricians
- **Accessories Cost:** £500
- **Total Estimated Cost:** £1000

Annual cost:

- **Professional clean:** £80-100

### 5. Implementation Plan:

#### Proposed Implementation:

- The bell tent will be set up on the stage area where it can access the electricity from the outside classroom. However, in the summer the tent can be set up anywhere on the school field.
- Sensory materials, such as soft lighting, textured fabrics, resistant exercise equipment, and calming music, will be provided.
- Staff will be trained on how to use the tent effectively for sensory sessions.
- A schedule will be created to ensure that all students who need access to the tent have the opportunity to use it.
- Appropriate safety checks will be performed regularly.
- **Purchase:** Bell Tent Sussex have agreed to selling us a 5m bell tent at trade price.
- **Setup and Maintenance:** We will establish a team responsible for setting up, taking down, and maintaining the tent. Training will be provided as needed.
- **Storage:** A designated storage space will be identified to protect the tent when not in use.

### 6. Evaluation:

The effectiveness of the bell tent will be evaluated through:

- Teacher feedback on its use in lessons and activities.
- Student feedback on their experience in the tent.
- Observation of student engagement and participation.

### 7. Conclusion:

The purchase of a bell tent for sensory sessions will provide a valuable resource for our

students. I believe that this investment will significantly improve their learning and developmental outcomes. The investment will help all our students' education and well-being and will also provide a unique and versatile space that will enhance learning opportunities and foster a stronger sense of community. I believe this proposal offers a compelling case for the purchase of a bell tent for CVPS.

#### **8. Next Steps:**

- Speak to the PTFA for possible funding
- Set up a charity event for fundraising
- Risk assessment
- To supply electricity to the tent there are several possible ways which are all based from using the supply to the outdoor classroom. Kieron Herne has offered to do the work free of charge and will visit the school to assess the best way of doing it.

I'd like to request a meeting to discuss this proposal further and answer any questions you may have.

**Prepared by:** Rebecca Bradley

**Date:** 24/02/2025

### **3. Minutes of the Last Meeting/ Update on Matters Arising from Action Points**

The minutes from the 12 March 2025 meeting were agreed as accurate.

**Final Profit from Fireworks** – This has been a long standing item, Phil (Treasurer) hopes to be able to provide information on this event and all other previous events as soon as he has access to the accounts.

**Swimming Pool Update** – At the last meeting, the PTFA queried the charges to parents for swimming. Last year, swimming increased from £20 to £25 and this year it was increased to £30. A quarter of all parents at the school contribute towards the cost of their children's swimming.

**Quiz Night** – agreed that we will run another quiz night and this has been set for Saturday 27 September 2025.

**Lanyards** – these were purchased prior to the circus and were £5.49 for 25.

See back page for new/ in progress Action Points.

### **4. Treasurers Report**

Current Account: £33,990.07

Savings Account: £4,591.26

**Total: £38,581.33**

### **5. Disco Feedback (Friday 21 March 2025) (Katie Burrows)**

The disco went well and the quiet room was a welcomed addition and was well accessed. It was agreed to discuss with Leona (DJ) to turn the music down a little so it's not so loud. Jewellery was not as popular this time so the committee will look at what items to sell next time. Date to be set for October. **SEE ACTION POINTS**

### **6. £3000 Funding Initiative (Shelly Rowe)**

All the equipment for the three projects has been ordered and work has been happening by staff on getting everything set up.

### **7. Circus Feedback (25 April 2025) (Laura McBride)**

The circus went well although it was noted by many parents that it wasn't as good as the previous one. Laura explained that this is down to the cast booked by Happy Circus, sometimes they may not be able to hire the same skilled artists as previously. Some parents feedback that they found it difficult being sat away from their children, the PTFA would always encourage that families sit together. Health and Safety – during the interval, there were a lot of children playing in the woods unsupervised and allowed to climb on the table tennis tables. Queues for the toilets were too long so we should look

at booking portals next time. Laura asked if we wanted to book again for 2028 and there is the option to book a 2 day circus with the 2<sup>nd</sup> day being discounted.

**SEE ACTION POINTS**

**8. Legoland Prediscounted Day (Inset) (Laura McBride)**

The booking for this event has now closed and we sold 236 tickets. Laura is waiting on the invoice and this will be forwarded to Phil to pay. Laura believes this event raised approx.. £450.

**9. Break The Rules Day Feedback (Friday 4 April) (Vicky MacGregor)**

As usual the children enjoyed it. Request for some more appropriate rules from the older children. This raised approx. £1000.

**10. Chipstead's Got Talent (Eddie Elliot)**

There are no available dates left this year to hold this event and it is proving to be quite complicated logistically to run this. Shelly spoke to Hayley (Headteacher at Beecholme) who had the same problem when they were planning theirs. In the end, they ran a BGT as an internal fun event for the children and did not invite parents/ make it a fundraiser.

**11. Swimming Pool Update**

The liner was removed before the Easter break and some structural damage was found, although it was not any where near as bad as had been feared. Total cost to restructure the supporting wall is £6400. A grant has been agreed for match funding from Toyota via a Nursery parent for £1250 and the Tesco Blue Token Scheme is running in the superstore in Purley which could raise funds of up to £1500 -£2000. PTFA agreed to fund the remaining balance of this work. Final balance to be confirmed at the next meeting.

**SEE ACTION POINTS**

**12. PTFA Funding Commitments 2025/2026**

PTFA discussed how they would like to allocate funding this year into 2026 so that they have a clearer vision on spending allocation throughout the year.

The Sensory Bell Tent was agreed and £1000 allocated to this project.

Year 6 2026 leavers £1500.00 agreed

Reception 2025 swimming hats were agreed

Christmas 2025 crackers, agreed to fund.

**13. Colour Run Update (Shona Louvel)**

Date agreed is Friday 11 July. Shona has very kindly agreed to run this event and will form a committee and begin making plans.

**14. New Reception Parents Evening (Thurs 3 July) Shelly Rowe**

Jody has agreed to talk about the PTFA and we agreed to serve welcome drinks.

**15. AOB**

There are a small number of left over lollies in the freezer. It was agreed that these would be donated to the Nursery.

**16. Date of Next Meeting: Wednesday 16 July 2025 at 6.30pm**

This will be a shorter meeting with end of year drinks at the end.

**ACTION POINTS**

NO.	DATE	AGENDA NUMBER	ACTION TO BE TAKEN	WHO
035	08.11.23 17.01.23 20.03.24	3 3 3	Final profit from the Fireworks to be confirmed	Cristina
048	06.11.24	15	Order BBQ Cover	Ian
055	12.03.25	9	Has the Asda Cashpot been paid into our a/c	Phillip

062	07.05.25	5	Set date for October disco	Katie
063	07.05.25	7	Set date for 2028 circus	Laura
064	07.05.25	11	Confirm final amount of structural work on swimming pool	Shelly/ Phil