**Echelford PTFA Committee Meeting**

on *Thursday, 17th March 2022 at 9.00am*

Location: Community Room

**Minutes**

1. Welcome and members present

Attendees: In person; Danny Blackwell (Chair), Maria Houghton (Secretary), Lauren McBride (Treasurer), Harriet Code (Staff), Amber Cawte, Mel. Zoom; Keri Vasta, Catherine Cook, Lesley Coyle, Debbie Gant, Fiona Wither.

1. Completed Events
	1. Twos-day – Total raised: £1440, Plus £300 gift aid
	2. Bag2School – £72, a bit disappointing but will try another company who provide bags. This will then hopefully raise awareness. Pencilled for w/c 19th April.
	3. Year 3 Cake Sale - £200
	4. Your School Lottery (ongoing) – current total around £1,200
	5. AmazonSmile (ongoing) – latest payment covering black Friday & xmas £106
	6. EasyFundraising (ongoing) – most recent payment £68. Thanks to people who are continuing to use EF and Smile.
2. Upcoming Events
	1. Summer 1
		1. Clothing Collection (w/c 19th April) – hoping for better turn out.
		2. Balloon Race – balloons set off on 2nd June, race ends on 9th
	2. Summer 2
		1. Ice lolly Sales (10th & 24th June, 1st, 8th & 15th July)
		2. Non-Uniform Day (14th June) – bottles from KS1, chocolate from KS2
		3. Reception Cake Sale (16th June) – move this to Thurs 30th June.
		4. Summer Fair (17th June)
		5. Yr6 Colour Run – updates from HC to be received via email.
3. Other Updates
	1. PTFA Bank Account

Discussed changing the PTFA bank account.

All agreed to open a new account with Metro Bank in Staines in the name of Echelford Primary School PTFA.

Named Signatories to be: Danielle Blackwell (Chair), Maria Houghton (Secretary), Lauren McBride (Treasurer).

Conditions/ requirements of bank account will be:

\*Cheque Book: Two signatories

\*Online Banking

\*Debit cards also required for the three account signatories.

* 1. Gazebos – we have ordered 1 XL (4.5m) Colemans Event shelter to test.
	2. PTFA laptop – a cheap laptop for PTFA use. Especially needed for Treasurer to file account and keep accurate financial records.
	3. Date, time and location of next meeting - TBC
1. Any Other Business
	1. Wish list discussed.
		1. School requested:
			1. £11,200 for the audio-visual equipment in the school hall.

Action: PTFA are now able to fund this. School given green light to get installation done.

* + - 1. £1,900 for Sand Pit in Reception. This, and below 5.1.1.5 were discussed and PTFA will be able to fund most likely in next academic year (2022/32)
			2. £2,850 for Activity/ Mud area in KS2. See above.
		1. Parent/carers proposed
			1. Amber proposed new football kits – currently being shared. This will need looking at by school – costs to be submitted to PTFA for further discussion.
			2. Lauren suggested looking at new gym mats as current ones are fraying. This will need looking at by school – costs to be submitted to PTFA for further discussion

MEETING ENDED