

## PTFA MEETING MINUTES

09/09/2019 at 7pm – School Hall

	Agenda	Notes / Actions	Who to Action
1	Welcome and apologies	Parents & Friends – VP, AHW, EL, GW, JT, AC, TG, DFJ Teaching Staff – CT Apologies – BO, JS, NB	
2	Review / Actions from previous meeting	Agreed accurate record	
3	Treasurer update	Bank balance £4359.86 plus £89 awaiting banking for additional summer fayre donations received late and ink cartridge cheque £18.25  VP to get statements from old account to JT ASAP.  Charity status for tax (gift aid) – we have now got this and can be backdated to June 18. JT will sort and set up whatever needed.  Will now complete paypal letter to get fees down.  Insurance was renewed in July with Parent kind and paid for.	VP  JT  JT
4	2 <sup>nd</sup> Summer Half review	Father's Day Brekkie - £471 in sales and profit £308.96. Worked well, easier than mother's day so learn from that. Split it next year for KS1 and KS2 dates already on school calendar for this.  Film Night 105 @ £3, profit £238.29, different films and split year groups worked well, reception to finish earlier as it was a little too long for them  Sports Day £430, profit £280.99, next year both in morning so can possibly sell bacon butties etc  Summer Fayre £2300, costs £373.59 profit £1926.87 which was fantastic. Couple of stalls we would vito next year which were not financially viable.  Reception graduation/Leavers etc The tea towels for reception worked well and were a lovely touch however issues with minimum order and the offer of 2 for £10 meant we made a loss. However last minute sales at graduation brought us to a £26 profit. Agreed we would like to do again, it isn't about the profit so long as we cover costs. VP will get quotes from other companies and ensure minimum order details before we go ahead.	VP

		<p>Graduation and leavers refreshments only brought in £34 and was a lot of work so agreed we would not do this again – unless school needs our support. Hopefully the y6 parents and reception parents would be willing.</p> <p>End of term discos we had free entry and a DIY disco, worked very well, only VP and Mr Greaves at the Y4 &amp; 5 disco so need more support. Tuck shop was great and we made £190 with £70.70 profit. Agree need to do set bag and price for KS1 definitely.</p>	
5	1 <sup>st</sup> Half Autumn events	<p>Xmas card art school has art packs and has on calendar to complete w/c 22<sup>nd</sup> September, VP can collect on 30<sup>th</sup> September to begin the process. Suggested some parents would prefer designs sent home if time runs out to complete so they have a finished product they can buy.</p> <p>Spooky disco/film agreed to go ahead on Friday 19<sup>th</sup> October. VP will book venue and DJ. CT suggested BYO food in addition to the BYO drink we were already planning. Hopefully by having a DJ PTFA can enjoy more. Games, prizes and tuck shop suggested. Fancy dress. Price discussed of £5 per adult, £2 per child. CT requested we ensure we make it clear parents are supervising their own children.</p> <p>Book Fayre dates not confirmed yet, PTFA agree to run again to make it easier for the school accepting the cash etc CT will let us know once booked.</p> <p>Big Raffle. VP suggested a big raffle this half term. Use professionally printed books, get lottery licence (JT) and buy £500 worth of good prizes. Hoping for 2 books (10 tickets) sold per child and additional ones to grandparents and wider community. Suggested prizes of a Ipad, Switch etc as well as lower level donated prizes. VP will get on organising and request help through facebook page when required. Suggested roll out date of before half term with draw on 29<sup>th</sup> November.</p>	<p>CT/VP</p> <p>VP</p> <p>CT</p> <p>VP</p>
6	Looking ahead	<p>Parish autumn fayre 13.10.19 GW asked for support from PTFA where possible to bring some of our summer fayre Vstalls to the event. VP will ask the PTFA members not present</p> <p>Parish Family Quiz 15.11.19 VP has agreed to be quiz master. Suggestions given on food and price. PTFA happy to support where possible.</p>	<p>VP</p>
7	Years plan	<p>Looked over and agreed dates for the whole year. Some subject to variation but main meetings and big school events eg sports day, summer fayre, parties are now set. VP will</p>	<p>VP</p>

		<p>complete and share as required and add events to the facebook page.</p> <p>Fashion show with SOS provisionally booked but we feel a change of date is required VP will look into</p> <p>CT will shout out to Y6 and reception parents for reps per year group for PTFA just to help push events/sales/reminder etc</p>	<p>VP</p> <p>CT</p>
8	Requests for spending	<p>Accelerated Reader committee voted and agreed to donation of £3000 to school to pay for a 1 year subscription including CPD for staff.</p> <p>ICT Equip request of 2 x Drones (£40) and £300 software for KS1 were voted and approved.</p> <p>Marys Meals request for PTFA to consider donating a proportion/percent/amount per event or selected events to go towards this cause. Will discuss further as not sure on charity status legality behind this and also does it meet out criteria?</p> <p>RE Signage of £3000 required for school to keep up with the trends. Voted and agreed on a £1000 donation towards this</p> <p>CT to send letters for the agreed causes to PTFA requesting funds officially and then JT will action transfer</p>	<p>CT</p>
9	AOB	<p>School council newsletter, CT will look to get this started this term</p> <p>Missions statement/goals TG will put together a rough draft with guidance from JT</p> <p>Website revamp KH agreed prior to meeting to liase with Mrs Rose to get school website PTFA page up to date.</p> <p>Tesco application VP will continue to put together the application for wellness/mindfulness grant</p> <p>School bricks, VP has had email regarding this. Leaflet to distribute and parents order online, we get a donation per purchase. Minimal work and they are cute stocking fillers so will go ahead with setting up.</p>	<p>CT</p> <p>TG/JT</p> <p>KH</p> <p>VP</p> <p>VP</p>
10	Next Meeting	4 <sup>th</sup> November, 7pm in School Hall	