

## **Walter Evans PTFA meeting minutes 02/11/22**

### 1. Attendees and apologies

#### **Attendees:**

David Brown - Headmaster  
Gill Richardson - Chair (via zoom)  
Rob Owen - Treasurer (via zoom)  
Zoe Clarke - Vice chair  
Jenny Carter - Comms and media  
Rafaelle Lambertin - Comms support  
Nikky Smith - Secretary  
Vicky Seal - Vice Treasurer  
Heather Dunbar - Committee member  
Lisa Hodgkinson - Committee member  
Phil Cunliffe (via zoom) - Committee member  
Akindayo (via zoom)

#### **Apologies:**

Andy Wright - Co-Chair  
Raki Raya - Social Secretary  
Upnesh Grewel - Committee member

### 2. **Acceptance of previous minutes**

All agreed to the AGM minutes.

### 3. **Chairperson update - Gill Richardson**

3.1.Thank you to everyone for embracing new roles especially Jenny for proactive start with communications.

3.2.A card and gift was presented to the vicar Peter and wife from the PTFA after the AGM, for which they were grateful.

3.3.Queries had been discussed with Mr Brown since the last meeting with regard to using the school as a venue.

In general, private hire of school rooms is not viable at this time for reasons including staff resource, cost and public liability insurance. However Gill has discussed with the church and the fellowship room at St Matthews and the church hall at St Edmunds, and both offer viable alternatives and offer discounted rates.

Any events specifically to fundraise directly for the school will be considered at the school on a case by case basis

### 4. **School updates - David Brown**

4.1.No new funding requests

4.2.New nursery:

The school's big ticket item remains the project to build a new nursery room. The rationale is to improve the school's offering for children and the proposition to prospective parents/children by creating a separate classroom each for nursery and reception where there is currently one open plan early years area. It will utilise school funds for the improvement of Walter Evans, which could otherwise possibly be redeployed for another school.

Two sets of tentative plans have been drawn up: a) a new separate nursery room plus an additional multi functional room vs b) just one single new nursery room. The thinking is that there is a lower cost difference to undertake two separate builds (rather than to commission two rooms at this point) should the school be minded to add another room further down the line (£500,000 vs £350,000).

The location of the new nursery is expected to be further down from the willow den and wouldn't take any sports ground affecting Sports England funding.

The school can fund a large proportion of the build but wish to ensure they carry a funding reserve of approx £100,000 forward. The next meeting will take place on 15 December to talk to the Trust about funding the differential. If not they may proceed with the single room build. Mr Brown would like to see the school set an ambitious fundraising target eg £100,000, and whatever is raised could for instance be used to kit out the room.

## 5. Treasurer's report - Rob Owen

After successful fundraising last year we do have cash of £8,000 available for redistribution, whilst still retaining £6,000 in reserves.

*>> Action: Auditing of PTFA accounts for the previous few years remains to be undertaken.*

The PTFA requested a change in constitution with the charity commission after the 2021 AGM. The application process has been ongoing and Rob and Gill have been completing this with the submission of past AGM minutes and new forms. Rob is progressing the application.

Rob is also working with the card machine operators in relation to forms that need to be completed prior to exceeding certain value levels.

## 6. Communications report - Jenny

6.1.Highlights that have gained positive reception across media channels include World Mental Health day, the naming of the new bridge 'Walter's Walkway', and

request for toy donations to the after school club.

6.3.No communications issues as yet but looking to proactively manage multiple forthcoming 'call to actions' in our request for raffle, secret santa donations and the shoebox appeal, as well as bauble activity. We will need to push for further secret santa donations next week as well. It was mentioned that the quality of items for each activity varies and that, if necessary, the PTFA can fund raffle prizes as in 2021 to ensure quality. It was agreed that all activities and asks in the lead up to Christmas be merged and sent out soon.

*>> Action: Jenny to send summary out to Parenthub and year group WhatsApp leads.*

6.4.A tentative date for the Christmas film night was set as 15 December.

6.5.Jenny would like a picture of the new books funded by PTFA from Miss A Reed for communications in new year or when received.

*>> Action: Nikky will raise with AR*

6.6.Any other items - will come up during events update.

## **7. Social secretary update - provided by Vicki on behalf of Raki**

7.1.The WhatsApp group of volunteers willing to support school and event activities is building up. More volunteers for activities would be very welcomed.

*>> Action: All to advise Raki or Vicky if people would like to be added to this group*

7.2.Bauble decorating activity coming up - discussion whether to charge due to the amount of simultaneous requests. There is usually a £1 donation; this is negligible and could be made voluntary. Deadline for submission; the tree goes up early December and before secret santa activity so the deadline can be Friday 2 December.

7.3.Cauliflower cards; Waiting for the packs to return and then can calculate how many volunteers are required.

7.4.Christmas Film night; decisions are being made about what activities there are and how to organise the volunteers. Collection of children was not as smooth as could be last year (caveat; was not long post pandemic) so might require staggered timings for year groups this year

*>> Action: David Brown to take away.*

## **8. Future events**

#### 8.7. Summer Party - 1/07/22

Year 6 parents are organising the summer party. The venue is secured; Rivermill at Darley Abbey and it will be held on Saturday 1 July. Negotiations over food etc are underway to ensure the organisation is smoother and ahead of time for the 2023 event. Note it will be without the challenges of the bridge closure. We can use PTFA event website to sell tickets. It is positive to have a firm plan far in advance, the event can be added to school communications as a note, and a Save the Date can go out in due course.

*>> Action: Jenny to send out the save the date once the main Christmas events have taken place*

We can be clear on raffle process and when drawn this year.

Jenny happy to be in direct communication with Sarah Owen as lead organiser.

*>> Action: Gill to connect Sarah and Jenny*

#### 8.8. Christmas raffle:

Excellent work on raising a diverse selection of prizes from businesses inc. PT sessions, Pilates vouchers, Derby Rowing Club experience, Drummer school vouchers, clip and climb free entry, Entry Makeney portraits, Free class at Studio 86, English Wine Project Winery tour, Little Mooch prizes, Brush nail voucher, Moorways free pass, Snowdome in Tamworth voucher, month of online yoga coaching.

Every business that has committed gets three posts each.

Timelines: raffle tickets to go into school bags on 2 Dec, raffle drawn on 16 Dec, allowing a week to get prizes out.

Need to renew lottery licence ahead of this.

#### 9. Possible future project - business/parent database:

Heather had picked up on an item suggested at the AGM of how the PTFA might support the school outside of fundraising by identifying what resources and skills are available within the local/parent community for use by the school. Ideas this might develop into include a science (STEM) day (easy because of preexisting materials), language café, eco day, arts day, digital day. The children could be surveyed for preferences. This must not lead to generation of additional items for the school to fit in because of the high volume of topics each teacher has to cover within a year. However it would be useful for school to have a database of what skills and resources are at the school's disposal to enhance planned activities. This information is not currently collated so this would add value.

*>> Action: David Brown will take away for review, speak to year group staff and look at*

*existing planned enhancements to consider opportunities.*

Immediate thought on timing would be for any eco activity to take place in Spring post February half term.

Gill and Rafaelle volunteered to lead on any STEM activities.

## **10. AOB**

10.1 Cocoon Yoga Therapy (owner has children in WE) is offering wellbeing and yoga sessions in the local community for up to 40 people and approached to see if the school could make use of this.

Ideas included a) session for older year groups (5 & 6), b) an offer to mums and pre-nursery age infants (which could generate recruitment leads) c) an individual workshop for parents and children of any age that might fundraise for the school also. Timing would need to be a Friday after school hours, or evening after 6pm. Daytime would be Thursday or Friday morning.

*>> Action: David will give further consideration.*

*>> Action: Vicky to send onto Alison Dobson as school wellbeing lead.*

10.2 Further items:

Request from the church to promote community events;

Refills on the Road and Church coffee mornings.

*>> Action: Phil to liaise with Jenny and the school office on details.*

## **11. Next meetings: - 7 December, 11 January, 1 February**

Anyone with ideas or matters to raise in the meantime are encouraged to contact Gill or Andy directly at any time.

**Walter Evans PTEA – Treasurers Report (01.08.2022 to 31.10.2022)****Position as at 01.08.2022**

Cash at Bank	£13,395.74
Float	£855.00
<b>Balance</b>	<b>£14,250.74</b>

**Income From Events**

Disco - Ticket income	£876.82
Disco - Card Income	£526.84
Disco - Cash on Day	£734.00
Amazon Income	£10.66
<b>TOTAL</b>	<b>£2,148.32</b>

**Expenses**

Cost of Disco	£170.00
Tea & Tissues (Biscuits and Tea Bags)	£44.08
Tea & Tissues (Cups & Tissues)	£38.29
Start of year gift to teachers	£19.07
Event Licence	£21.00
Disco - Bar Expenses	£456.07
Disco - Food and Sweets	£146.55
<b>TOTAL</b>	<b>£895.06</b>

**Donations to School**

<b>TOTAL</b>	<b>£0.00</b>
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Net Income/Expenditure	<b>£1,253.26</b>
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**Position (31.10.2022)**

Cash at Bank	£14,649.00
Float	£855.00
<b>Balance at (31.10.2022)</b>	<b>£15,504.00</b>

**Committed Contributions to School**

Reading Books	£1,500.00
<b>Total</b>	<b>£1,500.00</b>

**Reserve**

Proposed Reserve	£6,000.00
<b>Total</b>	<b>£7,500.00</b>

Cash Available for School contributions	<b>£8,004.00</b>
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**Walter Evans CE Nursery and Primary School PTFA - Accounts**

**(1.8.22 - 31.10.2022)**

	Income	Expenditure	Net Income
<b>Income from Events</b>			
School Disco (September)	£2,137.66	£793.62	£1,344.04
Amaxon Income	£10.66	£0.00	£10.66
<b>Total Net Income</b>			<b>£1,354.70</b>

	Expenditure
<b>Administration Expenses</b>	
Tea & Tissues Event	£82.37
Start of year gift to teachers	£19.07
<b>Sub total Administration Expenses</b>	<b>£101.44</b>
<b>Donations to School</b>	
Sub total Donations to School	£0.00
<b>Total Expenditure Admin Expenses &amp; Donations to School</b>	<b>£101.44</b>

<b>Profit/Loss for Year</b>	<b>£1,253.26</b>
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<b>Bank Account Summary</b>	
Balance as at 01.08.22	£13,395.74
Petty Cash as at 01.08.22	£855.00
<b>Total Cash as at 01.08.22</b>	<b>£14,250.74</b>
Balance as at 31.10.2022	£14,649.00
Petty Cash as at 31.10.2022	£855.00
<b>Total Cash as at 31.10.2022</b>	<b>£15,504.00</b>

Cash movement 01.08.20 to 31.10.2022	<b>£1,253.26</b>
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<u>School Disco (September)</u>		
<b>Income in</b>		
Ticket Income 20.09.2022		£206.51
Ticket Income 26.09.2022		£460.12
Ticket Income 03.10.2022		£210.19
Card Income 27.09.2022		£513.08
Card Income 28.09.2022		£13.76
Cash on Day		£144.00
Cash on Day		£590.00
<b><u>Total</u></b>		<b><u>£2,137.66</u></b>
<b>Expenses</b>		
		£30.00
Disco Deposit (Pd to Andy Wright)		
Balance of Disco paid direct		£140.00
Event Licence		£21.00
		£456.07
Bar Expenses		
		£146.55
Food and Sweets		
<b><u>Total</u></b>		<b><u>£793.62</u></b>
<b><u>Profit</u></b>		<b><u>£1,344.04</u></b>