

## Walter Evans PTFA meeting – Weds 2<sup>nd</sup> March 2022 19:30

Held in person at school and also on Zoom

### Attendees:

David Brown  
Andy Wright  
Gill Richardson  
Zoe Clarke  
Vicky Seal  
Karen Merchant  
Heather Dunbar  
Rob Owen

#### 1. Apologies

Phil Cunliffe  
Raki Raya  
Clare Hadway-Ball

#### 2. Acceptance of 2<sup>nd</sup> February minutes

Thank you for last month's minutes and agreed.

#### 3. Brief update on financial status

Highlights – Committed spend to school £1821.97, reserve £6,000. Available cash £12,380.42

*Action: School to confirm to Rob which expenditure has been accounted for from the committed spend*

Financial notes attached at the back of the minutes.

#### 4. New funding requests and school update

No new funding requests but David will put something out this week to staff.

There is one coming with regard to subsidising a Stone Age workshop for Year 3.

*Action: David will get more information*

School website – going live this Friday.

Still work taking place to look at the outside area and there are meetings about this later on this week.

#### 5. Future Events

##### a. Quiz – 18<sup>th</sup> March 2022

##### a) Alcohol licence / stock for the bar

*Action: Need to check with Keith that the license is sorted – message sent*

*Action: Need to agree price per pint and bottles of wine / prosecco*

We will need a float also – Rob has this in hand.

Need bottle openers also.

Boxes of crisps and nuts also.

b) Tickets

42 tickets sold so far

*Action: Quiz masters to confirm food choices to David*

c) Prizes

Usual thing is chocs or similar for winning team

Something smaller for losing team

*Action: Andy/Gill to sort*

d) Raffle

A couple of prizes have been donated but more to follow to Heather

e) Support at the event

Andy and Gill on the bar.

Andy will collect the food around 20:15? Sauce, napkins etc to be purchased from Costco in advance.

Glasses and Cutlery will be available at school.

*Action: Vicky to supply the food order to Rob on Thursday 10<sup>th</sup> March.*

b. Summer Party

a) Volunteers for planning committee feedback

Upnesh is available for a meeting on a Friday and there are already discussions around possible venues for the Summer Party.

*Action: Meeting being arranged with Upnesh*

b) Next Steps

Need to understand what the roles are for each event. Vicky is looking at various suggestions

Date – had discussed 9<sup>th</sup> July if possible

- Food
- Tickets
- Venue
- Entertainment
- Donations for the auction.

*Action: Discuss with Helen Endacott with regard to what has been done previously*

Potential of Darley Abbey Village Hall – can hold up to 200.

c. Summer Fete

a) What worked well before?

*Action: Pending an update from Wendy on the Year 6 meetings that have been taking place.*

Possibly 24<sup>th</sup> June or 1<sup>st</sup> July?

b) Next Steps

*Action: Pending an update from Wendy on the Year 6 leavers meetings that have been taking place.*

6. Communication

a. PTFA website

Now up and running and being used for ticketing for the Quiz night.

Also ran through the new school website and a couple of changes suggested to David.

b. Event posters / notice board

General action to support Raki with information to get onto the board.

*Action: Final push on social media etc to boost numbers for quiz night*

c. PTFA Google Drive

Andy will check out this and see if we can get the data onto the School Teams site.

Also looking to locate the folder.

Keep all risk assessments etc for future events.

7. AOB and next meeting date

a. 6<sup>th</sup> April at 19:30

b. 4<sup>th</sup> May at 19:30

c. 8<sup>th</sup> June at 19:30

d. 6<sup>th</sup> July at 19:30

David said that school are looking at doing a fundraising event for Ukraine. David has made some queries with rotary club and church with regard to this and will be confirming this asap.

*Action: PTFA to support with respect to getting social media involvement.*

Information will be coming out later on in the week to families.

Easter activities:

£1 an entry? Decorate an egg and submit it. Prize of a Buttons egg and crème egg for everyone that entered??

**Walter Evans CE Nursery and Primary School PTFA - Accounts**

**(1.8.21 - 27.02.2022)**

	Income	Expenditure	Net Income
<b>Income from Events</b>			
Amazon Income	£60.40	£0.00	£60.40
School Uniform	£1,563.00	£1,197.00	£366.00
Misceklaneous Income	£1.25	£0.00	£1.25
Christmas Raffle	£1,767.10	£93.15	£1,673.95
Secret Samta	£1,336.52	£0.00	£1,336.52
Film Night	£945.20	£176.18	£769.02
Cauliflower Cards	£516.50	£0.00	£516.50
Quz and Chips	£57.30	£0.00	£57.30
<b>Sub total Events</b>			<b>£4,780.94</b>
<b>Other Income</b>			
None			£0.00
<b>Total Net Income</b>			<b>£4,780.94</b>

	Expenditure
<b>Administration Expenses</b>	
Tea & Tissues Event	£102.45
Parentkind	128.00
<b>Sub total Administration Expenses</b>	<b>£230.45</b>
<b>Donations to School</b>	
<b>Sub total Donations to School</b>	<b>£0.00</b>
<b>Total Expenditure Admin Expenses &amp; Donations to School</b>	<b>£230.45</b>

<b>Profit/Loss for Year</b>	<b>£4,550.49</b>
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<b>Bank Account Summary</b>	
Balance as at 01.08.21	£14,996.90
Petty Cash as at 01.08.21	£655.00
<b>Total Cash as at 01.08.21</b>	<b>£15,651.90</b>
Balance as at 27.02.2022	£19,347.39
Petty Cash as at 27.02.2022	£855.00
<b>Total Cash as at 27.02.2022</b>	<b>£20,202.39</b>

Cash movement 01.08.20 to 27.02.2022	<b>-£4,550.49</b>
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**Walter Evans PTFA – Treasurers Report (08.01.2022 to 27.02.2022)**

**Position as at 02.02.2022**

Cash at Bank		£19,263.65
Float		<u>£855.00</u>
<b><u>Balance</u></b>		<b><u>£20,118.65</u></b>

**Income From Events**

Quiz and Chips	£57.30
Amazon Income	£26.44
<b><u>TOTAL</u></b>	<b><u>£83.74</u></b>

**Expenses**

None	£0.00
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<b><u>TOTAL</u></b>	<b><u>£0.00</u></b>
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**Donations to School**

<b><u>TOTAL</u></b>	<b><u>£0.00</u></b>
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Net Income/Expenditure	<b><u>£83.74</u></b>
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**Position (27.02.2022)**

Cash at Bank		£19,347.39
Float		<u>£855.00</u>
<b><u>Balance at 27.02.2022</u></b>		<b><u>£20,202.39</u></b>

**Committed Contributions to School**

Sandbags - ballast for sunb shelters	£21.99
30 bags playsand	£158.00
6 Torches and charging station	£53.95
6 Rugged racers and cahrging station	£89.97
6 Mobile phones and charging station	£149.95
Football Goals	£900.00
Eco Team Litter Pickers	£30.00
Prizes for KS1 & 2 Science Competition	£60.00
Nursey Outdoor Water Trays and Toys	£300.00
Yea4 Circiuit Mateials	£58.11

<b><u>Total</u></b>	<b><u>£1,821.97</u></b>
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**Reserve**

Proposed Reserve	£6,000.00
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<b><u>Total</u></b>	<b><u>£7,821.97</u></b>
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Cash Available for School contributions	<b><u>£12,380.42</u></b>
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