

## Walter Evans PTFA meeting minutes 07/12/22

### 1. **Attendees and apologies**

#### **Attendees:**

Gill Richardson - Co-Chair  
Andy Wright - Co-Chair  
Rob Owen - Treasurer (via zoom)  
Claire Wilson - Head of Early Years & School representative  
Zoe Clarke - Vice chair  
Jenny Carter - Comms and media  
Rafaelle Lambertin - Comms support  
Nikky Smith - Secretary  
Heather Dunbar - Committee member  
Lisa Hodgkinson - Committee member  
Runa Picton - Committee member

#### **Apologies:**

Mr Brown - Head master  
Raki Raya - Social Secretary  
Upnesh Grewel - Committee member  
Phil Cunliffe (via zoom) - Committee member  
Vicky Seal - Vice Treasurer  
Karen Merchant - Committee member

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

Full acceptance as a reflection of what was discussed.

### 3. **Chairperson update (Andy/Gill): (5 mins max)**

#### a. Top highlights

Meeting next week with Mr Brown to realign the agendas and ensure optimal communication between PTFA and school about planned activities.

A very busy time of year between school and PTFA activities.

Secret Santa has involved so much work and is a beautiful thing for the children, and it is perhaps understated. Next time let's explain it more fully at the outset so nothing is assumed.

#### b. Top issues

Very busy with secret santa, baubles and such activities, which is normal for this time of year.

PTFA committee members reported confusion in parent whatsapp groups because some of the requests from different class years have been last minute to parents during the festive period. PTFA are then concerned about the volume of communications and particularly monetary requests in the context of wider asks.

>> Claire to feedback to staff

#### c. What need help with?

n/a

4. **School update and funding requests** (Claire Wilson)

Annual order for 20 bags of play sand for inside play. Rob and committee are happy to fund.

The outdoor sandpits are being removed as weather limits the amount of time they can be in use.

5. **Treasurer update** (Rob):

a. Top highlights

Income from Salvation Army second hand clothes collection, small amount from Amazon (perhaps not well known) and started raffle ticket income.

Paying out for the summer party venue, baubles.

>> Let's remind everyone to use smile.amazon on parenthub

b. Top issues

Rob will need to turn attention to transitioning over the role to Vicki so she can take over next year.

Collating invoices to send to the auditor over the next month then we'll have a set of fully audited accounts.

Will procure another card reader.

c. What need help with?

Jenny would like to do a post in the NY and include how much has been raised.

*ACTION >> Rob to tally income at the most opportune moment.*

6. **Communication update** (Jenny):

a. Top highlights

Shoobox posts got good traction. Jenny thinks that photos that show parents how their efforts are received go down well.

b. Top issues

**Movie night** reminder; deadline close of play Monday for tickets for ordering snacks.

CW says include note that the kids can come in their pyjamas/onesies, and for the EY children to come through the nursery/reception gates.

Because school don't have a TV licence or Netflix account it is not ideal to communicate on social media; comms to be limited to official school channels.

*ACTION >> AW/GR will look into whether PTFA can support the school with some kind of licence.*

Deadline for raffle tickets is 14 December.

Reminder from school about Christmas dinner and jumper.

Food bank, Tea and Toast, Refills on the Road will also be communicated.

STDs to go out in January: Year 6 disco, summer party

- c. What need help with?

Miss Reed has now had books so that can be communicated.

## 7. **Social Secretary update** (Raki): (5 mins max)

- a. Top highlights and update on the Volunteer plan

Secret Santa has had a mix of volunteers from both existing and new.

Film night volunteers have been from the new pool.

Cauliflower card volunteers were a mixture of both new and old.

Mary has written a cauliflower card guide.

- b. Top issues

Movie night sales; 219 tickets so far, could do with more.

Putting event on with Cocoon 29 January 9-10am after school drop off.

*ACTION >> Jenny to communicate in January.*

- c. What need help with?

Just clarification once decided between chairs and David Brown as to the timing of next school disco.

*ACTION >> Chairs to communicate to PTFA once known.*

## 8. **Future Events**

- a. Secret Santa

Event has been well run and received. The wrapping station was very well set up.

One more day to go before income finalised.

*ACTION >> Heather to let Rob know when raffle is complete, and both raffle and secret santa monies are ready for Rob to collect. (They were left with Jacqui at reception.)*

- b. Movie Night

Claire asked if staff volunteers will be provided with pizzas again.

*ACTION >> CW to liaise with AW who will place the order.*

*ACTION >> Rob to bank transfer money to fund.*

- c. Bauble decorating

PTFA admit to having failed to communicate with staff that PTFA were going to fund this year, which led to children being sent home for a £1 that wasn't required. Decision made to consistently fund in future years.

The communication was that there will be a prize per year group. However a requirement to judge on 'receipt' would not have been made clear to teachers.

*ACTION >> PTFA to make sure the process is clear and communicated next year.*

*ACTION >> PTFA will ensure winners are fairly distributed through year groups when judging.*

d. Raffle

Lots of great prizes this year. Tickets still need to be folded. Rafaelle volunteered to help with this.

Heather wants a volunteer to draw the raffle next Friday.

*ACTION >> GR to assist.*

School office communicates the prize winners, PTFA members will give out prizes in the playground and any parents that miss this can collect from reception.

e. Post-Christmas events

Quiz and Chips and School Disco

School disco is parked until timing discussed with Mr Brown.

Quiz and Chips - Keith has volunteered to support again. Rob is ready to support on the finances.

*ACTION >> Someone to check if Mr Adamson and Mr Cripwell will be quizmasters again.*

We may need to help them with volume as they struggled to make themselves heard in '22.

f. Summer Events – Party and Fair

Need to get a date set for the fair ASAP.

CW has suggested May fair. However would need to be after Year 6 SATs.

9. AOB and next meeting dates

a. 11<sup>th</sup> January at 19:30

b. 1<sup>st</sup> February at 19:30

c. 1<sup>st</sup> March at 19:30

**Walter Evans PTFA – Treasurers Report (31.10.2022 to 07.12.2022)**

**Position as at 31.10.2022**

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

**Income From Events**

Salvation Army Income	25.66	
Film Night Tickets	£413.13	
Amazon Income	£10.68	

**TOTAL** **£449.47**

**Expenses**

Raffle Licence	£20.00	
Raffle Tickets	£52.00	
Deposit Summer Party Venue	£300.00	
Christmas Baubles	£84.95	

**TOTAL** **£456.95**

**Donations to School**

**TOTAL** **£0.00**

Net Income/Expenditure **-£7.48**

**Position (07.12.2022)**

Cash at Bank		£14,641.52
Float		<u>£855.00</u>
<b><u>Balance at (07.12.2022)</u></b>		<b><u>£15,496.52</u></b>

**Committed Contributions to School**

Reading Books	£1,500.00	
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**Total** **£1,500.00**

**Reserve**

Proposed Reserve	£6,000.00	
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**Total** **£7,500.00**

Cash Available for School contributions **£7,996.52**

**Walter Evans CE Nursery and Primary School PTFA - Accounts**  
**(1.8.22 - 07.12.2022)**

	Income	Expenditure	Net Income
<b>Income from Events</b>			
School Disco (September)	£2,137.66	£793.62	£1,344.04
Amaxon Income	£21.34	£0.00	£21.34
Salvation Army Income	£25.66	£0.00	£25.66
Summer Party	£0.00	-£300.00	-£300.00
Film Night	£413.13	£0.00	£413.13
Christmas Raffle	£0.00	£72.00	-£72.00
<b>Sub total Events</b>			<b>£1,432.17</b>
<b>Other Income</b>			
None			£0.00
<b>Total Net Income</b>			<b>£1,432.17</b>

	Expenditure
<b>Administration Expenses</b>	
Tea & Tissues Event	£82.37
Christms Baubles	£84.95
Start of year gift to teachers	£19.07
<b>Sub total Administration Expenses</b>	<b>£186.39</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>£186.39</b>

<b>Profit/Loss for Year</b>	<b>£1,245.78</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 07.12.2022	£14,641.52
Petty Cash as at 07.12.2022	£855.00
<b>Total Cash as at 07.12.2022</b>	<b>£15,496.52</b>

Cash movement 01.08.20 to 07.12.2022	<b>£1,245.78</b>
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