



**Minutes of the PTFA Meeting
Held on Wednesday 06th November 2019 at 17:10
in Mrs Wilson's Office**

Present:

Mrs Wilson	School Head Teacher (chair of the meeting)
Sian Perry	PTFA Chair
Ian Freeman	PTFA Vice Chair and Treasurer
Emily Munton	PTFA Secretary (minute taker)

1 Apologies

Apologies were received from Carol Hewerdine, Amy Shipman and Tara Jones.

2 Treasurer's Report (Ian Freeman)

£261.45p is the current cash balance
£3247.69p is the current bank balance
£3509.15p is the total balance

Since the last meeting there has been an income of £35 from pre-loved sales and a further £10 from the last school years break the rules day.

£945 has been transferred to the school to cover:

- £600 - defibrillator cost and
- £345 - Chris Quigley education resources

The signatories on the bank account have been changed to include Ian Freeman (PTFA Treasurer) and Deborah Wilson (Head Teacher). Currently only a single signatory is required to carry out transactions.

Ian reported that the PTFA is currently in a good financial position with capacity to cover the regular costs.

3 Head Teacher's Update (Mrs Wilson)

Mrs Wilson reported that she had looked into the Panto situation and some were asking for extortionate amounts. However, Mrs Wilson was pleased to report that "Santa Claus and the Mischievous Elf" is booked to come into school on the afternoon of Tuesday 10th December. As foundation, Year 1 and Year 2 are booked to visit Lincoln to watch a different panto on Friday 13th December, this is going to be exclusively for

ACTION

KS2 children.

Historically the PTFA have funded this, however, with the rising costs and other financial commitments the PTFA have, Mrs Wilson is going to ask for a voluntary contribution of £2 per child as a good will gesture. This will be set up via parentmail. After the event, Helen Taylor will invoice the PTFA for the outstanding amount.

Ian Freeman

Mrs Wilson suggested a “meet and greet” open to anyone who is interested in finding out more and potentially joining the PTFA. It was discussed at the meeting and Wednesday 20th November at 8:45am was agreed for Mrs Wilson and Ian to be present. It was suggested that perhaps an evening event be arranged too, for parents etc who go straight to work after bringing their children to school and so a further date, on Monday 02nd December at 17:30 was arranged for Sian to lead.

Mrs Wilson &
Ian Freeman

Sian Perry

Mrs Wilson suggested that a parentmail be sent out detailing this and inviting anyone to come along. Ian is to do this.

Ian Freeman

4 Christmas Fair – revised date of Friday 13th December 2019

The date of the Christmas Fair had to be changed as some children at school are planned to be away on a school trip and not returning in time to attend the fair on the 06th December. The new revised date was decided on Friday 13th December instead. The committee are aware that that is when the KS1 children are out at the panto in Lincoln, however, this is only during school time and so they will return in plenty of time to be able to attend and enjoy the Christmas Fair at school afterwards.

5 Christmas Fair helpers

Once committee members are aware of the revised date, please let Sian know of your availability.

PTFA
Committee

6 Stalls at the Christmas Fair

Sian had already been contacted by the following for a stall each:

Ruth Fox – bodyshop products

Mrs Scott – candles

Amy Simmons – pom poms for charity

Rachel Cushway – candy floss and milkshakes

Sian is going to contact Alison to ask what has happened at previous fairs, whether the stall holders pay a set amount and keep their takings or whether the PTFA receive a percentage of their takings. Ian seems to think that it could be a payment of £10 per stall.

Sian Perry

This was discussed in detail regarding Rachel and the milkshakes as concerns were raised where, in the past, this has taken away sales from the refreshments that the PTFA have provided. It was decided that Rachel would need to give an agreed percentage of her takings and only provide candyfloss, no milkshakes. Sian to contact her to see if she wants to go ahead.

Sian Perry

Other stalls were all agreed and Sian is to contact to book and confirm.

Sian Perry

A rough list of stalls will be the raffle, chocolate tombola, cakes, lucky lolly dip, wine and water, red, gold and green wrapped tombola, secret Santa, photo with Santa (the fireplace needs to be found as it's not in the PTFA cupboard). Sian to ask Alison and also ask Stewart if he is willing to be Santa again. Pre-loved school clothing, the snowman throw and possibly sweetie cones too. Then a further competition of the Great Christmas Bake Off. Everyone is invited to make a Christmas themed cake of their choice/style etc where the best one will win a £10 voucher. The cakes will then be auctioned off (so they will be non-returnable).

Sian Perry

7 Chocolate Tombola

This is a very popular stall but is very reliant on donations for this to go ahead.

8 Other ideas for the Christmas Fair

Mrs Wilson is going to look into getting the top prize this year for the main raffle.

Mrs Wilson

Ian said that he would get one of his children to hand write the letter that the PTFA sends out to places asking for raffle donations. Once this has been done, the PTFA members need to take out the letters asap.

Ian Freeman
PTFA
Committee

Christmas Competition. It was suggested this year that "design a Christmas Jumper" would be the competition. It would be £1 per entry and 2 prizes will be given, a winner for KS1 and a winner for KS2. The winners will receive a jumper with their winning design printed on.

As red, gold and green day isn't going ahead this year (due to too many other "key" days taking place externally and all so close together) a parentmail needs to be sent out, requesting for any donations for the Christmas fair to be brought into the office anytime from the notification going out until Thursday 12th December. Detailing the need for any unwanted gifts (mens especially but not forgetting womens and childrens), chocolates (ranging in sizes), bottles of wine and other alcohol, stocking filler items that children love and anything else that could be used towards raffle prizes etc. Ian to add this to the parentmail for new recruiting new members.

Ian Freeman

9 Christmas Movie Night – Wednesday 18th December 2019

It was decided that the film will be Santa Claus the Movie and the gift given out to the children at the end will be a small candy cane.

It will run for all years together, straight from school and the children will be required to be collected at 17:30. Further details will be sent out nearer the time. Popcorn and a drink will be given out in the interval.

10 Review of current signatories

Ian raised whether the signatory process needed 3 people's details where 2 would be required per transaction, however it was agreed to keep it simple and leave it as it is.

11 Proposed changes to the way funding is provided to the school

Ian suggested that instead of Mrs Wilson coming along to each meeting, asking for money to cover x, y and z, Helen will invoice the PTFA termly (3 times per year) for £1500 each term. This will then be available for Mrs Wilson to spend accordingly, dependant on the current needs and requests. There will be certain criteria and categories that these spends will need to fall into, to be eligible. Ian to discuss with Mrs Wilson to produce said list. A report will need to be produced termly to show what has been purchased. If there is any further money available, then a one off payment for an agreed amount will also be available for Mrs Wilson to spend. This could be used for things outside of the agreed categories.

Ian Freeman
and Mrs
Wilson

So far this term, the school have had £945 so Ian will contact Helen to raise an invoice for the outstanding £555 for the rest of this term.

Ian Freeman

12 AOB

Nothing further was raised for discussion.

13 Date of the Next Meeting – TBC

With no more business to discuss, the meeting was closed at 18:05 with Mrs Wilson thanking everyone for attending.