



**Minutes of the PTFA Meeting  
Held on Wednesday 29<sup>th</sup> January 2020 at 17:10  
in the staff room**

**Present:**

Sian Perry	PTFA Chair
Ian Freeman	PTFA Vice Chair and Treasurer
Louise Freeman	PTFA committee member
Ruth Fox	PTFA committee member
Tara Jones	PTFA committee member
Jenny Prest	PTFA committee member
Carol Hewardine	PTFA committee member
Cat Dowd	New PTFA committee member
Emily Munton	PTFA Secretary (minute taker)

**1 Apologies**

Apologies were received from Mrs D Wilson, Amy Shipman and Sammi Emsley.

**ACTION**

**2 Treasurer's Report (Ian Freeman)**

£308.36p is the current cash balance  
£1292.18p is the current bank balance  
£1600.54p is the total balance

Since the last meeting there has been income as follows:

- £72.77 from Easy fundraising
- £0.10 Bank Interest (something we have never had before)!
- £44 Christmas Jumper competition
- £365.21 Christmas Film Night
- £21.60 Pre-loved clothing
- £1223.12 Final total from the Christmas Fair (higher than originally published)

£2865 has been transferred to the school to cover:

- £1155 – termly amount to Mrs Wilson for term 1 Sep-Dec but £345 had already been given before the transfer
- £1500 – termly amount for term 2 Jan-Apr
- £210 – KS2 pantomime which was agreed by the committee last year

Ian reported that the PTFA need to raise funds with events planned in order to cover the outgoings for term 3 and also to remain above the agreed threshold within the account.

PTFA  
Committee

Tara questioned why the committee were giving a termly amount of £1500 to Mrs Wilson so Ian explained that it was discussed and agreed at the last meeting. Instead of Mrs Wilson having to come to the meetings with her 'wish list' and ask what funds we have available. Ian previously suggested allocating an amount per term (£1500 was agreed) where Mrs Wilson was free to spend on anything that fell within certain categories and met with a set criteria too.

Ian reported that the PTFA will be given a yearly report of where this money has been spent, however, it was agreed that this needs to be more regular and so Ian is to request this on a termly basis moving forward.

Ian Freeman

### **3 Head Teacher's Update (Mrs Wilson)**

Unfortunately Mrs Wilson was unable to attend this meeting at the last minute and so a report was not given this time.

### **4 Clothing Collection – Tuesday 24<sup>th</sup> March 2020**

Ian is to contact Bags2school and arrange for a clothing collection date.

Ian Freeman

Ian completed this before the minutes were typed up and so the date has been added now and will take place on Tuesday 24<sup>th</sup> March 2020.

A little reminder – bags are sent home with children for parents, carers, teachers etc to bring in any clothes, paired shoes and belts (full list of what is suitable is printed on the bags) to school on the morning of the collection date. The company then collect these and the school gets given an amount of money, based on the weight of the items collected.

It was discussed that not everyone is able to bring donations in first thing on the morning of the collection date and so an alternative will be looked into. Maybe the donations can be stored in the PTFA cupboard up to a week before the collection date, giving people a variation to when they can drop it off – Ian to discuss with Mrs Wilson. Emily will be able to move the bags as she is in work every day at lunch time.

Ian Freeman

It was also suggested that a tarpaulin would be useful to keep the donations covered, if it were to be raining on the morning of collection. Ian said that he has one that he is happy to be used and so will bring it in.

Ian Freeman

Ian will write out a parent mail with further details of the above.

Ian Freeman

It was mentioned that previously, raffle tickets have been given out to everyone who donates, as an incentive leading up to the Christmas or Summer Fairs. This meeting suggested a prize for the most bags donated as there is no upcoming fair planned just yet.

Ian Freeman

## 5 Disco

Thursday 13<sup>th</sup> February is the date for the next school disco. This was planned before we realised that it was the last day of term!

The details are the same as normal:

KS1 5-6pm £2 entry which includes a snack and a drink

KS2 6:15-7:30pm £1.50 entry then snacks and drinks are available to be purchased.

Ian Freeman to draft a parent mail and a poster to advertise this. Ian is also collating a list of helpers for KS1 and KS2 so if anyone is free, please let Ian know your availability for either KS1, KS2 or both.

Ian Freeman  
PTFA  
Committee

Ian also raised concerns that tap water is not freely available at the discos. Ian is going to look into purchasing some re-usable beakers so that this is possible at future events, with minimal cost and waste.

Ian Freeman

Since the meeting and before the minutes were finalised, this date needed to change to **Wednesday 12<sup>th</sup> February** as this is the date the school booked the late opening for. A revised parent mail has already been sent out detailing this.

## 6 World Book Week – 02-06<sup>th</sup> March 2020

A book swap was suggested again, to take place on Monday 02<sup>nd</sup> March. The PTFA will promote this but it will be led by the teachers. The PTFA has a surplus of books that have been previously donated and so it was suggested that age appropriate books are given out to each teacher in order to be handed out to children who are unable or forget to bring in any books so they are still able to take part in the event. Ian is going to sort these and forward to the teachers. If the PTFA have any books left over after this, then they will be available to purchase for 50p per book.

Ian Freeman

All books will be collected in by the teacher and then children will be allowed to choose an alternative book to take home instead.

A writing competition has already been given the go-ahead by Mrs Wilson. This is where the first part of a story is going to be read out in assembly/worship and the children are then asked to finish it. (It will be available on the School's website for referring back to at a later date). KS1 can use around 200-300 words and KS2 are allowed to use 500 words to complete it. Mrs Wilson had previously stated that she didn't want this to be undertaken during school time, it would need to be done in the children's own time and so the May half term had been taken into consideration and entries were to be handed in after then. However, it was raised at the meeting about the Easter holidays possibly being more suitable as it's closer to the date and also twice the length of the May half term. Ian to discuss with Mrs Wilson. Judging will also be separated for KS1 and KS2.

Ian Freeman

The cost to submit a story was suggested at £1 (but hasn't been confirmed yet) and the winner from each KS will have their story published (soft back only) and receive a £5 book token.

The question was raised about dressing up sometime within world book week. No one was currently aware of a specific date so Ian is to clarify with Mrs Wilson.

Ian Freeman

## **7 Pancake Day – Tuesday 25<sup>th</sup> February 2020**

The PTFA intend to hold the annual pancake breakfast in the hall. This is where parents/grandparents/carers etc can come into school early and enjoy eating a pancake breakfast with their child from 8:15am.

The options will be chocolate, honey or sugar and lemon. There will also be tube yogurts and boxes of raisins available, plus squash. The price is TBC once Ian has looked into the costing. This needs to be booked in advance so that the PTFA are able to purchase the provisions, a parent mail will go out with further details. The emphasis is that the adult accompanying each child is responsible for them and must remain with them until the child is safely delivered into their classroom by 8:45am. This is NOT to be used as an alternative childcare provision.

Ian Freeman

## **8 Mother's Day – Sunday 22<sup>nd</sup> March 2020**

After a discussion, it was concluded that the chocolate lollies were the most popular and profitable idea for Mother's Day. Unfortunately the previous supplier of these is no longer an option so if anyone knows a reputable supplier at a great cost, then please contact Ian.

PTFA  
Committee

An alternative suggestion was to perhaps purchase personalised, printed labels which could then be applied to a popular chocolate bar. If bought in bulk off ebay then these work out inexpensive.

Ian to look further into the options and report back to the next meeting.

Ian Freeman

## **9 Father's Day – Sunday 21<sup>st</sup> June 2020**

After not being able to offer anything last year, the committee do not want the same thing to happen again this year. Therefore it was suggested to go along the same route as Mother's Day with the personalised chocolates.

## **10 Wrapping Paper**

This is an unusual topic! Ian managed to purchase 223 brand new rolls of Christmas wrapping paper at 1p each! This was with the thought of selling them at the school Christmas Fair for around 50p-£1 per roll therefore bringing in a substantial profit for the PTFA.

## **11 Financial Reserve**

It was previously agreed that the financial reserve was £1000 but now that the agreement is in place for termly amounts to be transferred, this reduces the amount of unexpected purchases coming through and so he feels that the account is in a better position to allow this to drop to £500.

## **12 Public Visibility**

Ian raised concerns about how aware the rest of the parents etc are of the PTFA and the work the PTFA does so he said that he's going to put some posters up within school and on the notice board outside the school, to promote and advertise the PTFA and to welcome any new members to the team. Ian is going to raise the profile of pre-loved clothing with some posters too.

Ian Freeman

Ian Freeman

Ian also intends to fully update the PTFA section on the school's website and it was agreed to publish the minutes from our meetings as well as the financial reports. Ian is just waiting to gain full access to be able to do this.

Ian Freeman

It was suggested as well, that some detailed information about the PTFA, including pre-loved clothing needs to be contained within the booklets that are given out to the new intake each year, again, Ian is going to look into making this happen.

Ian Freeman

### **13 Meal Out – Friday 27<sup>th</sup> March 2020**

Sian and Emily had previously discussed that the PTFA usually have a few social nights out per year and thought it would be a good idea to arrange one soon to welcome our new members and all get to know each other.

The date for this was agreed on Friday 27<sup>th</sup> March and after a discussion, the committee decided to give Millers a try when it re-opens at the beginning of March! Emily is happy to take the lead on booking this so please let her know if you would like to attend.

PTFA  
Committee  
and Emily  
Munton

### **14 Other Fundraising Ideas**

It was suggested that the PTFA run an Easter competition again this year, possibly something edible. Ian is to look into this further.

Ian Freeman

The committee plan to hold another disco next term, to be held on a different day of the week to mix them up, aiming to capture children who can't attend if they happen on the same day each time. Wednesday 25<sup>th</sup> March was suggested but this needs to be confirmed with Mrs Wilson.

Ian Freeman

After the February disco got changed to a Wednesday, the revised date was proposed for Thursday 26<sup>th</sup> March (to ensure a selection of days are used) however, Ian spoke with Mrs Wilson before the minutes were finalised and this has had to change to Tuesday 24<sup>th</sup> March because year 5 are on a trip on the 26<sup>th</sup>).

Discussions took place regarding the current book club which is delivered to school for parents evenings. Tara has run this many a time and said that it is very popular and the school make a substantial profit from it but there is not a lot of space just in the school entrance and they often get used as a babysitting service, where parents would leave their child/ren whilst they attended their appointment with the teachers in the hall. It was suggested that the book stands move to the atrium, where the PTFA would be able to hold a pre-loved clothing stall as well. It would also be manned by PTFA staff, to ensure that parents etc didn't gain access to the KS1 and KS2 corridor doors as Tara raised concerns, again from a

previous time when it was held in there. A one-way system would need to be put in place as well to ensure the footfall, otherwise many bypass the atrium. Ian is to discuss this further with Mrs Wilson and then send out a parent mail with the relevant details.

Ian Freeman

## **15 AOB**

A query was raised about holding the Summer and Christmas Fairs at school on a Saturday and inviting the public to attend, like other schools do. There are obviously pros and cons to doing this as discussed within the committee so before a final decision can be made, Ian is going to look into the implications of this and speak with Mrs Wilson and Engie regarding the practicalities.

Ian Freeman

## **16 Date of the Next Meeting – Wednesday 11<sup>th</sup> March 2020 at 17:00**

With no more business to discuss, Ian thanked everyone for attending and the date for the next meeting was agreed for Wednesday 11<sup>th</sup> March 2020 at 17:00, pending Mrs Wilson's approval.