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| **Meeting Date:** | **Meeting Time:** | **Meeting Venue:** |
| Tuesday 13th September 2016 | 7:30pm | Walmley Social Club |
| **Attendees** | | |
| **ELECTED** | |  |
| **Officer Members:** | **Ordinary Members:** | **Volunteer Members:** |
| Rebecca Riddell  Michelle Dolphin  Lisa Greenway | Jo Thuys  Kirsty Cullen | Deborah Wilkinson  Clare Hale  Sonia Singleton  Keara Causer  Lee Causer |
| **Apologies** | | |
| **Officer Members:** | **Ordinary Members:** | **Volunteer Members:** |
| Natalie Lockrey | Racheal Smith |  |
| **Guests** | | |
| None | | |

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| **AGENDA ITEMS** | |
| **Apologies** | Natalie Lockrey, Racheal Smith |
| **Welcome and Introduction** | Everyone introduced themselves and gave an overview of their roles within the PTFA and their children and school year groups to the new Nursery Parents. |
| **Minutes from previous meetings** | May, June, July minutes previously circulated-agreed and signed off. |
| **Review of O/S Action Points** | AP142 Bex has got Karen Taylor (previous Treasurer to agree on content) and sign document allowing us to register to change details.  AP 146 Notice Board, consensus to purchase previously agreed (£491.47), Michelle tasked to purchase and arrange installation, on-going  AP 183 Electronic Payment Options – Dave Rooney not present, on-going  AP 214 Film Night Banner – artwork completed by Bex, forwarded on to Michelle for item to be made.  AP219 DBS check for Dave Rooney, not present, on-going  AP220 Yr. 6 Pop Up Leavers Banners. Used at this year’s events, great success, currently being looked after by Mrs Cullen – closed. |
| **Review of Bank A/C** | Available funds £11,400 |
| **Recent Events Review** | |
| **Summer Disco:** | Dave Rooney not present at the meeting, review not completed. |
| **Future Events Update** | |
| **Summer Fayre:**  **Thursday 29th Sept** | Committee confirmed on track.  Asked Mrs Cullen if possible to hold Water Fight in dedicated area of school grounds, children to bring their own water pistols and own water supply. Also asked if we could utilise soft play equipment. Agreed Yes.  Advised that as we are not charging entrance fee, parents/children will not be asked to leave the playground. Therefore essential that all volunteers/staff who are helping arrive at their nominated stalls/games etc. ASAP after 3:30pm. |
| **Nursery Welcome Party**  **Friday 14th October** | Michelle confirmed Fool Monty booked for event. Good reviews from previous school event.  This year offering all-inclusive ticket, that will include squash, popcorn and freddo chocolate bar. Tea / coffee for adult.  Reminder to Mrs Cullen, that Senior member of management required to fulfil Welcome Speech to parents & children. |
| **AGM 8th November** | To be held in Children’s Centre, 20 people (estimate) required to attend meeting in order to meet the quorum. Everyone encouraged to bring along a friend or family member to boost numbers. |
| **Quiz Night 18th November** | Sam & Ness Isley organising. Comic Relief Day! |
| **Christmas Disco**  **2nd December** | Disco and Fayre dates swapped in order to facilitate Father Christmas’s Grotto. |
| **Grotto**  **Monday 5th December** | Lisa Middleton has offered to take on the “organising” of this event. |
| **Correspondence Received** | Thank-you letter from Nursery for their Special Fun Day funded by PTFA when the Fool Monty visited them for a morning of fun. |
| **Funding Requests** | Request from school to ask if we are willing to pay for whole-of-school (R – Yr6) pantomime tickets for Christmas performance, approx. £10 per ticket. Parents to pay for coach transfer to Lichfield. All those present asked to vote, consensus from Elected and Ordinary Members. Passed. School will require additional adult volunteers. Mrs Cullen will advise number of adults required by year group. PTFA to nominate individuals to participate. |
| **Any Other Business** | |
| **Summer Ball** | Kira would like to introduce a new theme to the SB, casino night. Before pursuing wanted to check that school would have no objections to gambling. Mrs Cullen couldn’t see why school would interfere as event held off-site but would bring to Mrs Luckett’s attention. |
| **Pantomime** | Consensus by those present to fund a ticket for Whole Of School (separate event to be scheduled later in the year for Busy Berries and Nursery). Parents pay for transport (coaches). Mrs Cullen confirmed that school will be shortly sending out volunteer numbers required to chaperone the children, PTFA volunteers will be able to go with the Year group of their children. |

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| **NEW ACTIONS / FUNDRAISING /SUGGESTIONS** | | |
| AP222 | Lisa / Deborah | To investigate and report back to committee on best possible price of approx. 480 Cadbury selection boxes. Previously purchased for 70-80 pence each. Agreed that we should include Busy Berries. |
| AP223 | Mrs Cullen | To confirm number of PTFA volunteers required by year group to accompany children to Christmas Panto. |
| AP224 | Mrs Cullen | To confirm that school have no objections to offering a casino themed night at Summer Ball. |

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| **NEXT MEETING** | | |
| **MEETING DATE:** | **MEETING TIME:** | **MEETING VENUE:** |
| AGM Tuesday 8th November | 7:30pm | Children’s Centre |