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| **Meeting Date:** | **Meeting Time:** | **Meeting Venue:** |
| Tuesday 13th March 2018 | 7:30pm | Walmley Social Club |
| **Attendees** | | |
| **ELECTED** | |  |
| **Officer Members:** | **Ordinary Members:** | **Volunteer Members:** |
| Rebecca Riddell  Jessica Harewood  Lisa Greenway | Claire Beardsley  Miss Pullen  Dave Rooney | Claire Hale  Miss Hitchens |
| **Apologies** | | |
| **Officer Members:** | **Ordinary Members:** | **Volunteer Members:** |
|  | Emily Earley | Deborah Wilkinson |
| **Guests** | | |
| Sue & Jack Warburton Stephen & Connor Kuhn (Yr6 Rotary Award) | | |

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| **AGENDA ITEMS** | |
| **Apologies** | Apologies received and noted above.  Noted that as per our constitution, it is essential that all Elected Members \* send apologies for each meeting they are unable to attend. 3 absences that are not covered by an apology automatically results in that person being de-selected from the position that they hold.  ***Elected Members***  **Officer:** Bex, Jessica, Lisa  **Ordinary**: Miss Pullen, Dave, Rachel, Claire & Emily |
| **Welcome and Introduction** | Everyone introduced themselves to Jack, Connor and their parents and then gave an overview of their roles within the PTFA and their children and school year groups. |
| **Minutes from previous meetings** | January minutes agreed and signed off. |
| **Review of O/S Action Points** | |  |  |  |  | | --- | --- | --- | --- | | AP142 | ***Gift Aid - HMRC***  HMRC paperwork handed over to Lisa to claim the Gift Aid donations. | Lisa | On-going  Mar-18 | | AP146 | ***Noticeboard – header to be updated.***  Michelle confirmed header completed, date to swap out “old” for “new” agreed and completed. | Michelle | Completed Mar-18 | | AP259 | ***New Fundraising Ideas – Penny War***  Mar-18 Miss Pullen advised that the Senior Leadership Team hadn't provided any specific feedback on this fundraising activity but the consensus was that parents had been inundated with "requests" for donations or money and given this was reluctant to agree to any additional requests at this time. Bex provided an update on the Pan PTFA meeting where one school raised £800 with the Penny Wall initiative generated over 1 month. | Bex / Miss Pullen | Up-date | | AP263 | **New Volunteers to take ownership of Santa’s Grotto event for December’18**.  Mar-18 parked to be addressed later in the school year. | Committee | On-going | | AP264 | **Safe Guarding Policy**  13/03/18 Miss Pullen advised that the recent decision to ask Staff to bring hamper donations from the classroom to the staffroom had worked well and had resolved Safe Guarding issue of un-checked DBS parent volunteers being around children. PTFA asked if this could also be followed for any future donations such as Mufty Day for Summer and Christmas Fayre? A discussion followed ref identifying a lead team of parent volunteers who could be DBS checked ahead of the events that would give greater flexibility for chaperoning non-DBS checked parents around school. The general understanding is that "volunteers" can be checked for free (no cost). CCPAS – 0303 0031111 Committee to confirm names and numbers of volunteers. ***AP264 Miss Pullen to confirm with SLT that happy to proceed with these requests*** | Miss Pullen | Update | | AP266 | Spring Fayre Primary date (Friday 15th June) and reserved date (Friday 22nd June)  Mar-18 School have advised that 22nd doesn't work as Year 6 away on residential, offered alternative date of Friday 6th July. PTFA unable to utilise the reserve date as 2 of the 3 sub-committee members are away. | Bex | Completed Mar-18 | | AP267 | **Need to secure a quieter area to hold the PTFA meeting within WSC.**  Mar-18 Lisa rang WSC and requested alternative location, however meeting place reserved in main room (as usual) but Line Dancing group not present so no conflict. Lisa to check prior to next meeting if main room being shared and if this is the case and we can't be accommodated elsewhere within the Club to consider moving meeting back into school***.*** | Lisa | Update | |
| **Review of Bank A/C** | Banked funds £8413.32  Profit generated from events this school year to-date £5269.28  Bex provided overview of the current and future commitments. |
| **Previous Event Review** | |
| **Film Night 26/01/18** | Profit £501.04  Feedback from Deborah Wilkinson (organiser)  Significant increase in numbers to 156  No issues on night, sign-out process (as per disco) worked well.  Noted that if in the future the numbers of children confirmed at this level, request to school to open year 3 n 4 shared area toilets. Disabled toilet in KS2 corridor not sufficient for volume of children.  Feedback from year 5 and 6 children, frustrated by the continual movement and general noise level of younger children, suggest splitting into 2 groups, felt that the film had been geared to younger children. |
| **Children’s Hampers**  **16/02/18** | Profit £261.  Recognition and thanks for the help of Miss Pullen and Miss Hitchens who had overcome last minute issues with hampers being adopted to reflect “gender neutral” children.  Feedback from Emily Earley and Claire Beadsley (organisers)  Substantially more donations from KS1, some donations dirty, in-complete (sent to charity shops). Discussion around KS2 children not having “toys” to donate. Staff bringing donations to staffroom worked well and speeded up wrapping. Thanks extended to all parent volunteers who helped from collecting boxes, wrapping boxes, sorting and packing donations.  Suggestion for smaller boxes and from Jessica Harewood that maybe next time PTFA could specify “interest” boxes. For example Gaming, Art, Craft, Chocolate, Teddies, Sweets, Books, Stationery, Transport toys, Jigsaws, Toy animals, Dinosaur’s, CBBC character toys, Macdonald toys etc. Donations from children from across school would be utilised and presented in assembly. Children could then choose which box they would like to purchase a raffle ticket for. |
| **Mother’s Day Hampers**  **09/03/18** | Profit £310.38  Feedback from Claire Hale  Despite “packing arrangements” being disrupted by snow and closure of school everything turned out well. Smaller boxes worked well (provided by Claire’s husband) Multiple boxes in the lower part of school (Nursery x4)  Thanks extended to all parent volunteers who helped from collecting boxes, wrapping boxes, sorting and packing donations.  Discussion around changing flyers so that children are aware that they can purchase more than one ticket. Teachers confirmed that they facilitated this by recording how many £1’s received per child and ensuring that they had the equivalent chances of winning. ***AP268*** ***Bex to update the Father’s Day Hamper flyers.***  ***Whilst depositing cash from the disco, Claire Hale was advised by Lloyds bank staff that Deferred Checking Deposit Bags are available which can be used as an alternative to standing in the queue and counting out cash. AP269 Claire to get a supply of bags for PTFA to use.*** |
| **Ready Steady Cook**  **09/03/18** | Profit £344.20  Increase in numbers from last year from 26 to 32.  32 nearing optimum number for size of location (children’s centre).  Lisa M introduced a raffle (3 prizes) that generated additional £70.00 (included in profit)  Great Night, good atmosphere - superb demonstration. |
| **Future Events Update** | |
| **Spring Disco**  **16/03/18** | Dave gave an update on current numbers.  225 ticket requests in total 103 KS1 (down 35), 122 KS2 (down 15). Lower numbers generally for this disco than the Christmas and Summer however noted that bad weather, sickness and alternative events may have all contributed to reduced numbers. Dave believes that the impact of 50 children less will reduce profit by approx. £300. Agreed that lowest numbers in KS1 particularly reception, request to have a text go out to the parents of Reception children giving them opportunity to complete documentation and pay on the door.  ***AP270 Miss Pullen to request text to specific group of parents – Reception.*** |
| **Easter Colouring Competition**  **29/03/18** | Bex confirmed that competition sheets had been printed and were in school ready for distribution. Prize Eggs went into school 13/03/18 for promotion in KS1/KS2 assemblies. |
| **Easter Bookmarks & Chocolate Gifts**  **29/03/18** | Bex confirmed that Claire Arrowsmith has purchased chocolate lollies and Easter Bookmarks.  Thanks extended to Claire for taking on this task. |
| **Spring Quiz**  **11/05/18** | Request from Sam for the ticket requests to go out early as possible. Confirmed that ticket price would increase by 50p to £8.00 per person. Sourcing alternative food supplier. Banner to be updated to reflect event date. ***AP271 Michelle Dolphin to obtain date patch***.  Discussion as to why school no longer have a staff presence at this event. Hoping that Miss Pullen and Miss Hitchen can get a team together. |
| **Summer Fayre**  **15/06/18** | Update that the reserve date of 6th July offered by school has been rejected by PTFA. 2 out of 3 organisers are on holiday and not available to deliver the event. Discussion around the changes to the School Grounds and the impact on the current format of Summer Fayre being predominately “inflatables”. Bex confirmed that committee desperate for new parent volunteers to come forward to take on “organisers” roles. Without additional “organisational” support the SF will not go ahead this year. Bex explained that we were attending a Pan-PTFA network event on the 14/03/18 and we were hoping to pick up some new ideas on format and how to get volunteers on board. Agreed that following the Pan PTFA meeting we would create an A5 flyer to go out to KS1 parents asking them to come along to a specific SF meeting. ***AP272 Bex to send SLT a proposal for new format of Summer Fayre.*** |
| **Comedy Night**  **29/06/18** | Save the Date gone out via the FB groups and PTFA newsletter. Parent Organisers had decided to adopt the format used by other local primary schools. Using Comedy Junction, tickets to be priced at £12 per person. |
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| **Correspondence Received** | None received |
| **Funding Requests** | Request from Nursery Staff to confirm that £250.00 still available to enable Nursery to hold an event as alternative to Christmas Pantomime. Bex confirmed money ring fenced for Nursery.  Feedback from Pan PTFA network event that some schools have offered each teacher £50.00 at the start of school year for class to decide how to spend it. Discussion with Miss Pullen and Miss Hitchin that in the Early years this wouldn’t be sufficient. The offer is being made to promote to ALL staff that we are willing to consider any fundraising requests, which teachers can request directly to the PTFA.  ***AP273 Miss Pullen to establish thoughts from teacher’s through-out the school.*** |
| **Any Other Business** | |
| **PTFA Information Sharing Evening** | Bex shared some of the best fundraising ideas used by other PTFA‘s that were discussed at the Pan PTFA networking group. Smartie tubes, selling drinks to parents at sports day, tip-top shop Fridays during Summer months and utilising a programme to enable tickets to be purchased on line via pay-pal. |
| **Leander Oldbury** | Shadow Secretary has resigned. No explanation given. Sorry to hear that she is unable to support the role but totally respect her decision to stand down. |
| **Yr6 Coach Paperwork** | Year 6 will shortly be receiving relevant paperwork giving details of Yr. 6 meal at Lea Marston. PTFA need to update out own paperwork for coach and send out at the same time as school paperwork.  ***AP274 Bex to establish with school deadline date.*** |

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| **NEW ACTIONS** | | |
| AP268 | Bex | Father’s Day Hampers Paperwork |
| AP269 | Claire Hale | Deferred Checking Cash Deposit bags to be picked up from Lloyds Bank |
| AP270 | Miss Pullen | Text Reception Parents offering Disco Tickets to be purchased on the door |
| AP271 | Michelle Dolphin | Date of Quiz to be updated on Banner |
| AP272 | Bex | Send new proposal for Summer Fayre format to SLT. |
| AP273 | Miss Pullen | £50 donation to each Class Teacher |
| AP274 | Bex | Yr6 leavers Coach Paperwork |

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| **NEXT MEETING** | | |
| **MEETING DATE:** | **MEETING TIME:** | **MEETING VENUE:** |
| Tuesday 24th April | 7:30pm | Walmley Social Club |