

# FRIENDS OF THE DEANERY

Deanery CE Primary School  
14 Fox Hollies Road, Sutton Coldfield, B76 2RD

## Meeting Minutes

<b>Meeting Date &amp; Time</b>	11 June 2019	<b>Meeting Location</b>	Walmley Club, Deanery School
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## Attendees & Apologies

	Elected	Ordinary	Apologies
Attendees	Rebecca Riddell Keara Causer Claire Arrowsmith Mark Green Claire Hale Dave Rooney	Emma Taylor Beth Mason Vicky Hawker Nerone Clarke	Mrs Cullen Rachel Flinders Ash Nandra Ashvir Nandra Sarah Paxton Nicola Carter Melanie Crane Sam Isley Victoria Linney Christine Lowey

## Minutes

### 1. Welcome, Introductions and Apologies.

Apologies were noted as above.

### 2. Review of previous minutes.

Minutes from the previous meeting were agreed and signed off.

### 3. Action Point Review.

The following action points were closed:

290/307 – PTFA Newsletter was issued and included information about advertising on PTA Events.

295 – Knit and Natter - PTFA have been unable to find a volunteer to lead this event.

308 - Ice pops for sports day have been delivered to school.

The following action points remain ongoing:

298 – School are in discussions with the SLT regarding the use of the microphones at assembly. This was raised again at the meeting as parents still unable to hear at assembly and school not using the microphones. This is to be chased again by Bex as parents asking for this and still not in place.

300 – Funding Central - Claire explained that the opportunities generally want a project for the grants. Agreed that Claire would explore for support towards the £10,000 MUGA contribution that the PTFA have committed too.

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309 – Communications Channel– Bex identified that she feels the communications should remain on whatsapp so as not to alienate someone from taking over the chair role. Most people are familiar with this form of communication. .

## 4. Financial position

Current bank balance £7,859.34

YTD Profit from events - £6,655.52 – We require £4,490 to hit this year's target.

## 5. Recent Events Review

**Comedy Night** – Great event with good feedback all round. The new venue did work well but parents have said they preferred the school venue for ease of transportation. The event made a profit of £601.74. It has been agreed that it will be rested for 2020 as it was felt that the adult events should be cycled to maintain parent interest..

## 6. Upcoming Events

**Father's Day** – The event is sold out and the team have plans in place and a follow up meeting for the final arrangements.

**Penny War** – 3<sup>rd</sup> June 2019 RR to run this event for the children starting after May half term. Nursery/KS1 will simply collect loose change and the highest amount raised wins and KS2 will follow the rules of the game. RR has trophies and there will be a prize for the winning class too. RR to send poster to KC for the notice board.

**Summer Disco** – 12<sup>th</sup> July 2019 – Dave Rooney will not be at this event so he is asking Chris to oversee proceedings with Claire Hale. All shopping to be done prior to event and delivered to Keara for storage. Bex and Keara to oversee sign out process. Bex requested that sign in team count the number of children in each class so that a headcount can be completed before parents are let into the building to collect..

**Ice Cream** – Ongoing – this is going very well and the ice creams are proving very popular this year over the ice pops. Getting good feedback from children and parents.

**DeaneryFest** - The date is set 29<sup>th</sup> June 2019. Licence completed and volunteer numbers almost at the minimum required. Event is 12-4pm as a family fun day, to include a drinks tent, food tent, IDJ, inflatables, stalls and, sports on the MUGA.

**Year 6 Leavers** – Melanie Crane has taken over this event and there is a team in place to deliver. Bex will liaise with the team closer to the time to run through the event plans.

## 7. Correspondence Received

No correspondence received.

## 8. Funding Requests

No funding requests received

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## 9. Any Other Business

**DBS checks** - Bex noted that Sam Isley and Rachel Flinders are still to complete their DBS checks with school. Numerous reminders have been issued.

**Nursery Welcome Party** - Vicky Hawker expressed an interest in shadowing Rachel to deliver this years' event with a view to taking it over moving forward. Bex added Vicky to the whatsapp group ready for next years event.

**Teddy Bear's Picnic** - PTFA have volunteered to provide the refreshments to this event this year to increase parental engagement. Team is in place.

**Sports Day Refreshments** - PTFA have requested to sell refreshments at sports day this year. Team is established in place and plans have been sent to school for authorisation. Discussed that we are unsure how many gazebos are functioning, Keara and Dave agreed to test these.

**AP 310 Dave and Keara to check PTFA gazebos**

**Year Planner** - Bex noted that the yearplanner had been submitted to school. Quiz date had been moved to 15 November, but otherwise all events are pencilled into the diary. Keara had issued meeting dates to Walmley Social Club for request for use of room.

**AP311 Keara to confirm CC available for PTFA meetings next year**

**Ring Fenced Funds** - At the end of each year, the PTFA committee review funds that they would like to ringfence for the year ahead. Previous ringfenced items were reviewed, alongside a note from Bex that we have advised school that we will issue the £10k contribution by the end of next year at the latest. A total of £1,800 was ringfenced for next year for the items agreed below:

Christmas Treat for Children	£400
Ice pops for sports day	£50
Y6 leavers books, coach, DJ	£1,150
Y6 enterprise activity	£200

**PTFA Subscription** - Dave questioned whether we could set up a PTFA donation system similar to the school fund. Discussed that there is a donation option on the PTA events website. Agreed to review this at the start of next year as we currently have a lot of PTA events and requests ongoing.

**AP312 PTFA subscription to be discussed at September PTFA meeting**

**Next Meeting: 10<sup>th</sup> September, 7:30pm – Walmley Social Club**