

# FRIENDS OF THE DEANERY

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

## Meeting Minutes

<b>Meeting Date &amp; Time</b>	16th January 2024, 7:30pm	<b>Meeting Location</b>	School staffroom
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## Attendees & Apologies

	Elected	Ordinary	Guests
Attendees	Adam Suter Mark Green Claire Hale Dave Rooney Victoria Linney Cathryn Hewitt Alison Hughes Katie Swann Jenny Wood Ben Sharman Thom Peckett	Louise Potter Keara Causer	
Apologies	Sarah Paxton Baldeep Mangat Gemma Knight		

## Minutes

### 1. Welcome, Introductions and Apologies.

Adam welcomed everyone to the meeting, everyone introduced themselves. Apologies as above.

### 2. Review of previous minutes.

Minutes from the previous meeting were agreed and signed off.

### 3. Action Point Review.

There were no outstanding Action Points at the time of the meeting.

### 4. Financial position

#### **Current Balance £ 5,511.04**

Ringfenced Funds Outstanding £ 1,160.00

Unpresented Bankings £ -

Unpresented Expenditure £ -

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**Total £ 4,351.04**

**£ 1,500.00 Operating Float**

**£ 2,851.04 Available Funds**

**Ringfenced funds for the school year**

**Panto - £1,291.85 - Paid**

**Christmas Gifts to children - £489.49 - Paid**

**Y6 Leaver books - £600 Y6 DJ - £160**

**Y6 Photobooth - £200**

**Y6 Enterprise - £200**

**Total - £2,941.34**

**Outstanding - £1,160**

**Anticipated school playground donation YE 2024 - £10,000.**

## **5. Recent Events Review**

**September 22nd – Coffee Morning & Uniform Sales** - Claire shared that the September Coffee Morning went well. About 20-30 people attended and £100 was raised plus some pre-loved uniform was sold during the morning. This was also a good opportunity to raise awareness of the PTFA pre-loved uniform and share current stock.

Next Coffee Morning - Friday 19th January - Claire asked the Committee to share the date with their year groups and encourage people to attend.

**Pre-Loved Uniform** - This continues to be popular. Claire shared that any new stock donated gets listed on the Facebook page managed by Victoria Linney and Kate Newsome and often resold very quickly. Parents pay either with cash, via the Sum Up at school events or via Paypal. Most of the stock is currently stored in Claire's garage but this may need to change long term. The Logo items are most popular.

A discussion was had around donations of Nativity costumes and Christmas jumpers following a request from a parent. It was decided that donations of 'traditional nativity costume' items would be gratefully received and this would be shared with parents on the newsletter.

AP - Thom to request that info goes on school newsletter regarding donations of pre-loved uniform and nativity costumes.

**October 25th / 26th – Parents Evening Refreshments** - Claire and Victoria attended both parents to represent PTFA and provide refreshments and a pre-loved uniform stall. Claire noted that hot drinks were not popular but that several parents took interest in the uniform.

Next parents evening - Wednesday 7th and Thursday 8th February - Claire and Victoria to cover - Alison H also offered help if needed.

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AP - Claire and Victoria to set up pre-loved uniform stall at parents' evening. Have a few soft drinks available for parents to buy instead of hot drinks.

**December 8th – Christmas Disco** - Dave shared that the Christmas Disco had been another successful event with a record profit of £1933.50). It was noted that most sales were made at the KS2 Disco and that more 'boy friendly' tattoos were needed.

Dave, Claire, Thom, Adam and Mark had had a post Disco review to assess volunteer numbers and their roles to ensure a greater number of DBS checked PTFA Members and staff were present. It was noted that the KS1 Disco was very busy with Reception parents attending with their children, this will be changed moving forward and School will ensure children in Reception classes are familiar with the Disco areas prior to the event..

AP - Disco Committee to action changes noted in post Disco review.

AP - Claire to send email to parents requesting craft items for the next Disco.

**Santa's Grotto and Book Gifts** - Santa's visit to the playground on the sleigh was very well received by the children. KS1 children then visited Santa in his Grotto in school and Santa visited each KS2 classroom to deliver gifts donated by the PTFA. This year, the children received books instead of chocolate, with mixed responses to the books. It was felt that the books were pitched a bit too young for some of the older children, this will be reviewed again later in the year.

**Panot Visit to School** - A visiting Panto company performed at school and the children also enjoyed popcorn and raisins whilst watching. This was fully funded by the PTFA based on ring fenced funds. It was felt that KS1 enjoyed the performance more overall and that some in KS2 couldn't hear due to the rustling popcorn bags.

**December 21st – Y3 Carols by Torchlight** - Adam, Mark and Alison supported this event, selling hot drinks, mince pies and cakes. The weather had proven a challenge and it was noted that an extra person would be beneficial, especially at the beginning of the evening.

## 6. Upcoming events update

**Coffee morning Friday 19th January 9am Foxes** - Claire and a team of helpers to set up this event..

**Penny Races Monday 26th February for 4 weeks** - This will be renamed Change Challenge but will continue with the same format as previous years.

AP - Claire to update paperwork for Change Challenge and ask school to email out to parents.

**Easter Disco Friday 15th March - looking for the next group of organisers to begin shadowing David and Claire this year** - Victoria and Jenny have begun shadowing Claire. Alison shared an interest in shadowing Dave.

AP - Dave and Claire to arrange a meeting with Alison and Victoria to share the planner.

**Beer and Band Night - TBC** - Keara put forward the idea of a 'Beer and Band' night to be held at a venue out of school. This will hopefully include live music from Thom's Band with drinks and snacks available to buy on the night.

AP - Keara to investigate possible venues for this event and establish a team of helpers to organise it.

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**7. Correspondence received** - Concerns raised at Christmas Disco re: conversations between volunteers and helpers. Addressed and closed.

**8. Funding requests**

Thom shared a request from Mrs Griffiths regarding a refurbishment of the BT room to a Sensory room. Adam asked if Thom could find out further details to see if this is something the PTFA could support.

Thom also shared a request from Mrs Sadler regarding a possible trip to Coventry Belgrade Panto for Christmas 2024. This was well received by the Committee who are very keen to support this if possible.

**9. Any other business**

**Next meeting: Tuesday 5th March 2024**

N/A		