
FRIENDS OF THE DEANERY

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

Meeting Minutes

Meeting Date & Time	14 January 2020	Meeting Location	Walmley Club, Deanery School
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Attendees & Apologies

	Elected	Ordinary	Guests
Attendees	Rebecca Riddell Keara Causer Victoria Linney Sarah Paxton Mark Green Claire Hale Beth Mason	Melanie Crane Jenny Wood	Y6 children & parents towards rotary award.
Apologies	Dave Rooney Kirsty Cullen Emma Taylor Sam Isley Victoria Hawker Chris Williams Helen Williams Christine Lowey		

Minutes

1. Welcome, Introductions and Apologies.

All present introduced themselves for the children and parents present.

2. Review of previous minutes.

Minutes from the previous meeting (10 September 2019) were agreed and signed off.

3. Action Point Review.

298 – Open – Microphones being used in assembly. We have agreed to leave this open and follow up with school to ensure continued used across KS1 and KS2. Parents are very grateful for the microphones being used and feedback that this really helps to enhance the assembly.

300 – Closed - Exploring a funding opportunity – closed for now until we have a specific funding request from school.

315 – Closed – Gazebos and Shed to be sorted out. This has been done but we now have asked Deanery Fest team to look at sourcing some new Gazebos.

318 – Open – Table Top Sale – awaiting a date from school to confirm this event and progress.

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4. Financial position

It was noted that recent events have raised a good amount, and the financial review (as at 21/20/2020) is below.

<u>Current Balance</u>	<u>£ 3,200.62</u>	
Ringfenced Funds Outstanding	£ 840.00	
Unpresented Bankings	£ -	
Unpresented Expenditure	£ -	
<u>Total</u>	<u>£ 2,360.62</u>	£ 1,500.00 Operating Float
		£ 860.62 Available Funds
<u>2019-20</u>		
Event Profits	£ 5,346.56	
Expenses & Insurance	£ (221.57)	
Donations to School	£ (16,080.63)	
Donations to Charity	£ -	
<u>Net Increase / Decrease for year</u>	<u>£ (10,925.83)</u>	10722.35

5. Recent Events Review

- **Coffee Morning** – Reception and Nursery welcome coffee mornings, attendance was good for Reception but not quite as many at the Nursery. May look to combine these next year as just one coffee morning in September. A date is now being arranged with school for a coffee morning for this half term.
- **Nursery Welcome Party** – it was noted again that there are a lot of older siblings attending and they are not necessarily engaged with the entertainment so can be slightly disruptive. – The event is being taken over by Vicky Hawker from next year, discussed that an afternoon event may be better since siblings would be in school, children full time in nursery could possibly attend with staff.
AP319 MRS CULLEN feedback from school as to whether an afternoon nursery welcome party could be a consideration.
- **Quiz** – best ever attendance, record breaking profit for the event which received great feedback. Special thanks to the quiz masters who did a great job.
- **Disco** – DJ on point, very profitable event (record breaking) though attendance was considerably lower than usual. The PTA events ticket sales works very well. Going forward need to look at options for revamping the disco and encouraging Yr6 boys back. Suggestions for going forward. We considered a VIP area for Yr 6, table top games like football etc
- **Santas Grotto** – Fab event that the children all enjoyed profit of £273. Going forward for next year we need to focus on the pre-event admin and only have online ticket sales with a clear flyer. Any offline ticket sales will be managed by the office only and only in extenuating circumstances. We will also consider a new style gift from the PTFA that is potentially more environmentally friendly following a complaint received from a parent.
- **Christmas Fayre** – overall it was a great success, raising a fabulous amount and very much enjoyed by all. The Elfridges is a great idea but needs to revamp for next year to make it more manageable. The profit for the

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event was of circa £2500. The lack of parent support for helping with the event was disappointing. It was a small team who pulled it all together and we really need much more pre-event help from parents. The Yr 6 enterprise raised over £700 profit, this is absolutely fantastic and the PTFA are extremely grateful to the children. They should be very proud of their achievement.

- **AGM** – The AGM took place and the new committee formed. We work really hard to run the PTFA and it was requested to be noted how disappointing that not a single parent outside of the regular PTFA supporters attended this meeting.
- **Yr 3 Carols by Torchlight** – made £60 on refreshments and it was a lovely event to support.

6. Upcoming Events

- **5p Challenge** – This is currently still ongoing but will end this week and the funds to be banked.
- **Coffee Morning** - Potentially looking at Friday 7th Feb in Foxes – date to be confirmed and Claire Hale to organise.
- **Children's Raffle** 7th Feb – All paperwork ready to be printed and ready to be distributed. School are organising the logistics of the raffle on the day. We have a fabulous array of prizes this year for the children to choose from and thanks was passed to the team who have been working hard to organise this.
- **Mothers Day Afternoon Tea** 19th/20th March- Noted that event lead is Beth Mason. Following complaints last year we agreed we would review whether further dates were available if we could get enough parent support. **AP320 MRS CULLEN** confirm whether 17/18 March are available as additional Mother's Day events.
- **Silver Smarties** 2nd/3rd April – Melanie Crane taking over this event and will get help with the stickers for the tubes.
- **Spring Disco** – It had been noted that the date currently in the diary for Spring disco is no longer convenient for the PTFA as a number of the committee are unable to attend. **AP321 MRS CULLEN** confirm whether suggested date change for Spring Disco of 13th March is agreed.
 - requested new date from school of 13th March so that it doesn't clash with another event.
- **Fashion Night** – Event being run as a collaboration of PTFA and Acacia and tickets will be sold via PTA events and paper based where needed. The event is for parents and friends. We will consider the layout of the hall to make it a more engaging event.
- **Summer Ball – 27th June** - Only sold 25 tickets so far so we need a big push. There will be an auction on the night to raise extra funds. Social media push on this and encouragement to buy tickets to ensure the event can go ahead.
- **Deanery Festival** – 4th July – Mark to have made some progression for next meeting – especially need to reserve the inflatables and a DJ.

7. Correspondence Received

Complaint received from a parent – dated 7th December regarding the use of plastic in the Christmas gifts from the PTFA. Whilst this concern was appreciated, it was noted that it is something that is reviewed at each occasion and was considered alongside cost. A reply has been issued. As always we welcome parents to attend meetings to offer suggestions for improvements we can make and support us in developing events.

8. Funding Requests

No funding requests received. It was noted that the PTFA would appreciate some small projects to work towards.

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Any Other Business

The meeting was opened for any other business or questions to be raised.

AP322	Claire	Organise the removal of gazebo rubbish from PTFA shed area
AP323	Mrs Cullen	Outside lighting and path by the sheds and the uneven slabs repaired as there have been a couple of falls post events in the dark.
AP324	Victoria	To purchase 300 reusable cups for the disco.

Next Meeting: 7:30pm – Walmley Social Club, 3rd March.