

## Minutes of PTFA Meeting – Thursday 28<sup>th</sup> February 2013

Present - Beccy Adlard, Fiona Harris, Brahim Herbane, David Burgess, Aletta Moyse, Liz Orton, Lucie Boulter, Sophie Braybrooke, Andrew Ife, Annette Jones

1. Apologies - Lynda Bloomer, Emily Craft, Vikki Antill, Bec Hames, Jackie Woodhouse, Rachel Haines
2. The meeting agreed on the minutes of AGM meeting 17.1.13.
3. Treasurer's report - Beccy confirmed to the meeting with regard to Lynda's personal circumstances and the plan to cover her responsibilities over the next months. She is happy to help arrange floats and do banking but unable to attend events. The meeting confirmed that they would arrange a card and gift - Fiona to action. Treasurers Report handed around the meeting and discussed. (attached)
4. Children's Disco review – Sophie/Lucie. The profit for this event was £976.43 making this a huge success. Thanks to Sophie for yet again being a brilliant DJ. Improvements for next year - Paper copy of letter to go to all children as believe this was the reason for the slow take up on tickets. Agreed that a specific letter would be designed for FS2 so that they were fully aware of the evening and what it involves.
5. Rollerskating event update – Becky H - Becky not at meeting - update next time
6. Spring Fayre planning- Annette - layout of hall has been reorganised - 28 tables now in hall. Idea for refreshments and entertainment to be in the music and drama suite. It was felt that this area may be too small for this. Also idea to run a bingo game for the children. All of this allows a bit more room in the main room. Aletta commented that the stalls in the smaller hall complained last year as foot fall was greatly reduced. Suggestion that refreshments should be in the main hall due to kitchen facilities. Annette confirmed that they would look at the area with the tables in situ to decide on plan. Decision made that the main emphasis should be on the stalls and that we should not have any entertainment. We should concentrate on a craft provided for the children and on the stalls so as not to confuse people between this event and the main Autumn Fayre.
7. Easter Egg Hunt - 22<sup>nd</sup> March - Rachel Haines in charge of this. There are 11 year 6 children not at Kingswood who will be available to help.
8. Autumn Fayre Entertainment - Fiona confirmed that if we want entertainment then we need to book this well in advance. Suggestion for Take Two - Fionas choir - youth bands - brass bands - and a letter out to school to ask if anyone is involved in any groups who would like to perform. We also need to decide upon a theme for the Autumn Fayre - everyone to think on this and report

back. Date for Fayre has been set for Sat Sept 21<sup>st</sup> 2013.

9. Library plans - Aletta - meeting has been held with Mrs Sands - initial outlay of approx £2000 and upkeep of £530 per year. PTFA to fund this. Focus is to be on KS2 at the moment as this is achievable. Aletta proposed a scheme similar to Oxfam unwrapped scheme called Library Open Book Project which the parents can donate to. They would be provided with a list of items which the library needs (some taken from the childrens own suggestions) and they can pay for any of those items and a card will be sent to the person they nominate informing them of the item that has been bought as an alternative to a gift for them and how it helps the school. Aletta also proposed to the meeting a 'Books for Birthday' gift scheme whereby parents are able to buy books from a list for the library and present it to the school on their child's birthday. A sticker would be placed in the book with the child's name and birthday on. The meeting agreed this scheme was worth developing. David confirmed that he would be able to set up some kind of payment for the book giving scheme through the PTFA website. Aletta also informed the meeting that one of the parents, Tom Brown has also agreed that he would paint a mural on one of the walls.

The Library project will be being discussed by the Governors on 12<sup>th</sup> March, and they will be deciding upon whether a librarian can be funded. Miss Richards to also be involved as she is literacy co-ordinator. Further meeting to be held as soon after the Governors have met as possible. Thanks to Aletta for her hard work and input so far.

10. KS2 Playground update - delay on start date - now due to begin in Easter Holidays.
11. Musical Equipment update - Mrs Beaumont very thankful for music stands and percussion starter set. The order for this is on the way.

A further request from Mrs Beaumont was considered in relation to the Sing Up programme which costs £195 for a further year. Information about this scheme was handed to the meeting. The meeting agreed this request.

Mrs Beaumont has put in a further request for a stand for the school's snare drum as this is currently unusable. There are 3 children learning this instrument in the school. The cost will be £50. This was agreed.

12. FS2 parents - informal meeting to share PTFA work - Fiona and Beccy have organised on Wednesday 13<sup>th</sup> March after school to have coffee and tea and squash and encourage FS2 parents to become involved with the PTFA.
13. Date of next meeting - **Tuesday 16<sup>th</sup> April 7pm**