

PTFA Meeting 8<sup>th</sup> March 2012 7pm in the staff room

Present - Beccy Adlard, Fiona Harris, Liz Orton, Lynda Bloomer, Brahim Herbane, Rachel Haines, Mary Cufflin, Bec Hames, Sophie Braybrooke, Alan Percival, David Burgess, Andrew Marshall, Vikkii Antill

1 - Apologies - Emily Major, Andrew Ife, Helena Hunt, Nicole Smirk

2 - Minutes agreed from meeting of 19/1/12 - Alan Percival to be provided with written minutes next time as no access to email.

3 - Roller Disco Review - profits £592.49 - problems with organisation by Parklands - main problem was not being able to get into hall beforehand. Suggestion to stagger the start times next time and to make sure we have sufficient time to prepare in the hall.

4 - Children's Disco Review - all went well - profit £982.75. Suggestion that we do some more traditional songs for the younger age group which they may know as they did not know the more recent ones.

5 - Treasurers report

-Accounts and Returns to charity commission - have been submitted late in the last few years. Accounts for last year have been submitted before the deadline. Lynda has prepared the accounts for the years that were previously missing.

-Trustees and constitution - trustees are the positions voted in at the AGM plus Sophie and Andrew Marshall. Constitution confirms that we only have to have one meeting a term.

-Access to old PTFA email account - this is still on our website and the one which the charity commission were using so this has been changed with them - Lynda has arranged for any charity commission emails to come to her - David to arrange for old emails from old email account to be forwarded to new one. David to action.

-Permission to set up on-line banking - Lynda wishes to set up online banking which the signatories on the account will need to authorise.

-Current funds position - in the bank - £5731.90 available to allocate

6 - BebeVox - 16th March - PTFA to do refreshments - 120-150 kids plus adult helpers - Helpers - Rachel Haines, Vikkii Antill, Jackie Woodhouse, Sophie Braybrooke, and Fiona Harris, - Rachel Haines and Mary Cufflin to organise and obtain refreshments - some glo-sticks left which will be available for sale. Money raised will be for PTFA funds.

7 - Spring Fayre - Sat 28<sup>th</sup> April 2012 10-2pm - committee has met - will be a uniform and bike sale to be held as well - either by donation - or 20% of proceeds to go to PTFA. More entertainment and activities for the kids. Will incorporate some of the Autumn Fayre games - have ordered Little Red Bus and bouncy castles and slide. 24/35 tables have been booked with good variety of products. Sophie knows of a few more and they will be directed to Vikkii. Advertising has been done via radio and internet. Cheerleaders are going to do a show as well as Tae-kwon do group. Will be BBQ - sausages and hamburgers. Infants to be approached to do cakes. Uniform to be donated. Banners and flyers have been obtained from Vista print. Volunteers required for refreshments, crafts, and games - Year group reps to try and get 5 volunteers per year group.

8 - Easter Hunt - Fri 30<sup>th</sup> March - trying to change the method this year to more of a treasure hunt. Rachel has this in hand. Isaac will be helping her. Volunteers - will need 3 people to help.

9 - Cake Sale Date - Emily suggested Mon 2<sup>nd</sup> July for cake sale. Agreed.

10 - Diamond Jubilee - Andrew Marshall suggested that we could do a whole school photograph - Mary Cufflin happy to look into this.

11 - Olympic Event - sports day will have an Olympic theme and therefore we could input into this with refreshments etc.

12 - Autumn Fayre - Date - September 22<sup>nd</sup> 2012 - Theme ideas - Jubilee Year

13 - School Uniform Sales - Viv was happy to facilitate sales through the office if an order form is sorted. Lynda happy to assist with this and will do a stock take before then. Nothing to be ordered except PE t-shirts, ties and book bags.

14 - Old PTFA website/ new website - David showed the meeting the new format for the website and there will be a link on the old website to take people to the new website. Notice to go on old website to confirm that it is currently being updated. A properly hosted website with our own domain name will cost £8 per month tied in for 12 months and then can move to a cheaper deal - a vote was taken - majority vote was to obtain our own domain name which David has already reserved.

Easy fundraising has 22 members out of the whole school so we need to continue to push this.

David has prepared a form for parents to complete to provide contact details - these will be handed out to year group reps for completion.

David has also prepared the guide to the PTFA as an A5 booklet which he will try and distribute in time for the next meeting. Should be ok to produce this within school.

15 - Sainsbury Active Kids 2012 Vouchers - PTFA usually deal with collecting and counting these - Rachel Haines happy to continue to do this. Notice to go in newsletter for this. Beccy to check if local Sainsburys will donate unclaimed ones to us.

16 - Spicerhaart Support - Vikkii to follow this up - potential sponsorship.

17 - Yellowmoon fundraiser - can register your school with this company - but will have to distribute catalogues on their behalf. Beccy will register for the minimum amount of catalogues which could be used for PTFA until we have checked with AM on the advertising side of things.

18 - Actions for year group representatives - to complete forms with parents details on as composed by David Burgess. 5 volunteers from each year group for Spring Fayre.

19 - Fundraising targets for parents to see progress - David has a barometer poster to use either on the website or printed off and put up around the school. Discussions to continue with Mick about a board for this to go up in the playground. Decision made to put what money has been spent on, on the board rather than a goal so people can see how much has been spent and what it has been spent on.

20 - AOB - Liz Orton thanked the PTFA on behalf of the school for the new KS1 playground area.

21 - Date of next meeting - May 10<sup>th</sup> 2012 7pm in the staff room.