

Minutes for PTFA meeting 4 June 2015

1. Apologies – Rachel Gaskell, Lucie Boulter, Deborah Smolinski, Lee Grosvenor, Annette Jones

Present – Rachel Young, Beccy Adlard, Brahim Herbane, Bec Sidgwick, Fiona Harris, Gretel Stonebridge, Karen Wenlock, Vaishali Gill, Sophie Braybrooke, Liz Orton, Bec Hames, Cath Brown, Lynda Bloomer, Emily Craft, Andrew Marshall, Jackie Woodhouse

2. Agreed on minutes of PTFA meeting 17 March 2015-06-14

3. Spring Craft Fayre Review

£1,500 was raised, slightly less than last year, due mainly to lower takings on indoor refreshments. We will need to look at different ways of boosting refreshment sales next year.

4. Treasurer's report

Linda went through the up to date accounts. Fiona will put a reminder in the newsletter to boost income through Easy Fundraising. Gretel suggested promoting Easy Fundraising at PTFA events with a named fundraising target.

The PTFA has supported the school with nearly £11,000 this year.

5. Compliance/Policies

Clearer guidelines are needed for what to do at events in relation to, for example, lost property, lost children, injuries. Lynda will do some desk research to look for standard policies. Brahim will check with David Burgess about risk assessments that David has undertaken previously. It was noted that historically, prior to events, a list was drawn up of parents who could provide medical support. A request needs to be put out to parents prior to the Autumn Fayre.

6. Easter Egg Hunt Review

Beccy thanked everyone who was involved in running the event.

7. New parents introduction days – rota

PTFA to run a stall at the new parents evening on 10 June, providing limited school uniform and PTFA fliers. Fliers will also be distributed at children's introductory sessions, week beginning 22 June. Beccy will circulate reminder of offers of help for the various sessions.

8. Requests for funding

Agreed £500 for support for Yr 2 to expand the range of books available, particularly for free readers. Karen Wenlock suggested that we could invite parents to donate books they have at home, using a specific list of titles and authors. It was agreed this was a good idea. Karen will put together a letter for parents. The school might also want to consider a book swap event.

The outdoor classroom work has been funded from the diocese, releasing the £2,500 previously committed from the PTFA.

Funding was agreed for;

- 4 x groups of 5 IPADS and cases for FS2 and KS1 = £4,200 (School to make up the difference to meet the total cost of £5,000)
- Forest schools funding – accessories, outdoor clothes etc = £1,700
- Playtime enhancement equipment = £400
- Outdoor enhancement KS1 = £400

Andrew Marshall will clarify the situation regarding the request for funding for music stands and equipment trolley. The PTFA has provided funding on a previous occasion for music stands but it is unclear if this has been spent.

Fiona will include information about PTFA funded items on the new parents' flier. Sophie asked that all staff and children are made aware of, and have involvement in, bringing requests to the PTFA

9. Summer cake sale

The cake sale will be on Mon 29 June. Cakes will be provided through whole school homework. Beccy will circulate a list of helpers.

10. Leaver's Evening – Refreshments

Leaver's Evening is Thursday 9 July. Beccy will circulate a list of helpers.

11. Autumn Fayre Planning

Next meeting will be at 8pm, Thursday 2 July at Fiona Harris's house, 31 Springfield Road.

12. Website development and upgrade

Thank you to Brahim for revamping the PTFA website. The adoption of an org.uk address has been parked for now as the consensus was that most people would access PTFA pages via the school website.

13. Funding and Sponsorship role development

Gretel introduced a sample letter that could be used to inform and encourage parents to enquire with employers about match funding. It was agreed that this should be forwarded to Mr Pibworth to look at and adapt as appropriate. The amended letter will be circulated to PTFA members.

14. Party in the Playground

Bec Hames kindly reminded us that we should have one! This will be on Wednesday 8 July. Bec will produce a poster and newsletter item and book the bouncy castles.

Date of next meeting

Thursday 10th September, 7pm.