



Minutes of the PTFA Meeting
held on Thursday 17th January 2013 at 7.00 pm

Present:

Helen Pursehouse; Helen Phillips; Scott Saunders; Sarah Parton; Michaela Kerr;
Mrs Simmons (Teaching Representative)

Apologies:

Angela Madge; Kerry Goodyear; Sally Youll; Zoe Platt; Jo Burton, Carolyn Griffiths

1. Matters Arising from Minutes / Last Term

The meeting was opened with a thank you to all PTFA volunteers for their efforts in the previous Term.

- (i) **Xmas Bingo Night** - a huge success, and a great family night out. The donations of chocolate from parents had been fantastic and provided all the prizes on the night. Left-over loose chocolates were distributed to the staff to give to children on the last day of term as token prizes. A chocolate hamper was also donated to Lady of Lourdes Church, Hednesford who kindly loaned the PTFA their Bingo machine for the night. (A copy of the feedback from the evening is attached).
- (ii) **Christmas Parties** were also very successful and were enjoyed by all children who attended on the night. Michaela mentioned that she would look to source an alternative DJ - as we've used the same one for a number of years, just to see what was available.

Discussions also took place to see if the organisation for the Early Years parties could be re-distributed e.g. party food to be ordered along with the usual school order etc, or whether the Reception teachers take over the running of the early year's parties, leaving PTFA to organise parties for the rest of the school.

A date for the Christmas Parties had been agreed with Mrs Walsh for **19th December 2013**.

- (iii) **German Market Shopping Trip** - was also enjoyed by all who attended.
- (iv) **Hoodies for Standon Bowers** - It was agreed that due to the cost of the Standon Bowers trip itself, it may be more appropriate to provide year and named hoodies for all Year 6 children at the end of the academic year. HP showed the samples provided by Uniform Plus and the artwork designs. The cost of a single hoodie is £10.80 or two colour contrast is £11.90. The price includes embroidered logo to the front and a choice of print for the back including the inclusion of all year group names (on the number 13). Nearer the time a letter will be prepared for parents telling them about the hoodies and giving them the opportunity to purchase for their child. There was some discussion about whether the PTFA should subsidise the cost of the hoodies – to be agreed at next meeting.

2. Bank Mandate Change

It was agreed for the present bank mandate to be updated to include the current signatories,

and also Helen Pursehouse (Chairperson) and Scott Saunders (Treasurer). This was to take place as soon as possible in order for Scott to be able to bank the money with ease.

4. Update from Treasurer

Scott confirmed that the PTFA at this stage, was able to donate £9,000 to the school from last year's fundraising efforts. All agreed it would be good to get some PR out of handing over the money to the school. Action: Scott will contact HSBC to ask if they will provide a giant cheque so that we can arrange a photograph Action: **Scott**. Helen Pursehouse will ask Sally Youll if she can do a press release **Action: Helen Pursehouse**

Scott mentioned that he was still waiting for a Statement of Account from Uniform Plus. **Action: Sarah Sprason** to chase

Action: Scott to forward all cheque books etc to the school bursar in order for the independent verification of accounts to take place within the timeframe required by the Charity Commission. Ideally this could be completed by end of February 2013.

5. Allocation of Last Year's Fundraising Efforts - Results of Parent Feedback

Helen Pursehouse provided feedback from the parent questionnaires which asked how parents would like to see the money raised from last year spent. A total of 34 questionnaires were received. This is the first year a questionnaire had been sent to parents asking for their views on this topic.

Following a discussion Mrs Simmons confirmed that the school had already invested in books for each year group. There was a debate on how the PTFA could fund each subject/school activity to reduce the costs to parents, however it was felt it may be more useful to utilise the money for one particular purpose rather than to divide it into subject areas this year.

The final agreement was for the £9,000 to be divided into two, and allocated as follows:

- £4,500 ICT equipment
- £4,500 playground equipment (this was to include playground storage for the equipment).

Both of these areas were fairly evenly split from the parent questionnaires.

6. Forthcoming Events

Art Project – 'Self-Portrait' Shopper Bags

It had been agreed with Mrs Walsh that each year group would produce a self-portrait shopper bag. Helen Phillips updated the meeting to state that she had ordered the art kit and that the layout boards would be needed to be completed in school time (they were originally going to be completed at home) as the finished picture drawn by each child would need to go on a design board. The project would need to be completed by the first week in February, for an 8th March delivery date to enable children are to go home with their bags in time for Mother's Day on 10th March. **Action: Helen** to liaise with school regarding instructions for staff to complete the designs with the children and layout the pictures on the layout boards. The unit price (short handles) is £4.50 plus Vat or £4.60 plus vat with long shoulder handles. It was suggested that £1.50 should be added on to the unit cost to allow for a small profit by PTFA.

Table Top Sale - Saturday 2nd February, 10 -12 noon

The table top sale is to be arranged, and for booking forms to be available at the office. Mrs Walsh was going to arrange to ensure the school was open for the time specified.

Helen Pursehouse, confirmed that she had spoken with Cannock Council and no licenses were required for this event. Volunteers would be needed for the event as we would aim to sell nearly new uniform and refreshments.

Pamper Night - Friday 8th February, 6:45 - 9pm

The KS1 hall has been booked for this event. Pupils from Stafford College are going to attend on the night to provide mini facials, mini manicures and an Indian Massage. Deb Matthews from the College needed to visit school in order to do a risk assessment - Michaela agreed to meet with Deb. **Action: MK**

Helen Phillips had also dropped letters to local salons in Heath Hayes to see if they were able to attend/provide a raffle prize. PTFA members are needed to spread the word and mention the Pamper Evening to anyone they know who might do Avon, Body Shop, Virgin Vie, Phoenix Cards, Candles etc. **Action: All**

Promotional material is to be distributed around school shortly.

Bag2School - Wednesday 13th February

The bags are due to be delivered to school next week and will need to be separated into each teachers folder for distribution.

As it has proven difficult for some parents to drop their bags off on the morning of the collection only, it was agreed with Mrs Walsh, for this term, bags could be dropped off and stored in the swimming pool area from Monday 11th February. Provided the PTFA had volunteers the pool area will be open before 9am on Monday and Tuesday and after 3:15 - 3:30pm. PTFA will be required to open and lock the pool area.

Bag2School will need to collect from both the main reception area and the pool.

Disney on Ice - 22nd February 2013

Another success! Sarah Parton confirmed that the trip to see Disney on Ice has been oversubscribed, but to avoid any disappointment Sarah was going to arrange to have additional seats. It was confirmed that the seats booked are good seats to have. Cheques need to be raised from the PTFA to pay the trip organising company. **Action: Scott.** Sarah said she expected a profit of approx £200.

PTA-UK Workshop - 27th February 2013, 6.45pm – 9pm, KS1 Hall

This is a workshop which will be held for the first time at Five Ways School. The workshops are run by PTA-UK who is the organisation who are able to provide advice and assistance to PTFA's throughout the UK. Last year, Helen Pursehouse, Helen Phillips, Scott Saunders and Kerry Goodyear all attended one in Rugeley and found it extremely useful.

Helen Phillips advised that the PTFA-UK would be contacting Mrs Walsh in order for her to send the invitation out to local schools for their PTFA's to attend this free event should they wish to do so. Anyone (parents and teachers are welcome to attend). In return for hosting the event PTA-UK will donate £50 to our fundraising efforts. **Action: HP** to circulate the invitation to PTFA member

Class/Group Photographs - 15th March 2013

Volunteers would be needed on the day to help the photographers and teachers.

One concern was raised regarding the way the children are arranged in small groups and then the main photograph is put together. It was requested if this could be changed slightly, so that the main photograph didn't look like a number of small photographs put together.

Book Fayre - 14th - 21st March 2013

Again volunteers will be needed for the Book Fayre to work alongside the teachers.

It was agreed not to introduce the book stamp saving scheme at this point in time.

It was agreed to use the £25 book vouchers donated by Travelling Books to purchase books that could be included in the book mark awards.

Easter Bingo - 22nd March 2013

It was agreed that following the success of the Christmas Bingo, an Easter Bingo would be held along the same lines, with an additional non-uniform day being utilised for requesting Easter themed chocolate donations. Discussions arose around which hall to use, but it was eventually agreed to use KS1 Hall as before. Mrs Walsh had agreed to confirm which day would be the allocated non-uniform day **Action: MW**

Easter Egg Hunt - 28th March 2013

It was agreed for the Easter Egg Hunt to continue as in previous years, as it has proven to be a successful and fun activity for the pupils of the school.

Family Quiz Night - 19th April 2013

It was felt that the PTFA may be able to encourage more families to attend if an event was held at an external venue locally and not at school, as it may have a more comfortable environment.

Sarah Parton has previously agreed to develop the Family Quiz Night and to be the Question Master.

Venues had been sourced and the cheapest local venue was the Constitutional Club in Heath Hayes. It was agreed for Helen Pursehouse to confirm this booking with them, the cost is £40.

Action: Helen Pursehouse

7. Any Other Business

Parent Questionnaire – was due to go out before Christmas but decided to hold it back as other things already scheduled to go out. **Action: Nell** to finalise Questionnaire and arrange for it to be emailed out to parents.

Teacher Reps – it had been agreed with Mrs Walsh that the following staff will be the PTFA 'champion' and main point of contact for PTFA communications on behalf of their year group(s) and a copy of newsletters, flyers etc should always be sent to them either directly via email or a hard copy left for them via the school office:

| | | | | |
|-------------|---|--------------|---|--------------------------------|
| Early Years | - | Mrs Sawyer | - | staff01@fiveways.staffs.sch.uk |
| KS1 | - | Mrs Fuller | - | staff11@fiveways.staffs.sch.uk |
| KS2 | - | Mrs Simmonds | - | staff21@fiveways.staffs.sch.uk |

8. Date of Next Meeting - Tuesday 12th March at 7.00pm in KS1 Staff Room.

NB. Please note that meetings in the next academic year going forward will be held on Tuesdays only due to the availability of someone to lock the school up.