

PTFA Minutes

Meeting on 10th November 2015

Present: Helen Phillips, Annette Read, Kirsty Guest, Hollie Horton, Kerrie Tranter, Nell Pursehouse, Mr Raftery (Staff Representative)

Helen Phillips welcomed everyone attending tonight's meeting

Updates/Items of importance in **BOLD**

1. **Apologies** – Neil Dalby, Sarah Edgar, Jo Burton, Claire Gleeson, Naomi, Michaela Kerr
2. **Actions from previous meeting (6/10/15)** previously completed actions removed

Presentation of accounts for the year ending 31st August 2015	Kerrie will hand these to Independent Verifier, Claire Crabb by end of November.
Cher Farmer asked Mrs Mander to look into covers for outdoor sports equipment	Awaiting to hear from Mrs Mander
Form to be completed before any money is given to Kerrie	Done and Kerrie to make copies available and put in the PTFA Drop box folder
Cher Farmer/Leanne Tolley to look into canvassing support from local businesses including an advertising booklet	Cher and Leanne to report back at next meeting

3. Treasurer's Report

A detailed financial report was provided by Kerrie showing the bank balances to date and the money raised from each event. Helen Phillips thanked Kerrie Tranter for such a detailed report.

KT has reconciled accounts in relation to the uniform and has written a cheque in final settlement for £3,531.05. We are now waiting to receive the commission payments from Uniforms plus.

Action: KT to send a letter to uniform plus regarding commission owing.

4. Headteacher's Report

Mr Raftery advised that the new sports kits have now arrived in school at a cost of £450 to the PTFA as agreed to fund half of sports kit and school to fund half. **Action: KT to issue cheque (By end of week)** **Action: HP to speak to Mrs Marsh requesting photographs of the new kit**

Wish List – to be funded from 2014/15 (last year's funds):- Total £10,000
(In order of priority) –

1. **Sports Kit** – (50% funded by PTFA) - **£450**
2. **Bookmark Prizes** – Reception & Yr 1 – **Total £200** **Action: KT to issue cheque (by end of week)**
3. **Enrichment Day Funding** - £400 Per Year group to cover 3 Enrichment Days **Total £3,200** **Action: KT to issue cheque to cover 1/3 of Enrichment Day total (by end of week)**
4. **Playground Markings** – prioritise 1 Playground to begin with – **£2,350**
5. **Interactive Whiteboard** – Music Room - **£3,500** - **Action: School to order, once ordered KT to issue cheque**
6. **Junior Governing Body projects** - £300 – more information to be made available on type of things to be funded once they have met to discuss

Wish List for 2015/16 – (this year's fundraising)

1. **Playground Markings**
2. **Reading Scheme** – books / library books - to allow School to purchase own books rather than loaning library books from Local Authority

Action: Mr Raftery to pick 3 films for 6 to vote on for Year 5 & 6 Film Night on 22nd January.

5. Forthcoming Events

- **Christmas Bingo 27th November 2015** – SOLD OUT 126 Tickets sold and pre-orders for 57 cobs. We are now looking for volunteers for set up, during bingo, packing away. Santa appearance from Dave Trow has been agreed via HP.
Action: ND - Volunteer Request for 27-11-15 via Email
ND - Volunteer Request for Xmas Wrapping 17th November 7pm Staff Room
HP - Caretaker / Mrs Mander – issue of moving chairs and tables from KS2 to KS1
- **Xmas Parties** – Michaela advised she is still happy to organise xmas parties this year. Pre wrapped gifts to be purchased for Year 1 – Year 4. Santa appearance from Dave Trow has been agreed.
Action: ND - Volunteer Request for Xmas Party Helpers Via email.
HP to place 'Parent Volunteer Register' in reception area.
- **Fashion Show** – Tickets now on sale. £100 deposit has now been paid to secure booking. **Action:** KG to collect ticket sale money and allocate tickets.
ALL to promote to family and friends as we need minimum of 100 tickets sold to guarantee 80 ladies attend on the night.
- **Bag2School** – Drop off days 16th – 18th November by school office. Can use any bag does not need logo on. **Action:** KG to ask reception to send text message for Bag2school reminder (send out Friday 13th November). HP to post on Facebook.
- **Family Film Night** - KG advised that we have not received much interest in Family Film Night. HP asked KG to confirm with her on Tuesday 17th November on numbers and the decision would be made if the event would take place or cancelled. General feeling that parents would prefer to drop children off to attend on their own!

6. AOB

First Aid Training Course – Anyone who is a regular member of the PTFA wishing to complete a First Aid training course (£15 cost paid by PTFA) to be able to be a first aider at our events please contact Neil Dalby or Helen Phillips. **Action: ND to put email out**

Facebook Policy – Policy to be checked and revised if need be then needs to be circulated with Mrs Mander's Newsletter. **Action: HP**

Uniforms Plus are now our sole 'preferred supplier'. **Action:** RM to confirm if we need to have a second supplier for uniform. **Action:** HP to draft a letter for parents. **Action:** KT and HP to visit Uniforms Plus to communicate the changes in uniform supply going forward and to secure agreement on commission payments direct to the school in the future.

7. **Next meeting : Tuesday 8th December, 8.00pm at the Orbital Pub, Cannock – PLEASE NOTE NEW TIME AND VENUE!!!!**