

PTFA Minutes

Meeting on Tuesday 10th March 2015

Present: Helen Phillips, Sarah Edgar, Mrs Sawyer (Staff Representative), Kerrie Tranter, Nell Pursehouse, Kirsty Guest, Hollie Horton

Helen P welcomed everyone to the meeting and thanked Nell for volunteering to take the Minutes.

Updates/Items of importance in **bold**

1. Apologies - Neil Dalby, Claire Gleeson, Jo Burton, Andrea Batey; Annette Read, Leigh-Anne Mills

2. Actions from previous meeting (10.02.15) - Previously completed actions removed.

Photos of Committee members have been taken and will be available on the web page and notice board soon (SE)	Done
Thermometer to show how much money has been raised so far is now in a window near the school office for all to see	Done
Year 6 Film Night - Event went well with approx 40 pupils attending on the night. - See Recent Events below	Done
Trustees Annual Report and Accounts to be submitted for the year ending 31 August 2014 – KT is aware of the deadline and will ensure submission in time.	Kerrie T
Quiz Night - cancelled due to lack of ticket sales. See Recent Events below	Done
High Street Fashion Show & Clothes Sale. Adverts have gone out, and ticket sales are taking place. The event is being advertised both on Facebook and the website, as well as posters being displayed in the local community. Nell to ask SY if an advert can be placed into the Express & Star. To date 44 tickets have been sold - we need to sell minimum 80 tickets for the event to go ahead (target 100).	Part Complete All
Easter Bingo - Neil to send out a request out for volunteers to help from about 5pm onwards as tables and chairs need to be put out etc.	Neil D
Easter Eggs for Hunt - Neil has organised for 300 eggs (£225 / 75p each) to be stored at Tesco and delivered on the day to school.	Done
PTFA Newsletter was issued at the beginning of the half term.	Done
Notice board - the new notice board has been mounted outside the school office in place of the current one. Waiting for Mrs Walsh to confirm if the old notice board can be relocated on the wall outside the Reception classes (near to Mrs Sawyer's class room)	Mrs Sawyer to remind MW
Bodyguard Theatre Trip - 26 tickets sold. No further action required	Done
End of Year Summer Parties - Early Years will be 16 th July 2015 during school day, Years 1 - 6 will be the evening of 15 th July 2015	Michaela K

3. Treasurer's Report

A detailed financial report showing the current bank balances and money raised from each event was provided by Kerrie. A copy has been attached for reference. HP thanked KT for her work in putting the report together which all found extremely informative and useful.

4. Head Teacher's Update

- **Curriculum Grant** - Mrs Sawyer thanked the PTFA for the recent donation towards implementing the new curriculum. Details of items that have been purchased to date in each curriculum area are as follows:-

Curriculum Area	How money has been spent (£300 per curriculum area)
French	Annual subscription to a French magazine
History	Guided reading texts relating to English and Art
P.E.	Huff & Puff boxes, 3 cones, sports bibs and dodge balls
English	Not spent yet
Science	Not spent yet
RE	Not spent yet
Geography	Waiting for curriculum changes
Art	Set of 30 A1 size laminated art posters
D&T	Cooking equipment
Maths	Not spent yet

- **Junior Governing Body** - Mrs Sawyer asked the PTFA to consider in principle a request from the School to provide funding to support the re-branding of the School Council to form the 'Junior Governing Body'. The new body will be the pupil voice and will be working on embedding 'British Values' within the school. Funding is being sought to help pay for new badges, account books and possibly provide funding for a business project etc. Funding could be anything from £50 to £500 but more details would need to be provided. **Action: Mrs Sawyer**
- **World Book Day** – HP commented how well World Book Day had gone and that the Facebook Page had received a number of positive comments from parents including a suggestion that in future, Academy Photographs could be invited in to take photos of the children dressed up as book characters and made available for parents to buy.

5. Recent Events

- **Year 6 Film Night** - the evening went very well and all children enjoyed the evening. It had definitely made a difference having a senior staff member present. Mrs Mander complemented the children on their impeccable behavior. Feedback was that a more recent film was needed to generate more interest as many children had seen the film before. Discussion arose around the timeline for children to have the option to vote for a film (and subsequent disappointment when the film they choose is out-voted) against purchasing a newly released film on DVD and stating that that was the film being shown.

It was agreed that Film Nights should be held during the darker months (Oct - February), and for a newer film to be purchased and advertised as the event next time (removing the voting option). It was also agreed that the Film Nights should remain an event for Year 6 only children at this stage. **Action: Nell to provide some guidance notes on how to organise a Film Night.**

- **Quiz Night** - Unfortunately, due to lack of support the Quiz Night had to be cancelled. HP thanked Emma, Sarah and Hollie for all their hard work preparing the quiz questions and it was agreed that at least we now have a template ready should we decide to run the Quiz in the future. There were 10 team entries (48 people), five of which were made up by PTFA members. General discussion took place as to the reasons for the poor response as Bingo Nights are a huge success, and on feedback sheets it is often an event that is requested. Reasons are unclear - maybe because the prize wasn't identified (the number of teams to enter and money generated from the entrance fees was to be used for the prize), or perhaps the fact that the quiz was to be general knowledge in all rounds (no specific sport, news, music rounds), and that there were questions in each round geared towards pupils of all ages. **Action** : some feedback as to why the night didn't appeal is to be asked via feedback sheets at the Bingo Night.

6. Forthcoming Events

Easter Bingo 27th March SOLD OUT (126 attending, 63 hot dogs ordered). – **Action: ND to send out request for volunteers. HP to purchase additional flyers and dabbers. HP, SE and KT agreed to meet to wrap prizes at school on 20th March at 9am.** Evening to include 'Irish Bingo' £1 for adults (split half the money taken between winner and PTFA), and another for children (free, with a chocolate prize). **Action: HP to order frankfurter sausages, ketchup and mustard via Claire Gleeson (3663).** ND has reserved 100 hot dog rolls from Tesco (donated free of charge). Mrs Sawyer confirmed it would be okay to access the KS1 hall from 5.00pm to start setting up. **Action: HP to ask Mr McFarlane to set up the PA system for us**

Easter Egg Hunt 2nd April – **Action: Kirsty** has kindly offered to be the key lead in this event and is going to prepare the tickets, collect the money and prepare the data sheet listing the children, class etc. Teachers will be asked to distribute the tickets to pupils as the children leave their classes on 2nd April. Help is needed to put up two gazebos, put the letter clues out and set out a few tables for the eggs to be put on from 2:30pm – **Action: ND to send out volunteer request.** Annette Read has volunteered to help. Should it rain the hunt will be cancelled and eggs could be collected from KS2 Hall.

High Street Fashion Show & Clothes Sale 19th June - tickets are on sale and all PTFA members have been challenged to sell 5 - 10 tickets each! We need to sell minimum 80 tickets for the event to go ahead so our target is to sell 100. To date 44 tickets have been sold. **Action: All**

Summer Fayre Saturday 11th July – our next meeting will be solely dedicated to the planning of the Summer Fayre and deciding on stalls, central arena programme etc. Update so far:-

- **Theme - initial** suggestion was a 'Characters' theme and ND has been looking into inviting character mascots to be present on the day and potentially to have photos with the children. Super Hero photos didn't well very well last time. It was therefore suggested that the theme should be '**Book Characters**' as many of the children would already have a costume to wear and it may gather lots of support as the children really enjoyed World Book Day.
- '**Traders Market**' - some parents are already asking if we are having any external stall holders as we did last year. **Action: HP to send letters out** and it was agreed to charge £15 as last year. First refusal to be given to previous supporters.
- **Inflatables** – ND booked with Adam
- **Staffordshire Search & Rescue** – ND awaiting to hear
- **Hot Dogs** – rob Ryder cannot attend but is willing to let us use the equipment (ND to arrange collection on the day). Will Ryder is able to help on the day as is ND. Hollie Horton offered to enquire with her husband (a butcher) regarding cheap supply of fresh sausages. **Action: Hollie**
- **Ice Cream man** –booked by ND - £100 (£50 if it's raining) for us with candy floss

- bagged up. Mel suggested us using the actual floss machine on the day but it would need 2 people to operate. ND is against this idea due to using up valuable volunteers
- **Steel band** – ND awaiting to hear
 - **Birds of prey** – ND still looking into
 - **Raffle - Action: ND to send out letters inviting prize donations and will order raffle tickets**
 - **School Choir/Wind Band** – Mr McFarlane has agreed for the Choir and the newly formed school Wind Band to perform on the day.
 - **Fire Brigade – Action: Hollie to enquire if they can attend on the day.**
 - **Theatrics Stage School – Action: Sarah E to enquire if they could attend to present various song and dance**
 - **Bunting** – ND has researched costs for new bunting – 250m to cover the whole of the perimeter fence £80 or 170m to cover the main road fence £50. It was agreed to go for the whole fence at £80 subject to the bunting being good quality and able to be re-used and withstand poor weather. **Action: HP to ask ND to obtain a sample to check quality**
 - **Risk Assessments** – it was suggested that we should review all current PTFA risk assessments to check they are up to date. **Action: Nell/HP**

7. AOB

- **Trip to Chessington World of Adventure** - Jo Burton (JB) has proposed the PTFA organise a trip to Chessington World of Adventure on Sunday 28th June (teacher training day next day) and had provided costs and timings. Chessington was suggested because it's a theme park suited to younger children and a place many families may not have visited before and wouldn't normally drive to for the day due to the distance.

Coach transport would leave Tesco car park at 7am returning for 9pm. There would be a couple of short stops on route and return. All children would need to be accompanied on the trip by a responsible adult, their parent/guardian etc. Three prices based on 40 people and based on various family needs:

- i. £15 for coach only (Merlin pass users, Tesco Club card tickets etc)
- ii. £36 adult tickets including coach travel
- iii. £30.50 for children under 16yrs including coach

Jo has penciled in 49 tickets and a coach.

There were mixed views and generally it was felt that this might be too expensive for families and also the length of the journey (particularly for younger children) might be too long. A suggestion was made for a theme /safari park closer to home. However, it was agreed that family trips may be something that would appeal to parents and the children. It was suggested that an email be sent out to the wider PTFA members to gain their views and then to feed back at the next meeting. **Action: ND**

- **CRB - Action: ND to send out a reminder to 'active' PTFA helpers asking them to obtain a DBS (formally CRB) clearance for Five Ways Primary School.** This can now be done online and the school office will be able to advise.

8. Date, Time and Place of Next Meeting - Tuesday 28 April, 7:15pm in the KS1 Staff Room