

PTFA Meeting Minutes

Tuesday 10th February 2015

Present – Mrs Fuller (Staff Representative), Nell Pursehouse, Helen Phillips, Kirsty Guest, Kerrie Tranter, Sarah Edgar, Emma Wedge, Neil Dalby, Annette Read, Sally Tolley, Leigh-Anne Mills.

Helen P welcomed everyone to the meeting

Updates/items of importance in **bold**

1. **Apologies** – Claire Gleeson, Jo Burton, Sarah Sprason, Andrea Batey.
2. **Actions from previous meeting (13.01.15) – Previously completed actions removed**

<p>Sarah S confirmed final figures for year ending 31st August 2014 had not taken into account uniform costs despite income being accounted for, altering the final figures for year ending 31st August 2014:</p> <p>Income £28,413 Expenditure <u>£25,062</u> Net income (surplus) £3,351</p>	Complete – included as amended
<p>Gazebos cannot be claimed for against insurance, KT suggested that our insurance already covers us for the value of assets we have and items such as the popcorn maker and bingo machine do not need to be named individually, KT to double check the monetary value the PTFA are covered for. KT confirms PTFA is covered to the value of £7500.00 for items we own.</p>	KT
<p>Sarah Edgar will arrange photos of new Committee a text to be sent out to remind individuals</p>	Done
<p>Kerrie Tranter to take thermometer home to see how it can be stuck to office window</p>	KT
<p>Film Night Yr 6 Being held on 11th Feb 6:30 till 8:30. Neil to send out volunteer request. Nell to sort out film. Volunteers so far include Nell and Michaela.</p>	Done
<p>PTFA asked school to prioritise their wish list as the value of items cannot be covered from remainder of money. Items to be looked at:- £3.5k Interactive white board for the music room £3.9k curriculum grant (£300 for each curriculum area) £7k Wi-Fi thought the school £3.6 - £4.1k for multimedia equipment in KS1 hall. I thought the priority list had been sorted, curriculum areas and wifi, a correction was made to wifi as it was early years and KS1 not the whole school.</p>	RM
<p>Trustees Annual Report & Accounts will need to be submitted for the year ending 31st August 2014 as our declared income was over £25k</p>	KT

(deadline 30 th June 2015)	
Quiz night Emma Wedge leading on this. Subcommittee met on the 19 th Jan. Running agenda all sorted and questions in progress feedback will be given at the next meeting. Wholesale run needed MK, SE, KT, HP SEE AGENDA POINT 5	EW, SE, HH
High Street Fashion Show & Clothes Sale – advertising and publicity needs to commence. £5 for first ticket and subsequent tickets at £3. Helen Phillips Look into non-alcoholic wine or mocktails. PTFA committee. SEE AGENDA POINT 5	Part complete
Neil to send out volunteer request for Easter Bingo . Helen to ask Neil to source bread rolls for hot dogs – Bread rolls being donated by Tesco Heath Hayes FOR FREE.	Part Complete
Helen to ask Neil to speak to Tesco about supplying Easter Eggs for Egg Hunt (SEE AGENDA POINT 5)	Done
Newsletter to be send out at the beginning of each new half term, rather than at the end	NP

- **Notice Board** – Larger size board is awaiting to be mounted in place of existing board. The mounting of the now old board to be discussed with Mrs Walsh, possibly on wall by nursery/Mrs Sawyer’s class entrance - **HP**
- **Bodyguard** - 26 tickets sold
- **Disney on Ice** – to be removed from events calendar
- **Summer Parties** - Early Years will be 16th July 2015, Years 1-6 evening of 15th July 2015.

3. **Treasurer’s Report**

Nothing major to report other than £59.00 spent for Foundation Stage parties and £249.15 for spent on new notice board.

4. **Head Teacher’s Update**

Mrs Fuller told the meeting how grateful Mrs Walsh and the other teaching staff were for the hard work and funding for the art enrichment day.

The committee asked how the money has been spent for the next enrichment days.

5. **Forthcoming Events**

- **Quiz Night - 27th Feb**

Emma Wedge leading

The quiz will consist of 6 rounds of 10 questions, all general knowledge with 2 questions each round for children to answer and 2 on school facts (school to provide). There will also be 3 rounds of picture questions which will be circulated throughout the evening.

No raffle – Irish Bingo instead

Tickets priced at £1 per person (max 6 people per team), under 4s free, but these will be counted in total attendance count for fire regulations

A decision will be made on Wednesday 25th whether the quiz will take place depending on the number that have confirmed attendance, prizes will also be confirmed on the Wednesday before depending on tickets sold.

Volunteers needed include question master, refreshments, door

- **Film Night – 11th Feb**

Film shown will be Night at the Museum

37 children expected.

6 volunteers have come forward

Refreshments on sale throughout, including popcorn

Mrs Mander will be present.

Projector to be provided by school. Mr McFarlane to organise sound system.

Children to sit on chairs and mats

- **Easter Bingo 27th March** non-uniform day is 13th Feb KT and HP to collect form classes

Flyers done and to go out on 27th Feb

No Jacket potatoes – hot dogs instead (no onions). Sausages to be sourced from 3663. Rolls being donated from Tesco Heath Hayes

Details to be finalised in the next Meeting

- **Easter Egg Hunt – 2nd April**

Leigh-Anne to lead

Flyers to go out 6th March

ND has organised 300 eggs to be bought on promotion from Tesco who will store them until and deliver on the big day

Details to be finalised in the next Meeting

- **High Street Fashion Show –**

£100 deposit cheque ready to be sent

All PTFA members to try to sell 5-10 tickets each

Invite everyone.

HP to prepare an email for ND to send

6. Summer Fayre – kick off- points for discussion/thoughts

Bouncy castles booked

Fire Service – Ask **Holly Horton** to help

Play bus – **HP** to look into

Characters as the theme and be present on the day – **ND to organise**

Table stalls

Police

Staffordshire Search and Rescue – **ND** to look into

Hot dogs – **ND** to ask Rob Ryder

Ice Cream man – **ND** to book

Central Arena – possibly Drummers, School Choir, Air Corps Band (**Leigh-Anne Mills**), Zumba (**HP**)

Steel band – **ND** to look into

Street Dancing – SE to ask Theatrics if they would attend

Birds of prey – **ND** to look into

Yr6 stalls

7. AOB

Due to the work commitments, Neil is unable to attend meetings on Tuesdays. It was agreed that minutes would be taken by other members and sent to Neil for sending out. Neil's roll otherwise won't change.

8. Date of Next Meeting - Tuesday 3rd March 2015 at 7.15pm in KS1 Staff Room