



Five Ways Primary School PTFA meeting

Notes of Meeting on Tuesday 10th October 2017 at Five Ways Primary School, KS1 Staff Room

Present: Neil Dalby (Chair), Christie Gray, Sarah Edgar, Jo Jones, Kerry Howard, Kirstie Roberts, Tara Harvey, Amy Roswell, Claire Nurse, Gill Wilkes, Helen Phillips, Tatum Houlston, Tim Alcock, Katie Barham, Anna Hill, Kerrie Tranter, Kirsty Guest, Hayley Sidaway.

Apologies: Dilly Lidder

2. Actions from AGM 2017

- Mop up meeting
 - Agreed for these meeting to be called, "Up-date and feedback meetings"
 - Meeting to take place the 3rd Tuesday of every month following the main meeting.
 - Meeting to be chaired by various individuals, decided upon in the main meeting preceding this up-date meeting.
 - **ACTION TA** to chair meeting with support from Helen Phillips.
 - Meetings to be advertised on FB, weekly letters and text messaging.
 - **ACTION JJ** to secure a room within school for the meetings.

- Counting Machine
 - **ACTION KT** explained about the different specifications of machine. Everyone in agreement for **KT** to purchase one. Estimated cost £150, being purchased mid-Oct to fall in line with the old pound coins going out of circulation.

- Secretary Role
 - **ACTION** Minutes of meeting are to be shared - **KH** to take minutes of next meeting.
 - **ACTION ALL** Minutes to be typed up and sent to dillyliddy@gmail.com by the following Monday for distribution.
 - **ACTION KG** will continue to update the notice board.
 - **ACTION DL** will be up-dating the Face Book page as required.
 - **ACTION ND** will liaise with **AR** to arrange a full hand-over to DL, including the necessary documents and passwords to access the PTFA email account, school website (PTFA pages), Charity Commission and PTA-UK members' area.

- Christmas Card Project
 - **ACTION JJ** to feedback to teacher to allow children more time to complete their templates. Consideration to be given in future as to whether older children (Year 6) should be given a choice to complete their designs at home if they prefer.
 - **ACTION** volunteers for meeting to input current orders, **SE, HP, Caroline, AR, CG, JW, and KT**. Gillian Wilkes has offered to host at her house – **SE** will confirm time and circulate address.

- **CG** asked about having a mop up session, explained that this have been tried and causing volunteers lots of work.
- **Wish List**
 - **JJ** updated everyone on how the 2015/16 money had been spent, how school would be spending the money raised last year (2016/17) and then presented the 'wish list' for this year's fundraising 2017/18. **ACTION: NL** to ensure parents are kept informed via Newsletter, FB posts, Notice board etc.
 - **KT** has requested that school need to show evidence of order or receipt before a cheque will be raised.
 - A request for the PTFA to fund 70 ties for the school choir, concerns around what the controls would be in distributing and collecting in the tie after events, how many events do the children attend that require a tie. Suggestions were put forward to ask parents to buy, approach Uniforms Plus (approved supplier) for donation and/or create a membership fee for choir. **ACTION HP** to contact Uniform Plus to see if they would donate a number of ties.
 - **ACTION** lost property to be checked for spare ties.
 - **ACTION** Agreement to fund shortfall.
 - **Home-Link Books - ACTION: JJ** to negotiate lower price with supplier given that the school potentially will be using them year on year.
- **KS2 Library furniture**
 - **ACTION JJ** requested to see a detailed planned drawing of the proposal. Need to understand what is being planned, ensure it is practical, comfortable and that the children will benefit by being allocated dedicated time slots to read in there.

3. Treasurer's Update

- See report attached.
- Claire Crabb has agreed to independently verify the accounts from last year (2016-17). **ACTION: KT** to arrange via HP (submission deadline for Charity Commission is 30th June 2018)

4. Update from Head Teacher's Meeting

There was no update

5. Future Events

- **Parents evening**
 - **ACTION KR, HP, SE and ND** to attend
- **Bag2School**
 - **ACTION TH** agreed to sort into classes and deliver to school
- **Christmas Bingo**
 - **ACTION: HP** to update flyer and arrange to go out 3rd Nov. Deadline for bookings/payment 17th Nov.
 - **ACTION JJ** to ask teachers to place all chocolate donations in KS2 library and Caroline Bowers Library or take donations to office. All agreed not to collect from class rooms.
 - **ACTION SE, HP, JW** to collect donations on Thursday morning.
 - **ACTION** Money to be placed in the safe till after half term.
 - **ACTION: HP** will speak to Dave Trow re Santa's visit

- **Christmas Parties**
 - DJ booked for KS1 and KS2 parties/discos.
 - **ACTION TH** looking into companies that can supply gift wrapped presents for £1 per child.
 - Presents to be purchased for nursery through to year 4 and selection boxes (not wrapped) to be purchased for years 5 and 6.
 - **ACTION KT** to give TH details of presents purchased last year.
 - **ACTION JJ** to get class sizes with gender to TH.
- **Mamma Mia! Theatre Trip**
 - **ACTION HP** distributing tickets. 40 tickets originally reserved of which 18 sold and further 16 released back to the theatre, leaving 6 available. KT to take 3 of the 6 tickets. **HP** to arrange payment to theatre by the 1st November deadline.

6. Possible New Events

- **Christmas Craft Fayre**
 - 25th November 2-5pm.
 - 8 volunteers needed, KH, TA, AR, CN, ND, and Michelle Dalby.
 - **ND** to lead.
 - Sub group being set up
 - HP /SE stressed the importance of marketing the event widely within the school and the community in order to guarantee footfall.
 - **ACTION: CG/KR** will finalise poster
- **Shiny Smarties**
 - Tesco donating £20 voucher.
 - Timings still to be talked through.
- **BBQ and Bounce**
 - Looking to put on the bounce event next year.
 - **ACTION BBQ** to be discussed at next meeting.
- **'Breakfast with Santa'**
 - To be considered for next year.

7. AOB

- **KT** confirmed there was still money for the brass provision. Concerns around the sustainability of the funding. Grants have been applied for but the decisions are still outstanding.
- **RM** working on School website.
- **HP** reminded committee that the year 6 autograph books will need to be ordered for next year.
- **ACTION CG** will be looking into an event similar to Flip and Dippy and feeding back to the next meeting.
- **ACTION TA** to investigate the possibilities of the school benefiting from one of the charity car washes.
- 1st November Five Ways will be appearing in the charity tubes at Tesco within the region, **ACTION** text messages, FB posts and emails to go out to ask everyone to vote with their tokens if they shop there.
 - The successful project will receive £3k.
- **ND** has also applied to Asda charity tube, awaiting a decision.
- **ACTION DL** to circulate Constitution to all members for info

8. Date, Time & Place of Next Meeting

Tuesday 14th November, 7.15pm in the KS1 Staff Room.