

## PTFA Meeting Minutes

**Tuesday 11th November 2014**

**Present** – Mr Raftery (Staff Representative), Sarah Sprason, Nell Pursehouse, Helen Phillips, Neil Dalby, Kirsty Guest, Kerry Tranter, Jo Burton, Sarah Edgar

Helen P welcomed Mr Raftery to his first PTFA meeting.

1. **Apologies** – Emma Wedge, Leigh Anne Mills, Annette Read, Claire Gleeson, Annette Littler

### 2. **Actions from AGM**

- Charity Commission return for 2012/1 has been submitted by Sarah S
- Uniforms Plus have now handed over the outstanding invoices - **Sarah S** to go through them and check whether last year's accounts need to account for £4,500 worth of uniform costs – item to be carried forward
- **Michaela Kerr** to inform Uniforms Plus about their status as approved supplier – action outstanding until we are happy with invoices supplied
- **Helen P** still to liaise with Wendy about claiming for the loss of gazebos. This raised an issue about other items which need to be put on our insurance – to include Bingo machine, new Gazebos, Amp/PA system and Pop Corn machine. **Action: Kerrie**
- Accounts 2013/14 have been passed to Sarah S's college for independent verification
- Webpages have been updated by Nell following the AGM and Neill has updated Facebook page
- **Helen P** still to arrange meetings with Mrs Mander – action carried forward
- **Sarah Edgar** will arrange photos of new Committee
- **Helen P** still to inform PTA-UK of new Committee members – action carried forward
- **Neil** still to price up new notice board – action carried forward
- **Sarah Edgar** – to arrange fundraising thermometer display in front office
- Michaela was waiting for final approval to purchase pre-wrapped gender specific gifts for Early Years. **Helen P** agreed to liaise with Mrs Mander and communicate with Michaela.

### 3. **Treasurer's Update**

Sarah had met with Kerrie to handover Treasurer's role. Cheques have been issued to school for the Art Enrichment day and for the play equipment. Current bank balance is £20,000. The necessary changes to close the bank account and transfer over to CAF will take up to 10 days to take effect. We should be able to get an accurate year end figure for 2013/14 for the next meeting. **Action: SS/KT.** Kerrie and Sarah have done a stock-take of the cupboard. **Action: Kerrie** to circulate

Non Uniform Day (17 Oct)	-	£390
Office Sales	-	£419

### 4. **Communications**

All the PTFA sections on the school website are up to date and Nell will continue to update as needed. The October newsletter was issued just before half term and Nell will prepare the next one due before we break up for Christmas. The facebook page now has 225 'likers'.

## 5. Head Teacher's Update

Mr Raftery confirmed that the laptops and the play equipment had been ordered. The cost of the interactive white board has been confirmed at £3,300. Big thank you to the PTFA from Mrs Walsh for the Art Enrichment Day funding – the children all really enjoyed the day. **Action: Mr Raftery** agreed to feedback on how the funding was spent.

## 6. Autumn Term Events

- **Christmas Cards** – **Action: SE/EW/HP** to upload onto the online system. 5<sup>th</sup> Dec will be the extended (and final) deadline for orders. These late orders will be delivered on 10<sup>th</sup> Dec. Sarah E has communicated this to the office staff.
- **Bingo Night** (5 Dec) tickets sold out (120). **Action: Mr Raftery** to check access to the KS1 Hall at 5pm to set up and ask if Mr McFarlane will set the PA system up for us. **Action: ND** to send out email for volunteers the event and for volunteers to wrap the prizes on 25<sup>th</sup> Nov. **ND** to find the man that works for 3663 to see if he can get a discount on refreshments etc. HP has booked Santa. **ND** to confirm potato order with Justin. Agreed to sell mince pies on the night as well as the usual refreshments/sweets. Need to source raffle prizes. Cuddly xmas toy for 'Guess the Name' (**Helen P**). **Action: Sarah E and Michaela** to do a wholesalers run for the Bingo Night and Xmas parties.
- **Christmas Parties** (17 Dec) – Michaela has the party arrangements in hand and has been liaising with Mrs Sawyer. Mrs Sawyer to order food for early years parties. **Action: Mr Raftery** to confirm staff volunteers to be present at parties. **ND** to send email asking for volunteers to help at the parties. **Action: HP** to do party letters and arrange for them to go out with Mrs W weekly letter. All KS1 and KS2 parties will be in KS2 hall. **Action: Sarah E and Michaela** to organise trip to cash and carry for sweets and refreshments.
- **Bodyguard Theatre Trip** (30 April 2015) – surprisingly low up-take on tickets (11 sold). HP to arrange two week extension to deadline and arrange for school text and FB reminders to be sent out.

## 7. Next Term Events Planning 2015

**Quiz Night** (30 Jan) – **SE** to ask EW (lead) for feedback

**Disney on Ice?** (2-5 April) **SE** to ask EW how far this has progressed following her email to let everyone know that Disney had announced a new show for April 2015. It was agreed that if Emma had not purchased tickets we would leave it given the show is in the middle of the Easter holidays.

## 8. AOB

- **Future Meetings Time** - it was agreed that all future meetings start at **7:15pm**. **Action: ND** to communicate new start time to PTFA email list.
- **PTFA Xmas social night** – curry arranged for 18<sup>th</sup> December. Suggested venue India Red Hednesford (bring your own). **Action: Leigh-Anne** to book a table.
- **Fashion Show & Clothes Sale** – HP has booked this with the organisers for 19<sup>th</sup> June.
- **Iron Man** – Adam (Bouncy Castle man) has offered his new Iron Man character to attend the Christmas parties but it was agreed that we would stick with Santa but consider Iron Man appearance at the Summer Fayre and /or a Yr6 film night. **Action: Nell**

## 9. Date of Next Meeting - Tuesday 13th January 2015 at 7.15pm in KS1 Staff Room