

**Minutes of the PTFA Meeting**  
**held on Tuesday 12<sup>th</sup> March 2013 at 7.00 pm**

**1. Present:**

Helen Pursehouse	Helen Phillips	Scott Saunders	Sarah Parton
Carolyn Griffiths	Leigh-Anne Mills	Neil Darby	Kerry Goodyear
Sarah Sprason	Jo Burton	Mrs Walsh (Head Teacher)	

**2. Apologies:**

Angela Madge	Sally Youll	Zoe Platt	Michaela Kerr
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**3. Matters Arising from Minutes / Last Term**

Feedback for the School Disco/Parties DJ was to be discussed in the next meeting.

Following a Senior Leadership Team meeting it was suggested that purchase of Hoodies for the Year 6 Leavers should not be pursued. The reason given by Mrs Walsh was both the additional cost to parents and the perceived poor reputation of hoodies within the general public.

It was suggested that we might consider T-shirts as an alternative. **Action: HP to look into for the next meeting.**

A giant presentation cheque had been collected from the bank for a photograph to be taken with Mrs Walsh receiving the donation. A press release for the local paper was also being prepared by Sally Youll.

All cheque books are currently with the school bursar for an independent verification of the PTFA Accounts.

**4. Feedback/ Review of Events**

**Disney on Ice** – feedback had been excellent. All families enjoyed the show, the seats were the best ever and the whole trip was very well organised. Thanks were given to Sarah Parton whose organization was first class!

**Self Portrait Shopper Bags** - some last minute changes needed to be made as not enough orders were gained from KS2 years. To avoid disappointment a decision was made to combine bag orders for Years 3 & 4, and Years 5 & 6. The suppliers (although the minimum orders were not quite achieved) agreed to provide the bags at the same cost. Unfortunately, nursery orders were so low that any orders had to be reimbursed to parents. HP said we would make £189 profit.

**Bag2School** - almost beaten by the weather, but it was confirmed that £90 was raised by February's collection. Feedback was that parents preferred the multi day drop off point.

**Table Top Sale** - a good number of stalls were available at the sale with good quality used products. Unfortunately, only a handful of people turned up to purchase from the Sale. It was agreed that going forward this event would need to be advertised well in advance and much more widely. It was suggested we should advertise it as an indoor car boot sale.

**Pamper and Shopping Evening** - our first one ever and a success. People who attended the evening enjoyed the shopping stall and especially the mini treatments available, which were excellent value for money (mostly under £5!). This is an event we would hope to do again in the future and have learnt some valuable improvements that can be made.

**PTA-UK Workshop** - approximately 22 PTFA people from 9 schools in the local area joined us at the workshop which was hosted by the West Midlands Region Adviser, Lynne Maguire. The evening went well and a number of points were learnt and experiences shared. PTA-UK would be sending us a cheque for £50.00 for hosting the event and Lynn had agreed to circulate the information discussed and shared at the evening.

**Poster Distribution** - Mrs Walsh agreed that she would ask the Year 6 Helpers to assist with the distribution of PTFA event posters around the school.

## 5. Update from Treasurer

Scott confirmed that the following amounts had been raised:

Disney on Ice	£180
Pamper and Shopping Evening	£164
Christmas Parties/Discos	£1,096
Christmas Cards	£546
Shopper Bags	£189.44
Bag2School	£140 (plus another £90 from Feb collection)

## 6. Forthcoming Events

### Book Fayre - 14<sup>th</sup> - 21<sup>st</sup> March 2013

Volunteers were needed to support the Book Fayre - at least one person per day was needed (ideally two). **Action: Angie to send a volunteer request out**

### Class/Group Photographs - 15<sup>th</sup> March 2013

Again volunteers were needed at the moment we only had two people from the PTFA who were able to assist teachers on the day. Mrs Walsh confirmed that discussions had taken place with the photographers to improve the format of the pupils on the photographs.

**Action: Volunteer Request**

### Easter Bingo - 22<sup>nd</sup> March 2013

Again volunteers would be needed for the night. Refreshments were to be purchased from the wholesalers (Nell to do). Nell confirmed that the Easter Bunny suit, previously donated freely from a local fancy dress shop had been purchased for £15 and was therefore available for a number of years to come. Rob had agreed to be the Easter Bunny. HP asked if we should provide cheese and ham cobs for sale at the event given feedback last time. All agreed we should stick with hot and cold drinks, crisps and sweets.

Mrs Walsh agreed to up the capacity limit to 110, allowing us to add two additional sets of tables to accommodate an extra 20 people). HP requested access to the KS1 Hall from 5pm.

**Action: Volunteer Request**

### Easter Egg Hunt - 28<sup>th</sup> March 2013

The eggs for the hunt had been purchased and were being stored in a suitable location. Rob was unable to be the Easter Bunny at the Egg Hunt. A substitute bunny would need to be found!

## New Parents Evenings & Try on Days

Sarah Sprason had left messages for Mrs Sawyer to contact her in order to agree the dates for the above. One of the try-on days is usually one of the inset days in June. Again volunteers would be needed to assist on the days. The new parent information events were confirmed:-

- Reception: 15<sup>th</sup> May
- Nursery: 12<sup>th</sup> June

## 7. Head Teacher's Update

Mrs Walsh thanked the PTFA for the donation and confirmed that the ICT equipment (15 ipads and carry cases) had been ordered and would be useful for all pupils within the school.

The other half of the funds raised would be used to purchase storage for the huff and puff equipment and the children would be consulted on what to purchase with regards to outdoor gym equipment. Other items to look into were bench and table arrangements that had board games etc on the top of the table for pupils to use during break times.

The ability to provide alcoholic refreshments for adults at some events during the year had been discussed at a recent Governors meeting. However, due to time constraints it was felt that enough time hadn't been given to the request and it was therefore going to be discussed at the full Governors body meeting on 20 March 2013.

## 8. Family Quiz Night

Sarah Parton has been working on the questions that will be relevant to family teams. It was agreed to charge £5 per team of up to 4 people. The Cons has been booked – **Action: Nell to check if there would be a PA system there for us to use.** Discussion took place about the provision of food following feedback from the Bingo evenings, however, on this occasion as it was 'a first' it was felt that food wouldn't be made available. **Action: Sarah P agreed to produce a flyer to advertise the event**

## 9. Summer Fayre

A general discussion about the Fayre took place as time was limited in the meeting. However the following was agreed:

- The Fayre would take place on the school field as previous years.
- Adam had agreed to provide the inflatables e.g. bouncy castle.
- Some stalls suggested by Lauren Egginton were discussed - the ideas were great, however some may be seen as time-consuming and therefore not appeal as much as the 'quick win' stalls families seem to favour.
- Pop up gazebos would need to be purchased as the current ones are not in a very good condition - also with so few volunteers, ease of putting up was a consideration.
- **Action: Nell / Scott to source the best deal for pop up Gazebos**
- **Action: Nell agreed to contact the emergency services to see if they were able to attend on the day.**
- **Action: Nell would contact the teacher representatives to see what teachers would be able to volunteer to help on the day.**
- **Action: Leigh-Anne agreed to contact the Boys Brigade/Heath Hayes Band**
- **Action: Helen to contact South Staffordshire Acrobatics**

## 10. Communications

Nell confirmed that the PTFA pages were being viewed by a number of people with a number of

first time hits being made each month. The statistics provided by the supplier are anonymous but give an indication of how many people look at the PTFA pages.

**PTFA Face book Page** - Neil has experience via work on Facebook and how to set pages/boards up. A general discussion took place as it was felt that Facebook would be a very useful way of communicating with parents on forthcoming events. Care needed to take place regarding the potential set-up and monitoring of the page and decisions such as to go with a 'Page' or a 'Group' would need to be made as well as whether it should be purely for pushing information out on events or whether we wanted to invite feedback and comments etc. **Action: Neil /Mrs Walsh: It was agreed for Neil to discuss this further with Mrs Walsh outside the meeting and report back at the next meeting.**

#### **11. AOB**

None raised - however time was limited.

#### **12. Date of next meeting**

Thursday 25<sup>th</sup> April 2013 at 7pm in KS1 Staff room – to be dedicated to the Summer Fayre.