



## Five Ways Primary School PTFA meeting

Tuesday 12<sup>th</sup> November 2013

### KS1 Staffroom

**Present:** Neil Dalby, Leigh-Anne Mills, Sarah Sprason, Nell Pursehouse, Helen Phillips, Jo Burton, Kerrie Tranter, Rosemarie Green, Sue Simmonds (Assistant Head), Emma Wedge, Sarah Edgar, Carolyn Griffiths

Special thanks go to those that brought in cakes!

Actions are in **Bold**

#### 1. Apologies

Scott Saunders, Andrea Batey, Corrine Partlet, Claire Gleeson, Angela Madge

#### 2. Minutes and Actions form last meeting

It was reported that the exact position of the 2012-13 Accounts were unknown, however Scott Saunders is finalising them. It was agreed that this is now urgent and a deadline should be set as being the end of November. **Action: Scott Saunders. Nell Pursehouse to 'nudge'/chase.** Jo Burton confirmed that Claire Gleeson had found someone willing to independently examine the accounts FOC. Extra Ordinary Meeting date to be set ASAP once accounts have been finalised (**Action: Nell Pursehouse**). HP advised that we need to give 21 written days notice of the EGM. Neil Dalby and Sarah Sprason are to visit the bank in order to submit the bank account signatories form Thursday 14<sup>th</sup> November.

#### 3. Treasurers Report

Sarah Sprason is still in the process of taking over the role and as she is still awaiting the accounts from last year to be finalised, the handover is taking more time than anticipated. Some monies are still to justified and need clarification. Sarah is looking into changing the bank accounts and combining both the general account and the uniform account in order to streamline efforts needed to keep them in order. Also looking at introducing a Petty Cash Float, changing the bank account to the Charities Aid



Foundation (CAF) Bank Ltd which is endorsed by PTA-UK and will allow more flexible and efficient banking including online and telephone banking, expenses payments online, interest payments etc.

#### 4. Marketing and Communications

Facebook – Neil Dalby and Helen Phillips reported that a Five Ways PTFA Facebook page is now in place and awaiting a final meeting with Mrs Walsh to present it to her, address any concerns and agree letter to parents. **Action: Mrs Simmonds to try to organise.** It was agreed by all present that the introduction and use of facebook will be a valuable tool in communicating with the parents. Neil reported positive feedback from Lowri Turner, PTA-UK's Digital Communications Officer regarding the proposed Social Media policy and page content. It was also agreed that PTFA posts would be information giving rather than requiring a direct response, the exception being requests for volunteers for events. It was felt that such responses from parents should be welcomed provided they fall within the policy and do not comment on any other issues concerning the school and outside the remit of the PTFA .

#### 5. Events updates

**Christmas Bingo** – Sarah Edgar reported there are only 6 tickets remaining!!! Numbers wanting potatoes will be confirmed on Friday 15<sup>th</sup> November and a decision will be made as to what will happen with them if we do not meet the minimum order (50). Text to be sent regarding the bingo will be organised covering a number of points **Action Helen Phillips.** Other points to note:

- Deadline for buying tickets is Friday 15<sup>th</sup> November
- Bingo machine needs to be collected **Action: Helen Phillips**
- Dabbers and extra tickets will be sold on the night by Leigh-Anne Mills
- Cuddly toy needs to be sourced for the raffle Action: Helen Phillips to use Tesco voucher if nothing is donated
- Popcorn machine needs to be tested Action: Sarah Sprason
- Access to the hall at 5pm on the night needs to be confirmed **Action: Mrs Simmonds**
- Refreshments to be sold as at previous events
- Float needed **Action: Sarah Sprason**
- The night will follow the same format as previously
- Tickets needed for children to redeem for selection boxes when they see Santa
- Prizes for the night were discussed – Sarah Edgar, Leigh-Anne Mills and Helen Phillips to wrap hampers/prizes. Date for wrapping was set for 22<sup>nd</sup> November @9am at school. Room needs to be booked. **Action: Mrs Simmonds**
- Possible wrapping cellophane to be sourced **Action: Emma Wedge**



- Email needs to be co-ordinated to organise volunteers. Helen Phillips to send letter to Neil Dalby **Action: Helen Phillips and Neil Dalby**
- PA system needs to be confirmed **Action: Jo Burton**

**Christmas Parties-** for early year's parties, a new DJ, new entertainment and Dave Trose to be Santa were confirmed. For KS1&2, Michaela Kerr is happy to lead the organisation of the parties and Angie Madge has agreed to prepare the letter to parents, collect money in and distribute the tickets. Michaela to liaise with Angela to confirm all details. This should be done via email and to confirm to Mrs Mander. **Action Neil Dalby to initiate**

**Disney On Ice** – Leader for the event is needed. Jo Burton volunteered

**Pamper Night** – Bookings for tables have started to come in. Stafford College has confirmed they will not be booking due to a clashing engagement. Replacement needed **Action: Nell Pursehouse to source.** Helen Phillips to send letter to Neil Dalby for sending looking for more stall holders. **Action Helen Phillips and Neil Dalby.** Stalls need to be confirmed before Christmas. Online booking of appointments will not go ahead due to the cost of setting up a system to allow it.

**Film night** – Dolphin Media to be asked about borrowing equipment **Action: Nell Pursehouse.** Look into the possibility of hiring Cannock Cinema to stage the event at **Action: Sarah Edgar**

## 6. School Update - Maths Teaching Tool

Mrs Simmonds presented a new maths tool for all years which was recommended by the recently visiting Maths Consultant. It was agreed by all that this tool would be very useful for all years as it gives a 'visual aid for learning' which some pupils greatly need. Mrs Simmonds asked that PTFA fund the first complete set and if it is well received, the school will fund another complete set. The cost for one set is £1300.00 but the school will be able to claim the VAT back reducing the cost slightly. All agreed to go ahead.

## 7. Any other business

**Christmas cards** – Emma Wedge and Sarah Edgar reported that their inputting was complete. Leigh-Anne Mills will have input her orders on by Friday 15<sup>th</sup> November so that Sarah Edgar can confirm and submit the total order. **Action: Sarah Edgar.** One or two queries with orders need to be ironed out beforehand. Sarah commented that in future we need more volunteers to do the inputting. Kerrie Tranter commented on the cost of



the cards for parents with more than one child and that we should consider this for next year.

**Tesco Club card Green points** – Nell Pursehouse discussed the possibility of getting the PTFA a Tesco Club card in order to organise the bringing in of used tin cans so that the PTFA can build up green reward points. It was agreed that having a 'bring tins in day' for this purpose could be organised by the Eco Council. Action: **Mrs Simmonds** to investigate

**Raffle prizes** – Neil Dalby has started to gather prize draw prizes for the Summer Fayre. Prizes are being recorded and stored in the PTFA cupboard. Prizes received so far are from: Tesco, Sainsburys, Asda, The Beach Hut, Kidz 2 Play and Boots.

#### **8. Date of Next meeting**

Tuesday 14<sup>th</sup> January, 7pm in the KS1 Staff Room