

Minutes of the PTFA Meeting
held on Tuesday 13th November at 7.00 pm

Present:

Helen Pursehouse (Nell)	Helen Phillips	Claire Gleeson	Sonia Turley
Sarah Parton	Zoe Platt	Kerry Pow	
Mrs Mander (Teaching Representative)			

Apologies:

Kerry Goodyear	Scott Saunders	Angela Madge	Sarah Sprason
Lyn Anderson	Rob Ryder	Lisa Jones	Sally Youll

1. Actions & Feedback from Last Meeting (18th October)

The New Parents Meeting was good with lots of new ideas, although disappointing that we only had one new parent turn up. Nell had met with Mrs Walsh to update her on ideas from the last meeting:-

- Asking Grandparents / provide info to join the PTFA – untapped resource.
- PTFA Reps to do talk in the Welcome Meetings for all years
- Look to sell ‘ hoodie’ tops for Yr 6 pupils going on Standon Bowers trip (**Action :** **Sarah / Helen** to obtain quotes)
- Year Reps to do a bric-a-brac sale/refreshments - one per half term.
- Look to recycle CDs & DVDs e.g. collect 100 and then they are collected.
- Increase cost of face painting to £2.50 in future
- Sell school logo’d items at events e.g. mugs, rulers, pencils etc

Rob Ryder has updated the Charity Commission on the contact details for the new Committee Members following the AGM and has submitted our Annual Returns for 2011/12 and 2012/13. Rob is happy to remain the contact for our Lottery License.

Nell and Helen have set up regular ‘update’ meetings with Mrs Walsh, falling one week prior to the PTFA meetings. Mrs Walsh has agreed we can provide hot drinks at the bingo night and has agreed to review the policy around alcoholic drinks at PTFA family social events for the future. A detailed Risk Assessment has been drawn up (see attached).

2. Allocation of Funds 2011/12

Mrs Mander requested (and it was agreed) that the PTFA should allocate an amount of money to each year group, ensuring that all children benefit from PTFA fundraising:-

Reception	(90 pupils)
Year 1 & Year 2	(180 pupils)
Year 3	(90 pupils)
Year 4,5 ,6	(270 pupils)

A 'wish list' has been drawn up, with input from teachers and the children (via the School Council). The main items requested were **playground equipment** (markings, play equipment, picnic tables with games on the top, duplo etc) and **ICT equipment** (Kindles, Laptops etc). **Action: Nell/Scott** to liaise with Mrs Walsh to confirm money allocated to each year group

3. Fundraising Target 2012/13

It was agreed that the new fundraising target for 2012/13 will be £12,000.

4. Bingo Night (30th November)

Helen gave an update on the preparation for the Bingo Night and circulated a planning sheet detailing volunteer helpers and allocating 'lead' responsibility for key actions (see updated sheet attached).

There has been a good response, with the event being sold out and 14 people on the waiting list. Helen has agreed with Wendy Russell to increase the numbers to 90 places (from 80). The request for chocolate prize donations was very successful and a 'thank you' was included in Headteacher's weekly Letter. As Scott can no longer attend, Jo Burton has agreed to be the Bingo Caller.

Mrs Walsh has confirmed that we will be able to access the KS1 Hall from 5pm to set up. It was agreed that we would not do Santa's Grotto on the same night due to possible time constraints, but we would look to arrange for Santa to make a visit to the Bingo Hall during the refreshment break to hand out presents for the children.

Actions agreed:-

Helen: arrange for text message to go out telling parents that Bingo Night is sold out and advising entry by ticket only due to capacity numbers /fire regs

Claire: order coffee, tea, hot chocolate, squirty cream, marshmallows and mince pies from 3668 (via her friend who has managed to get us a preferential rate). Also look into obtaining a PA system.

Nell: liaise with Jo Burton to buy soft drinks and sweets from Blakemore's. Also arrange float (using monies from Book Fayre). Possible purchase of selection boxes for Santa's presents for children (if needed)

Sonia : buy popcorn and sugar

Sarah/Zoe: sort chocolate donations and bundle into line/house prizes (19 prize bundles needed, including large hamper for the final 'flyer' game). Also to ascertain whether we will need to buy additional selection boxes for Santa's gifts and let Nell know.

Mrs Mander: look into the arrangements for chairs to be placed back in the Yr6 classrooms at the end of the evening. Also to advise on arrangements for security firm to lock up at approximately 10pm – feed back to Nell/Helen.

Kerry G: Contact Dave (old Caretaker) to see if he is able to pop in as 'Santa' to the Bingo Night (during the refreshment break approx 7.45pm)

The following prices were agreed for refreshments and food:-

Cans of pop	-	50p	Water	-	50p
Fruit Shoots	-	£1.00	Mince Pies	-	30p each
Tea / Coffee	-	50p	Popcorn	-	TBA(same as Autumn Fayre)
Hot Chocolate	-	£1.00			

5. Marketing & Comms update

It has been agreed that we will produce a **PTFA Newsletter** at the end of each term. Sally Youll has agreed to coordinate this, with PTFA members inputting content. **Action: Helen** to send Newsletter template to Sally.

All members are encouraged to regularly view the PTFA pages on the school website and encourage other parents to do the same. Helen/Nell/Sally and Angie all have passwords to edit the pages and are updating them regularly with latest news, events etc. We are waiting for the first set of webpage statistics from FantastICT which we will then receive on a monthly basis.

A disappointing response to our recent request for **Parent Representatives**. **Action : Helen** to ask Mrs Walsh to mention in her weekly letter.

Parent Questionnaire – Action: Nell to insert 'events' question and finalise to send out

6. Finance Update

Monies raised since last meeting:-

Autumn Fayre	-	£1,600
Christmas Cards	-	£1,600

Scott has handed over the PTFA accounts to school bursar, Wendy Russell who has agreed to do the Independent Examination required by the Charity Commission.

Action: Nell/Helen/Scott : sort out charity banking and arrange new signatories on bank mandate. **Action: Nell/Helen** to raise 'Gift Aid' with Mrs Walsh at next meeting.

7. Events Planning

For all events going forward we need someone to act as the main 'point of contact' and 'lead' (this does not mean they have to do everything!). Dates for the diary :-

Event	Date	PTFA lead
Bham Shopping /German Market	Sunday 9 th December	Sarah Parton
Christmas Parties	19/20 December	Michaela Kerr
Car Boot /Table Top Sale	End January 2013	Nell Pursehouse
Pamper Evening	Friday 8 th February 2013	Claire Gleeson
Disney on Ice	Friday 22 nd February 2013	Sarah Parton
Arts Project (Shopper Bags)	March 2013	Volunteer needed!
Family Quiz Night	Friday 19 th April 2013	Sarah Parton
Film Nights (KS1 + KS2)	Easter 2013 ?	Zoe Platt
Easter Bingo	Easter 2013 TBC	Helen Phillips

Action: Helen to contact Wendy to confirm availability of KS1 Hall for planned events

Christmas parties – Michaela Kerr had requested that we consider extending the length of the parties. It was agreed that they would not be extended for this year, although it was recognised that it took longer to get the children in the hall last year due to the reception area improvements. Changes to entry and exit to the parties is to be changed this year to hopefully speed up the process. This is to be reviewed after this year's parties. Discussion on whether we could sell glow bracelets. Michaela has offered to be the PTFA 'lead' for Christmas parties. **Action: Michaela**

Pamper Evening – Claire agreed to act as 'lead' and to contact Cannock Chase College to enquire whether their beauty students would be able to provide treatments as part of their course. **Action: Claire**

Family Quiz : Sarah has offered to lead and also to run the quiz with her Dad. It was agreed that we should potentially look into holding the event outside of the school e.g. Hednesford Town FC or the Constitutional Club. **Action: Nell** to look into the Cons Club.

Film Nights: provisionally agreed to do two film nights, possibly around Easter time, one for KS1 and one for KS2 children. Mrs Mander suggested we would need to have good crowd control as children tend to get fidgety when watching films and the event would need to be 'policed' well. It was suggested that we could draw up a list of suitable films and then ask the children to vote via the School Council. **Action: Zoe** – agreed to look into the rules around licenses for film nights. Helen said that PTA-UK produced a guide to organising a successful film night and licence rules were covered in the guidance.

Disney on Ice – Sarah has provisionally reserved 100 tickets (rows A-I) for the 7pm performance on Friday 22nd February at the LG Arena and is looking into coach transport. **Action: Sarah** to draft letter and send to Nell for Mrs Walsh approval

Birmingham Shopping & Christmas German Market – Sarah suggested PTFA organise a trip to Birmingham to do some Christmas shopping and visit the German market. Suggested depart from school at 9.30am and leaving Birmingham at 5.30pm. **Action: Sarah** to put draft letter together and send to Nell for approval by Mrs Walsh

8. AOB

Sarah/Zoe commented on how quiet the book fayre had been, with very few sales of nearly new uniform. They also commented that some of the books which had been advertised in the flyer were not in the cases (e.g. David Walliams books). **Action: Nell** to look into.

Helen reported that Uniform Plus has agreed to increase their commission on uniform sales to 10% from 1st November. Helen has now handed the uniform over to Sarah Sprason.

Helen confirmed that we will be hosting a PTA-UK 'Best Practice & Fundraising' workshop at school on Wednesday 27th February 2013 (6.45pm – 9.00pm). PTA-UK will make a £50.00 donation to Five Ways PTFA as a thank you for hosting the event!

9. Date of Next Meeting

Thursday 17th January 2012 @ 7.00pm, KS1 Staff Room