

PTFA Meeting Minutes

Tuesday 13th January 2015

Present – Mrs Mander (Staff Representative), Nell Pursehouse, Helen Phillips, Kirsty Guest, Kerrie Tranter, Sarah Edgar, Emma Wedge, Holly Horton, Annette Read, Sally Tolley.

Helen P welcomed everyone to the meeting

1. **Apologies** – Leigh-Anne Mills, Claire Gleeson, Jo Burton, Sarah Sprason, Andrea Batey.
2. **Actions from previous meeting (11.11.14)**

Crested School Wear does not require exclusive coverage, just preferred supplier status. They will price match when sold through the school but not if parents walk in off the street. Prepared to support uniform trying on day and have supplied mannequins. MK has taken in the book bags and word bags to which they have agreed they can also supply. MK has suggested that after testing the process of ordering to invoice that we look to support this move to Crested School wear for our preferred supplier knowing that parents still have the choice to go elsewhere if they so wish. Uniforms Plus will remain an approved supplier. Agreed to move suppliers for the PTFA managed uniform ordering service.	Complete
Sarah S confirmed final figures for year ending 31 st August 2014 had not taken into account uniform despite income being accounted for, altering the final figures for year ending 31 st August 2014: Income £28,413 Expenditure <u>£25,062</u> Net income (surplus) £3,351	Complete
Gazebos cannot be claimed for against insurance, KT suggested that our insurance already covers us for the value of assets we have and items such as the popcorn maker and bingo machine do not need to be named individually, KT to double check the monetary value the PTFA are covered for	KT
Helen P has arranged monthly meetings with Mrs Mander	Complete
Sarah Edgar will arrange photos of new Committee a text to be sent out to remind individuals	SE
Kerrie Tranter to take thermometer home to see how it can be stuck to office window	KT
Film Night Yr 6 Being held on 11 th Feb 6:30 till 8:30. Neil to send out volunteer request. Nell to sort out film. Volunteers so far include Nell and Michaela.	ND, NP
PTFA asked school to prioritise their wish list as the value of items cannot be covered from remainder of money. Items to be looked at:-	RM

£3.5k Interactive white board for the music room £3.9k curriculum grant (£300 for each curriculum area) £7k Wi-Fi thought the school £3.6 - £4.1k for multimedia equipment in KS1 hall.	
Trustees Annual Report & Accounts will need to be submitted for the year ending 31 st August 2014 as our declared income was over £25k (deadline 30 th June 2015)	KT
Quiz night Emma Wedge leading on this. Subcommittee met on the 19 th Jan. Running agenda all sorted and questions in progress feedback will be given at the next meeting. Wholesale run needed MK, SE, KT, HP	EW, SE, HH
High Street Fashion Show & Clothes Sale – advertising and publicity needs to commence. £5 for first ticket and subsequent tickets at £3. Helen Phillips Look into non-alcoholic wine or mocktails. PTFA committee	Part complete
Neil to send out volunteer request for Easter Bingo . Helen to ask Neil to source bread rolls for hot dogs	ND/HP
Helen to ask Neil to speak to Tesco about supplying Easter Eggs for Egg Hunt	HP/ND
Newsletter to be send out at the beginning of each new half term, rather than at the end	NP

- **Notice Board** - £238.10 for same size (1050mm x 1182mm) or £249.15 for larger one (1050mm x 1397mm), both lockable, exterior notice boards. All agreed to purchase the larger one and look to putting the old one at the bottom end of the school (KS2 area) with Mrs Walsh's permission.
- **Bodyguard** - 26 tickets sold
- **Disney on Ice** - decision made after exploring all options to not run this event this year.
- **Christmas cards** - feedback very successful this year. Sales totalled £3,000.25. Deadline were stuck to and no errors. Points for next year: could do with a couple of additional people to help input, making a total of four. Thanks to Sarah and to Emma and Gary Wedge for many a night in front of their computer.
- **Summer Parties** - Early Years will be 16th July 2015, Years 1-6 evening of 15th July 2015.
- **I Pads** - paid for and school have ordered them.
- **Gym equipment** - company coming to measure up.
- **Uniform Plus invoice** - all paid.
- **Art Enrichment Day** - feedback from Mrs Mander - fantastic event and all years benefitted.

3. Events since last meeting

- **Christmas Bingo**. Successful event. Suggestions for Easter bingo, to have filled rolls or hot dogs instead of jacket potatoes. KT adjusted the stock for sales on the night and it

made for interesting numbers. Only £60.66 of stock used and only £29.33 could be attributed to new stock purchased from wholesalers. KT proposed holding the purchases and opening stock in a “stock account” and therefore only allocating usage on the night against profit. This should give a more accurate profit for the night. Caveat – as Charity Accounts use an income and expenditure cash accounting system we would have to show stock not used as an expense in the accounts.

- **Christmas Parties Feedback** was very positive; recommend to use DJ again for summer discos. Numbers that attended: Nursery – 43; Reception – 84; Year 1 (no slips); Year 2 – 74; Year 3 – 68; Year 4 – 57; Year 5 – 63; Year 6 – 68. Suggestion made to serve hot drinks to parents but no available room to hold people and not enough volunteers. All agreed Years 3 & 4 to have Santa visit next year.
- **Christmas Raffle.** Next year any prizes not claimed in the Christmas Bingo are to be used as prizes for the Christmas raffle. Request to after school club to advertise for us so target those parents who don't pick up at 3:15/20.

4. Treasurer's report

- Funds raised from recent events:-

Bag2School (October)-	not yet know – Nell to chase
Christmas Cards	- £872.65 (commission)
Bingo Night	- 441.25
Non Uniform Day	- £392.53
Christmas Parties	- £2,600 (15% increase on previous year)
Christmas Raffle	- £78.90

5. Marketing and Communications

- **Facebook page and website** still all being used, request to all members to still push for people to use the facilities and to 'like' the FB page
- **Newsletter-** see action table, any communications to be given to Nell. Next one due w/c 23rd February

6. Forthcoming Events

- **Quiz Night date changed to 27th Feb** - see action table
- **Easter Bingo 27th March** non-uniform day is 13th Feb. See action table
- **Easter Egg Hunt** – Leigh-Anne to lead
- **High Street Fashion Show** - see action table

7. Head Teachers Update

- **Art Enrichment Day** feedback from Mrs Mander fantastic event and all year benefitted.

8. AOB

- Nell suggested hosting some extra discos to make up the money lost through the photos. Committee agreed that due to busy events calendar and pressure on existing volunteers not to explore this option further.
- The large donated teddy curtesy of Sarah will be auctioned off at the summer fayre. Thanks to Sarah Sprason

- A letter was received from the Chair of Governors tanking the PTFA for all their hard work. This was passed round for everyone to see.
 - Main agenda item for next meeting Summer Fayre
9. **Date of Next Meeting - Tuesday 10th Feb 2015 at 7.15pm in KS1 Staff Room**