



Five Ways Primary School PTFA meeting

Tuesday 13th December 2016 at The Mill Farm Pub Cannock

Present: Neil Dalby (Chair), Sarah Edgar, Emma Wedge, Kerry Howard, Hayley Siddaway, Helen Philips, Kerrie Tranter (part).

Apologies: Annette Read, Kirsty Guest, Leigh-Anne Mills, Hollie Horton, Dilly Lidder, Jo Burton.

1. Notes and Actions from last meeting (8th November)

Charity Commission login – **Action: AR** to report back at the next meeting.

Press release and photo – photo taken at Xmas Bingo and HP passed details to Sally Youll who will prepare press release for Express & Star. **Action: HP** to chase up

Easy fundraising – need volunteer to take the lead / push this initiative – discuss next meeting

Your School Lottery – **Action HP** to report back early 2017

Arriva Community Fund – unsuccessful due to disappointingly low number of votes. If the opportunity arises again we need to get the full school behind the initiative and use all communication channels to remind parents, staff, family and friends that we need their votes and how easy and quick the process to vote actually is.

2015/16 Spending – concern expressed over lack of progress in spending PTFA's donation from previous year, especially in respect to the planned multi-media system for the KS1 Hall. SE has offered to assist Wendy Russell but told it is in hand. **Action: ND** to chase up with Mrs Mander and request an update on progress against all items on the list including playground markings, KS2 enterprise project, enrichment days etc.

2. Treasurer's Update

See attached Finance report prepared by KT. Comments raised:-

Disbursements to school – update required (see action above)

Fashion Show – HP/EW queried costs of £261.25 against costs of £51.15 for previous event. Could this be a typo? **Action: KT** to confirm at next meeting.

3. Update from Headteacher's Meeting

Mrs Mander has agreed to additional inflatables at the Summer Fayre to include large slide and nerf shooting range in addition to the usual bouncy castles. Cost is £370 as opposed to £170 last year. All agreed the inflatables make money and the additional cost would be recouped in profits.

Mrs Mander also agreed to us using our own BBQ for burgers /hot dogs subject to satisfactory risk assessment. Only down side is having the manpower to run the BBQ – to be discussed at next meeting and decision made.

Mrs Mander has agreed to 'Carols Around the Christmas Tree' next year – hot drinks, non- alcoholic mulled wine and tea lights to be sold in the pavilion on the KS2 playground and xmas tree in Katie's garden to be decorated with lights. Date to be agreed ASAP.

4. Past Events

Bag2School – cheque for £160 received.

Fashion Show & Clothes Sale - £348.05 profit. Next sale booked for 10th March 2017 and £100 deposit paid. **Action: flyer to be sent out for tickets to be sold ASAP January.**

Xmas Bingo – overall good positive feedback. Some comments about needing a larger hall, Some people prefer the KS2 Hall as KS1 Hall felt cramped. Some mentions of the high noise levels. In future will send out the 1st bingo book with the ticket and once ticket handed in we direct people to their seats before coming back to buy additional books, dabbers etc. This will ease the congestion and queue on arrival. More helpers needed on refreshments.

Xmas Cards – issues with 2 orders now resolved but had cost PTFA. Mrs Mander has agreed next year for ALL designs will be done in school-time during the first week back after the holidays. Need to schedule more helpers to sort and input as likely to be more orders.

Summer Fayre – ND contacted Cannock Chase Radio who will charge £200 for social media coverage and some radio coverage on the day or £400 to broadcast from the Fayre and provide full PA/announcements, music, live coverage etc. Agreed to go with the lower offer and see how it goes this year as £400 is a lot of money which we cannot justify, not having any real bearing on what we will get back in terms of visitors on the day. All agreed that Jo Burton does a great job in running the PA announcements and we would need to sound her out if she is willing to continue this year. **Action: HP. KH** offered to assist with Summer Fayre sponsorship, prizes coordination etc – to discuss with **ND**

5. Any Other Business

International Enrichment Day – disappointing that in Headteacher's weekly letter there was no acknowledgement of the PTFA's involvement in funding the enrichment day in November, nor any mention of PTFA organising a visit of Pudsey on Children in Need day. We need to work together to continually make parents aware of what PTFA are doing to support the school and how the funds they have helped to raise is being spent. **Action: ND** to raise with Mrs Mander and **KG** to include in Newsletter and post on FB.

Christmas Raffle – **HP** reported the Xmas raffle was going well with helpers selling raffle tickets every morning before school and Breakfast/After School club also selling tickets. 1st prize chocolate hamper, 2nd prize 4 x bottles of wine and 3rd prize Teddy bear.

Staff Xmas gifts – **MK** to arrange gift for Dave Trow (Santa) and **HP** to arrange gifts for the office staff and caretaker.

Newsletter – **Action: KG** to work on Newsletter to go out before Xmas break

PTFA Hoodies – arrived and handed out. **Action:** Payment due via HP please (£17.00)

6. Date, Time & Place of Next Meeting

Tuesday 10th January 2017, 7.45pm for 8.00pm prompt start at the Mill Farm Pub.