

Five Ways Primary School PTFA meeting

Notes of Meeting on Tuesday 14th November 2017 at Five Ways Primary School, KS1 Staff Room

Present: Neil Dalby (Chair), Christie Gray, Sarah Edgar, Amy Roswell, Claire Nurse, Gill Wilkes, Helen Phillips, Tatum Houlston, Tim Alcock, Katie Barham, Anna Hill, Kerrie Tranter, Dilly Lidder, Sue Fuller.

Apologies: Tara Harvey, Kirstie Rathor, Hayley Sidaway, Kerry Howard, Kirsty Guest, Hollie Horton.

2. Actions from previous minutes – 10th October

- Update and feedback meetings
 - Agreed to continue - meeting to take place the 3rd Tuesday of every month following the main meeting. **Next meeting 21st November KS1 staffroom**
 - **ACTION DL** to chair meeting

- Counting machine
 - Purchased and now in use

- Secretary Role
 - **ACTION HP** and **DL** to meet and discuss the facebook page and website.
 - **ACTION DL** to send email to Charity Commission information them of the new committee.
 - **ACTION DL** send constitution all members. With so many new members this year it is a good way to share information on how the PTFA is ran and remind current members.

- Wish List
 - It was discussed that a percentage of money raised each year could potentially be allocated to fund licences for software/applications that have been initially funded by the PTFA (i.e. Bug Club, Home Link Books etc). The issue being that parents could get bored as there is not much new and exciting being spent with the money.
 - **ACTION SF** to speak with Mrs Mander to developing a plan outlining how the school will fund the maintenance and licences of new software/applications that are initially funded by the PTFA.
 - A request for the PTFA to fund 70 ties for the school choir. **HP** contacted Uniform Plus awaiting costs. **ND** mentioned that Mrs Mander has ordered ties
 - **ACTION SF** to find out if ties have been ordered by the school and if so where from.

- KS2 Library furniture
 - Plans have not been drawn up yet. Once they are complete Mrs Mander will share with the PTFA

- It was explained that the school can use any supplier for the furniture, Ikea was an affordable option.
- **KT** mentioned that Heath Hayes Library have a book shelf they no longer need and would donate it to the school.
- **ACTION SF** to find out if the school would like the bookshelf

3. Treasurer's Update

- See report attached.
- Non –uniform day – up from last year
- Funds from the School Lottery have been paid into the account
- First payment from Easy Fundraising
- Christmas cards - up on revenue from last year

4. Update from Head Teacher's Meeting

- Behaviour charts
 - Agreed the PTFA would fund the behaviour charts £50
- A cover will be bought by the school for the table tennis. It will be placed outside so the children can use it.
- Cannock Chase Radio – as part of the sponsorship paid for the summer Fayre Cannock Chase Radio said they would hold educational sessions with some of the children at the school
 - **ND** has given the contact details to **JJ**.
 - It was agreed that the school will arrange dates and sessions appropriate for the children.

5. Future Events

- **Bag2School**
 - **ACTION ND, TA** and **DL** to help with drop off points on 20th and 21st
- **Christmas Craft and Gift Fayre – 25th November**
 - **ND** has purchased a banner for the event
 - **ACTION ND** to distribute poster – ask year six helpers to put them up and around the school
 - **ACTION KT** stock take after the event
- **Christmas Bingo – 1st December**
 - **HP** gave an update – tickets are sold out. Dave Trow is confirmed to be Santa.
 - **ACTION ALL** chocolate wrapping confirmed for 21st November
 - Still to decide whether a raffle will take place
- **Christmas Parties**
 - DJ booked for KS1 and KS2 parties/discos.
 - Letters ready to go out (week ending 17th Nov)
 - **ACTION DL** to send an email requesting volunteers.
 - **TH** has purchased presents for nursery through to year 6.
 - **HP** to arrange payment card for **TH**
 - **SF** mentioned that there have been a few comments from parents regarding the sale of soft drinks and sweets at the Christmas parties and was there any way there could be a limit to how many are sold per child.
 - It was agreed that this would be impossible and that the letters already state a recommended amount of money for children to bring to the party.
 - **ACTION DL** and **CG** to do a stock run before 1st Dec
 - **HP** has booked the next Fashion Show - **Friday 18th May**. Tickets to go on sale after Christmas.

6. Possible New Events

- **Shiny Smarties**

- Tesco donating £20 voucher.
- Proposed for February half term
- Still sourcing the tubes of Smarties. The fundraising will only work if they can be sourced for free.

7. Brass provision

- **HP** explained that the order was for 35 musical instruments
 - 25 Trumpets
 - 10 Trombones
- Deadline for the funding is 15th Dec
- **ACTION KT/HP** to clarify if there is a shortfall in funds

8. Easy Fundraising

- With Black Friday and Christmas coming up it was decided that an article would go out with information on the new Apple and Andriod app. HP has amended the letter to go out.
- **ACTION DL** to source poster.

9. AOB

- **HP** reminded committee that the year 6 autograph books will need to be ordered for next year.
- **ACTION CG** will be looking into an event similar to Flip and Dippy and feeding back to the next meeting.
- **ACTION TA** to investigate the possibilities of the school benefiting from one of the charity car washes – date to be confirmed next year.
- Carried over to next meeting – need for a defibrillator at the school raised by **KB**

10. Date, Time & Place of Next Meeting

Tuesday 12th December, 7.15pm in the KS1 Staff Room.