

**Minutes of Meeting held on Tuesday 15th May 2018
7.15pm at Five Ways Primary School**

Present: Christie Gray (Chair), Helen Phillips, Katie Bartram, Anna Hill, Claire Nurse, Kirsty Rathor, Tara Harvey, Miss Jones (Staff Rep), Kerry Howard, Kerrie Tranter, Neil Dalby (part)

Apologies: Hayley Sidaway, Kirsty Guest

1. Actions from the last meeting

- **DBS checks – Action: All** regular PTFA helpers to arrange their DBS check (free of charge for volunteers) via Alison in the school office. **Action: Neil** to send email out to all PTFA members. Miss Jones commented that if members already have DBS clearance in place for Staffordshire Schools they would just need to provide their DBS number to Alison. **Action: Christie** – to keep a separate PTFA log of the names of PTFA members who have provided evidence of their DBS check.
- **Action: Kerrie** to ask Roger if he is able to weld the container doors as latches have become loose.
- **Action: Neil** to chase up CAF bank card
- All other actions detailed under agenda items below

2. Treasurer's Update

Kerrie T reported no update required as no events had taken place since the last meeting. **Action: Kerrie** to arrange floats for Fashion Show.

3. Headteacher's Update

- Mrs Mander has agreed to Splat the Rat and Coconut Shy – no to Welly Wanging

- No to 'Break the School Rules' fundraising suggestion
- **Action: Neil** to liaise directly with School Bursar, Wendy Russell about the use of Parent Pay for PTFA related activities/events
- Miss Jones talked about GDPR and the requirement for the PTFA in its own right to be compliant with how it collects and stores personal information (see agenda item below). Request that all PTFA 'business' correspondence is sent via the formal business email address i.e. **ptfa.secretary@googlemail.com**. **Action: Neil** to arrange wider access to PTFA googlemail account.

4. Past Events Feedback

N/A

5. Upcoming Events

- **Fashion Show - 18th May**
 - 55 tickets sold
 - Shop2Drop confirmed their attendance despite numbers being below the minimum 80.
 - Clothes Vouchers may be reduced to £30 (from £50) due to low numbers
 - **Action: Neil /Christie** to promote and sell tickets at Nursery Induction meeting 16th May.
 - Family Event Risk Assessment has been updated to include provision of alcoholic beverages (see attached)
 - **Action: HP** to get Coffee, Tea, Milk, Sugar, Prosecco and Orange Juice
 - **Action: Kirsty R** to source plastic/cardboard insulated cups with lids (150 – 200 max needed)
 - **Action: Miss Jones** to enquire about access to the KS1 Hall at 5.00pm
 - Shop2Drop company arriving at 5.30pm
 - Helpers needed for set up from 5.00pm – doors open at 6.30pm for 7pm start. **Action: Neil** to send email out requesting volunteers for set up, selling refreshments, door, raffle tickets etc
 - Miss Jones – confirmed 60 x large chairs will be brought up to the KS1 Hall.
 - **Action: Kirsty R** to bake a cake. Two other volunteers have confirmed they will also provide cakes and all will provide list of ingredients for display on the night.
 - **Action: Neil** to bring large stand-up mirrors up to the hall from the container
- **Bag2School - 4th/5th June**
 - Kerry confirmed that bags should arrive in school w/c 21st May.
 - Action: Tara H** agreed to sort the bags into class sizes and return back to

school for distribution. **Neil** to arrange text message to go out and Facebook post. **Kerry** to book dates with Bag2school for next year along the same lines as this current year (x 2 collections November and June).

- **Summer Fayre – 8th July**

- **GRAND RAFFLE** – Christie coordinating. Raffle tickets ordered. **Action: Tara** to sort into classes (2 x books per child) when they arrive. Raffle prize letters have been sent out and donations slowing coming in.
- **PUBLICITY** – Helen to take over for Dilly. **Action: Kirsty R** to produce more professional looking poster and summer fayre programme.
- **FRONT COVER COMPETITION** – **Action: Helen** to send info to Miss Jones
- **EXTERNAL STALL HOLDERS** – Neil coordinating – some places still available (£15 including raffle prize donation) –max 14 stalls
- **STALLS** – Helen ran through the list of stalls – **Action: Helen** circulate up to date list. Neil – coordinating Year 6 stalls with Mrs Tandy – **Action: Neil** - chase up after SATS
- **CENTRAL ARENA** – confirmed – 1st Chase Terrace Scouts Band, Five Ways Choir & Wind Band (Mr McFarlane), Dance & Progressive Sports Displays (Mrs Marsh) and Chase Wado Kai (Dave Jillings). **Action: Helen** to confirm timings and relay to Kirsty for Summer Fayre programme.
- **BBQ** – Neil coordinating with Sarah E including ice cream fridge , gas etc
- **DJ/COMPERE** – Neil booked at cost of £30. Site visit due soon.
- **STALLS SIGNAGE** – Helen coordinating
- **DONATIONS DAY 8TH JUNE** – Katie and Anna coordinating Crazy Cups (Early Years plus Yrs 1- 4) to go out last week before half term. Tombola (pamper, chocolate, bottle) – Years 5 and 6. **Action: Neil** to send posters out with weekly letter.
- **STALLS PRIZES** – Claire Nurse coordinating purchase of small prizes for relevant stalls including Year 6 stalls.
- **WHOLESALE RUN** – to be arranged nearer the time
- **VOLUNTEERS** – Helen coordinating. Volunteer register now in reception area. **Action : Helen** to arrange text message and FB posts
- **EMERGENCY SERVICES** – Tim coordinating
- **SET UP** – Friday 6th July - 6.00pm – 9.00pm. – volunteers needed Sunday 8th July – from 9.15am.
- **FIELD LAYOUT** – as last year – adjust as needed

- **WET WEATHER CONTINGENCY PLAN** – as many stalls as possible to move inside – use of classrooms – external stallholders will be cancelled

NB. PTFA cupboard clear out/tidy up – anyone free please meet at school from 7.00pm on Tuesday 22nd May

- **End of Year Parties –18th & 19th July**
 - to be discussed at next meeting

6. Reception Induction Meeting – 16th May at 7.00pm

Neil and Christie attending to present PTFA and promote School Lottery and sell Fashion Show Tickets. Katie B and Ann H there as new parents in support.

7. Newsletter

Newsletter due out w/c 4th June – Summer Fayre special – **Action: Kirsty Guest.** All contributions to be given to Kirsty ASAP.

8. Possible New Events

Christie has confirmed '**Flip & Dippy Clown Show**' for 12th October 2018.

9. Social Media Policy

Discussion centered on whether the PTFA Facebook page should remain as an open page or move to a closed 'page' or change to an 'open' or 'closed' 'group'. HP circulated an updated policy (see attached) based on discussions at the previous meeting to highlight the right of the Page Administrator to remove people from the page should we feel they have no children currently at the school or no apparent links with the school. It was agreed that the updated policy should be sent out to all parents as an interim measure but that a more in depth discussion would be needed and a proper review of the FB page to be undertaken and decisions made about the page going forward.

Action: Neil to arrange for policy to go out with Mrs Mander's weekly letter. The need to send the policy out to all parents at the start of each academic year was reinforced and agreed **Action: Neil.**

HP also circulated a draft letter (see attached) aimed at new parents joining the school in September but letter would be subject to change based upon the outcome of the bigger discussions as and when they take place.

10. GDPR

Helen briefly explained the requirement under the new GDPR rules coming into force on 25th May, for the PTFA be compliant. As the Five Ways PTFA is a separate legal entity to the school it is the Committee's responsibility to ensure the PTFA is compliant with the new rules which concern how the PTFA processes personal information. Going forward HP suggested that a named person is responsible for GDPR compliance on an ongoing basis. ParentKind (formerly PTA-UK) has produced some GDPR Guidelines for PTAs as well as some FAQs. **Action: Christie** agreed to lead on GDPR to review the guidelines and produce a 'privacy statement' to be included on all event flyers etc where we collect personal information (deadline 25th May 2018). Where we pass personal information on to a third supplier (e.g. in the case of the Xmas cards via Class Fundraising) we would need a statement to explain how Class Fundraising process and store this information. **Action: Helen** to send ParentKind Guidelines and FAQs to Christie.

11. Any Other Business

- **Lottery** – new supporters this term will be entered into a competition to win a family heritage membership with the National Trust or English Heritage. Lottery support has plateaued out. Guidance from Your School Lottery suggests need to keep reminding parents about the lottery, advertising weekly winners and linkage to key fundraising aims e.g. defibrillator.
- **Grants for Funding** – **Action: Christie** to research. All to keep eyes and ears open for any possible funding streams suited to PTAs
- **PTFA Helper T shirts/Hoodies** – order has been submitted for delivery in time for the Summer Fayre
- **Year 6 Leavers Hoodies/T-shirts** - order submitted and delivery expected in time for Year 6 residential visit to Laches Wood w/c 11th June. **Action: Helen** to sort and deliver to Year 6 classes.
- **Leavers Autograph Books** –arrived and books placed in the PTFA cupboard (sufficient books for the next two years).

12. Date of Next Meeting

Tuesday 12th June 2018 at 7.15pm – KS1 Staff Room – Dedicated to SUMMER FARE PLANNING !!!!