

## Notes of Meeting on Tuesday 17<sup>th</sup> April 2018

### Five Ways Primary School - KS1 Staff Room

**Present:** Neil Dalby (Chair), Christie Gray, Katie Bartram, Helen Phillips, Kerrie Tranter, Anna Hill, Claire Nurse, Mrs Fuller, Mrs Gould

**Apologies:** Tara Harvey, Kirstie Rathor, Hayley Sidaway, Kirsty Guest, Hollie Horton, Amy Roswell, Gill Wilkes, Tatum Houlston, Tim Alcock, Dilly Lidder, Sarah Edgar,

#### 1. Actions from previous minutes: 13<sup>th</sup> March 2018

- **HP** has ordered PTFA T-Shirts for volunteers - PTFA to fund. No-one has requested any hoodies.
- Parent Pay - Mrs Mander is still looking into – **ND** to ask in Headteacher review meeting.
- Everyone to try and sell 5 tickets for Fashion Show.
- Grants – please notify **CG** if you come across any.

#### 2. Treasurer report

- Easter Egg Hunt made a £364.00 profit
- Bingo (including none uniform money of £334.50) made a £934.00 profit
- Grant from Tesco's of £2,250.00 (75%) received.
- Leavers t-shirts £1,366.00 received of which £288.90 is profit.
- **Total form above events £3,836.90**
  
- Accounts have been sent to the auditors.

#### 3. Update from Head Teachers meeting

Due to a short time between the Easter Holiday and this meeting, it was mutually agreed that no update meeting was required.

#### 4. Past events

- Easter Bingo
  - Went well. Noted that the caller was giving out bingo flyers, agreed that this was OK as provided FOC.
  - Unfortunately, didn't have time to give out review sheets, but verbal feedback received was positive.
- Easter Egg Hunt
  - Proved really popular and went very well.
  - Huge thank you to Tara Harvey for dressing as the Easter Bunny.
  - The additional sheets were not needed this year.
  - Very positive feedback.

## 5. Future events

- Fashion show
  - So far sold 33 tickets. For the event to go ahead we must have 70 people turn up on the night otherwise we lose our deposit.
  - Approval from Board of Governors to provide 1 alcoholic drink for each ticket holder on arrival. Must ensure that this is managed well so that we do not have this taken away from us.
  - Mrs Mander to share flyer with teachers
  - **CG** to share flyer onto local social media group - Done.
  - **ACTION ALL** to sell tickets.
  
- **Bags 2 School**
  - Arranged for 4<sup>th</sup> and 5<sup>th</sup> June 2018.
  - **HP** to confirm if **KH** booked bags last time and if so could she please arrange again.
  
- **Induction Meetings**
  - Reception induction meeting on 16<sup>th</sup> May 2018. **ND** and **CG** to attend and sell word folders and book bags.
  - Nursery induction meeting on 6<sup>th</sup> June 2018. Volunteers will be required.
  
- **Leaver t-shirts**
  - **HP** to check and distribute leaver t-shirts.
  
- **Lottery**
  - New flyer to go out with details of new competition.
  
- **Flip & Dippy**
  - Provisionally booked for Friday 12<sup>th</sup> October 2018, **CG** awaiting confirmation from School office that this date is acceptable to use KS2 hall as original date mutually agreed of 19<sup>th</sup> October was an error by Flip & Dippy.

## 6. Possible new events

- Break the Rules Day
  - Maybe word it differently?
  - Mrs Mander to agree 5 rules that the children can break. Must pay 50p for each rule broken i.e. wearing JoJo Bows to school.
  - Mrs Fuller to speak to Mrs Mander about suggestion.

## 7. Defibrillator

- Funds are now available from Lottery Proceeds.
  - **KB** provided all the quotes to school; Miss Jones has the contacts.
  - Responsibility passed from PTFA to school to organise.
  - Funding will be paid once invoice received.

## 8. PTFA Newsletter

- Please pass on any newsletter information to **KG** on a regularly basis so there is no last minute information to try and include.

## 9. Summer Fayre

- **CG** - Creating mail merge document and spreadsheet for letters to go out to local businesses. Can be used for all future summer fayres (reduce time impact) – Done
- **CG** - Organising raffle tickets – proof agreed and ordered. Invoice passed to **KT**.
- **ND** – Contacting Nuffield Health for a voucher - Done
- **HP** – To ask for Brownhills Musical Theatre Company tickets for the raffle - Done
- Suggested that maybe if the school are in contact with Beth Cobden that we could ask for a signed England Netball Shirt to win in the raffle? **HP** will look into as suggestions of her opening the Fayre.
- PTFA to provide £100 prize.
- Year 6 stalls, emailed Mrs Tandy via. Miss Jones. Explained only one of each stall type, would like I'm a celebrity stall and a nerf stall would be ok this year. Need to discuss a firm date and deadline for stall lists.
- We need to evaluate how many stalls need prizes and we will dictate the prizes for the stalls as opposed to the children asking for them. **CN** to lead on prize buying.
- Teddy Tombola – will need all teddies labelling.
- **TA** - to make a rat for splat the rat stall.
- School display – Chase Wado Kai Karate Club has agreed to do the display – would like a table to send out flyers etc.
- **ND** – To chase up DJ – asking at Mill Farm Pub.
- Ask the staff to run particular stalls – tbc.
- Ask **TA** if he will be able to help re: emergency services attendance again.

## 10. AOB

- **Social Media Policy.**
  - To be vetted - **CG**
  - Discussions about open page on Facebook
  - Look at Safeguarding of children and picture sharing permissions – do parents know that the Facebook page is an open page? Should this be closed and an open page for events only?
  - **HP** to look at Parentkind (PTA-UK) for any suggestions.
- **General Data Protection Regulations**
  - Look at impact of GDPR on PTFA and any action points such as privacy policy/statement.
- **DBS Checks**
  - All regular helpers should be checked – to be arranged with the school via the reception office.
  - Any helpers not DBS checked should be working alongside either a member of the school staff or a PTFA member who has been checked (in the interest of safeguarding)
  - Does a check need to be carried out if a PTFA member has a DBS but for another location i.e. work?
- **Alcohol Policy**
  - **KT** confirmed Alcohol Policy agreed.

- Consider adjusting risk assessments and associated costs **HP**
- **Must ensure nothing happens at events where alcohol has been permitted.**
  
- **Container door**
  - It has been reported that the container door is a little temperamental. The latches have gone week. Asked is **RT** would be able to kindly look at welding.
  
- **Bank Cards**
  - **ND** to chase up Bank.

**11. Date of Next Meeting:**

- Tuesday 8<sup>th</sup> May 2018 at 7.15pm prompt, KS1 Staffroom.