



## Five Ways Primary School PTFA meeting

Tuesday 4<sup>th</sup> March 2014

### KS1 Staffroom

**Present:** Nell Pursehouse, Helen Phillips, Emma Wedge, Sarah Edgar, Neil Dalby, Andrea Batey, Hollie Horton, Mrs Mander (Teacher Representative), Scott Saunders

Special thanks go to those that brought in cakes!

Actions are in **Bold**

#### 1 – Apologies

Rosemary Green, Jo Burton, Sarah Sprason

#### 2 – Minutes and Actions from last meeting (14.01.14)

- Accounts and EGM date – see later in Minutes
- Tesco green club card points – Neil Dalby used the Tesco card when buying Easter Eggs (see later in Minutes) and Mrs Fuller has spoken to Mrs Robinson regarding a ‘bring your cans to school day’ in order to collect old tin cans which can be recycled earning Tesco club card points. This will go ahead but a date needs to be set . Nell confirmed that she was waiting for Mrs Robinson to confirm a date for a ‘trial collection’ to take place. **ACTION: Nell to liaise directly with Mrs Robinson**
- Alternative Bingo venues – Sarah Edgar reported that hosting future bingo events at external venues would not be cost effective. This is due to the cost of the room/hall and the limitation on selling refreshments. It was decided that future Bingo events should remain at school.
- Various other events – please see the events section
- Possibility of the PTFA funding enrichment/progressive sports days or events. It was agreed that the PTFA would help fund enrichment days for all years rather than progressive sports days/programmes. It was suggested that PTFA could fund a set amount (£500?) per Year Group for International Day in November and this could include lots of themes including cooking, modern languages, music and art etc. This was due to the overall cost and not wanting to exclude some years with limited funds. Costs would need to be fully researched and identified firstly. **ACTION: MRS MANDER**

#### 3 – Extra-Ordinary Meeting (EGM)

The EGM will take place at the next meeting – 6/5/14. Sarah Sprason is awaiting some clarification from last years accounting activities from Scott Saunders so **ACTION: SARAH SPRASON AND SCOTT SAUNDERS** to discuss and finalise beforehand. The accounts need to be finalised and independently verified (Claire Gleeson’s contact) in advance of the

EGM. To conform to our Constitution we need to give 21 days written notice of the EGM to all members. **ACTION: Helen Phillips to get draft letter agreed for NEIL DALBY to send out**

#### 4 – Treasurers report

Sarah Sprason was unable to attend the meeting but prepared and sent note for the Minutes (**SEE FINANCE REPORT ATTACHED**).

#### 5 – Marketing and Communications

- **Facebook page** – the page is now has 143 ‘likers’. Neil Dalby and Helen Phillips are acting as ‘Admin’ and posts/messages are reviewed and made as needed. HP added how useful FB was as a vehicle to get photos out to parents of recent items we have purchased for the school with monies raised
- **Website stats** - **ACTION: HELEN PHILLIPS** to pass on detailed stats report to Neil Dalby to send out with Minutes

#### Summary: 1<sup>st</sup> – 31<sup>st</sup> January 2014

1 <sup>st</sup> – 31 <sup>st</sup> January 2014		1 <sup>st</sup> – 31 <sup>st</sup> December 2013	
Page Loads	199	Page Loads	227
Unique Visits	103	Unique Visits	98
1 <sup>st</sup> Time Visits	97	1 <sup>st</sup> Time Visits	76
Return Visits	6	Return Visits	22
<b>Most popular pages:</b>		<b>Most popular pages:</b>	
➤ PTFA		➤ PTFA	45
➤ Photo Gallery	36	➤ Events	28
➤ Latest News		➤ Latest News	28
➤ Events		➤ Photo Gallery	22
➤ Newsletters		➤ Contact Us	15

#### 6 – Events

A planning meeting was held on 25<sup>th</sup> February 2014. Those present were Nell Pursehouse, Helen Phillips, Rosemarie Green, Emma Wedge, Sarah Edgar, Neil Dalby, Claire Gleeson, Jo Burton, Andrea Batey, Carolyn Griffiths, Sarah Sprason. The Minutes from this meeting have been amalgamated into this meeting

#### **Bags to school 10/11/12 March 2014**

- Empty bags are went home with the pupils on 26<sup>th</sup> February
- Nell has the poster to direct people as needed to the drop off points
- Monday 10<sup>th</sup> March volunteers - Andrea Batey and Rosemary Green – before and after school at the swimming pool

- Tuesday 11<sup>th</sup> March volunteers – Neil Dalby before school, Rosemary Green after school, Helen Phillips before and after school at the swimming pool
- Wednesday 12<sup>th</sup> volunteers – none really needed as the drop off point is outside the office.

### 3 – Book Fair – 13-19 March 2014

- The books come into school on the Thursday and need to be set up in the KS2 hall with help from teachers. The leaflets have arrived and need to be sorted into classes.  
**Action: Nell** to sort and bring back to school for distribution.
- **Action: Sarah Sprason** to organise the float – 1p's needed for change along with other coinage
- **Action: Nell Pursehouse** to organise the posters and displaying of them
- Banners to be located and displayed as needed
- Volunteers – 13<sup>th</sup> – **Andrea Batey**, 14<sup>th</sup> - **Sarah Edgar**, 17<sup>th</sup> – need help, 18<sup>th</sup> – **Helen Phillips**, 19<sup>th</sup> – **Emma Wedge**. **Nell Pursehouse** is a possible for Thursday and Tuesday
- **At least 2 volunteers are needed for all days. EXTRA HELP NEEDED FOR ALL DAYS PLEASE.**

### 4 – Class/team photos – 14<sup>th</sup> March

- **Neil Dalby** to email **Angie Madge** to see if Angie can organise the running of the day.
  - **Nell Pursehouse** and **Helen Phillips** to ask **Mrs Walsh** if teachers can help more on the day
  - **Helen Phillips** can help on the day and **Carolyn Griffiths** can help after 1.45pm
- \*IT HAS SINCE BEEN AGREED WITH MRS MANDER THAT STAFF CAN MANAGE THIS EVENT WIHTOUT ANY PTFA HELP. Action: Neil to advise PTFA helpers**

### 5 – Disney on Ice – 14<sup>th</sup> March

- **Nell Pursehouse** reported that 113 tickets were booked, 63 wishing to go on the coach.
- Coaches booking confirmation will be made by **Nell Pursehouse**

### 6 – Pamper Night – 26<sup>th</sup> March

- So far 26 tickets (people bought tickets) sold. Helen Phillips to arrange a text to be sent out to parents wanting to book tickets/appointments
- 20 stalls in total
- South Staffordshire College are now attending

- **Action: Mrs Mander** to ask about extending the event's opening hours to 6:30-9:30 or 7:00-10:00. This to be confirmed after appointment scheduling.
- Volunteers for the night – **Claire Gleeson, Jo Burton, Leigh-Anne Mills, Rosemary Green, Helen Phillips**
- Volunteers to be at school for 5.30pm and stall holders arriving from 6pm.
- **Helen Phillips, Sarah Edgar and Emma Wedge** to organise the appointments – 7.30 pm 11<sup>th</sup> march at Newhall Farm pub
- Things to organise – music, packs for stalls, stall names, stall plan, basic refreshments, PA system
- **Sally Youll** to organise press coverage in Express & Star and Chronicle

#### 7 – Easter Bingo – 4<sup>th</sup> April

- Flyers will go out on Friday 7<sup>th</sup> March, deadline to be back being 21<sup>st</sup> march.
- Potatoes needed – **Neil Dalby** has confirmed Justin. 50 minimum order for potatoes with same arrangement regarding fillings as last time.
- Not cost effective to use other venues
- Need to display called numbers better- possibly use the stage (agreed with Mrs Mander)
- Volunteers for the night – **Leigh-Anne Mills, Sarah Edgar, Emma Wedge, Sarah Sprason, Jo Burton, Helen Phillips, Nell Pursehouse, Neil Dalby**
- Access to the KS1 Hall for set up will be from 5.00pm
- At tidy away, children must remain in the hall whilst adults only return the chairs back to the mobiles. This will avoid children running outside and making unnecessary noise late at night
- Prize donation day – 21<sup>st</sup> March – helpers –, **Rosemary Green**. It was agreed that school would confirm collection points to the PTFA which will eliminate the need for PTFA members to interrupt classes once lessons have started to collect the donations.  
**Action - Mrs Mander to feed back where the collection points are.**
- Wrapping will be on 1<sup>st</sup> April at 6.30pm at school - Wrapping helpers **Claire Gleeson, Emma Wedge, Helen Phillips, Leigh-Anne Mills**
- **Neil Dalby** to email **Rob Ryder** to ask if he will attend as the Easter Bunny at 7.45pm to give out an Easter Egg to each child

#### 8. Easter Egg hunt – 11<sup>th</sup> April

- **Neil Dalby** to email Angie Madge to confirm she will organise
- **Neil Dalby** has purchased 252 eggs from Tesco. The eggs are being held at Tesco until the morning of the event. Tesco have expressed an interest in attending the event to establish and maintain a strong link between the school and store. Looking to bring some goodies on the day as well.

- **HELP NEEDED AT THE EVENT – ND to send volunteer request out**

#### 9 – Yellow Moon

- Catalogues went out 26<sup>th</sup> February. Thanks to Carolyn Griffiths for organising

#### 10 – Quiz night

- Delay until next school year (September 2014) due to number of events already scheduled.

#### 11 – Film night – 21<sup>st</sup> May

- **Agreed to hold for Year 6 only but may be extended to year 5 if numbers allow (max 100 pupils in the hall)**
- **Nell Pursehouse** to organise TENS license – 21 days notice needed
- **Nell – to confirm date and equipment use from Dolphin Media (Rob Comley)**
- Children may dress in casual clothes and bring a pillow/blanket
- Possible films – Monster’s University, Lego Movie, Mr Peabody and Sherman. Children to be asked to chose film from a short list. **Action: Helen Phillips to arrange voting slip**
- **Helen Phillips and Nell Pursehouse** to ask **Mrs Walsh** about staffing at the event
- Decided it would be best to seat the pupils attending on chairs rather than on the floor. This will help with health and safety too.

#### 12 – Summer Fayre – 12<sup>th</sup> July

- Sub committee to be formed – **Neil Dalby, Sarah Edgar, Emma Wedge, Sarah Sprason, Helen Phillips, Nell Pursehouse, Jo Burton**. Mander said an after-school meeting might attract more teacher helpers as they wouldn’t need to wait at school until the evening
- A brief discussion was had and a few topics mentioned – a theme needs to be decided (Circus mentioned), look at hiring/booking a band as the drum band from last year cannot attend (**Neil Dalby** to ask about scout bands), look for new entertainment shows, inflatables need to be booked (**Scott Saunders**), possible ice cream van (**Scott Saunders** to call local council for approved sellers), look at PTFA selling ice lollies on the day. Raffle tickets need to be ordered, quantity/sell price of hot dogs (£1.50) need to be reviewed, stock take of the PTFA store cupboard needs to be made.
- Need to liaise with Rob Ryder to see if he can do the Hot Dogs and also bring along his Scout Helpers.
- PTFA to liaise directly with Miss Stretton (Yr6 Leader) to organise the Year 6 stallholders
- Date of first sub committee meeting to be confirmed ASAP following feedback from Mrs Mander on staff participation and preferred timing of meetings. It was suggested that Tuesdays or Fridays would be good days (**Action: Mrs Mander**)

- **VOLUNTEERS NEEDED** – HP to place Parent Volunteer Register in school office
- **Hollie Horton** agreed to contact the Fire Service

### 13 – Plant sale – date TBC

- Volunteers needed to source new suppliers – **Helen Phillips** to search the PTA UK Supplier Director for suitable suppliers

### 14 - End of year discos (17<sup>th</sup> July)

- Michaela Kerr (lead)

## 7 – New ideas (carried forward from last meeting)

- **Fashion show** – suggested – Mrs Walsh recently attended a Fashion Show evening organised by St Joseph’s Primary School and had suggested to **Helen Phillips** that we might like to look into organising one. Mrs Walsh recommended it as a well organised event with most of the organisation falling on the clothes company and a great fundraiser. HP and SE have done some further research into this and found a North West based company who could put on the event.
- **X Factor – Birmingham show visit** – suggested – **Rosemarie Green** to look into
- **100 club** – Neil Dalby - Neil has looked into running a 100 club but due to time limitations in the meeting, this will be discussed at a later meeting

## 8 – AOB

- **Year 6 leavers T-shirts/hoodies** –
  - **Mrs Mander** to ask management team about hoodies and zipped hoodies as an alternative or additional choice. PTFA members felt that the children would much prefer hoodies and that they were now much more of a fashion hoodie and very popular with sporting clubs, schools etc
  - **Helen Phillips** to look into costings of T-shirts and hoodies with Uniforms Plus
- School have asked that any PTFA events next year should avoid Wednesdays as the halls are booked out.
- **New Parent Induction Meetings** – dates confirmed as follows:-
  - Reception Induction – 14<sup>th</sup> May at 7.00pm
  - Nursery Induction - 12<sup>th</sup> June at 7.00pm
  - **Action: Michaela Kerr** to liaise with Mrs Sawyer and agree dates for **Uniform Try On Days for Reception and Nursery starters**
- **Easy Fundraising** – cheque received for £16.28. Agreed we need to promote this more. **Helen Phillips** to post on Facebook

**9 – Date, time, place of next meeting – TUESDAY 6<sup>TH</sup> MAY 2014, 7pm KS1 staff room**

**(NB. First part of meeting will be the EGM - need to sign off last year's Accounts and approve the Minutes of the previous AGM which were not done at the recent AGM.)**

## **Finance Update – 3<sup>rd</sup> March 2014 (compiled from notes sent for the minutes)**

### New Bank Account

New account and debit cards – Sarah has completed the forms as much as possible but each of those people who need to be on the bank mandate and who will need debit cards need to fill in the forms. Yellow labels have been attached where something is needed.

Sarah has not ticked the telephone transfer option as yet. If we have online banking and debit cards Sarah doesn't see why we would need the ability to arrange telephone transfers as well. As far as she concerned it adds an element of risk which we do not need, but Sarah is happy to consider it if other members feel it is necessary.

If all those required can complete their parts of the form and return it to me I can arrange the cheque to set up the accounts and once they are live Sarah will arrange the transfer of the funds from the HSBC account.

### Events so far – latest figures

	Pamper Evening	Xmas Cards/ Mugs	Xmas Bingo	Book Fair	Non-Uniform Day	Xmas Parties	Donations to School	Panto Raffle	Other
Income	£ 145.00	£2,747.36	£ 611.62	£ 712.19	£182.85	£1,429.24	£ -	£ 39.00	£1,167.72
Expenditure	£ -	-£1,945.80	-£ 225.09	-£ 712.43	£ -	-£ 520.85	-£2,176.37	£ -	-£ 342.68
	£ 145.00	£ 801.56	£ 386.53	-£ 0.24	£182.85	£ 908.39	-£2,176.37	£ 39.00	£ 825.04

### Bank Balances

Bank balance after accounting for outstanding cheques (issued not yet cashed) £13,030

Uniform account balance £2,721. Sarah is still waiting for an up to date statement from Uniforms Plus. She called in again last week to ask for this and Michaela has also chased it. Sarah will not pay any more of the bills she currently has until she is satisfied that their version of our account tallies with Sarah's based on the transactions since the September 2012 statement we received.

### Other

Bags to school – cheque received 02/10 for the September event.

Sarah will arrange for a float for next week's Book Fair.

**Sarah Sprason**  
**Treasurer**  
**March 4<sup>th</sup> 2014**