



Five Ways Primary School PTFA meeting

Notes of Meeting on Tuesday 9th January 2018 at Five Ways Primary School, KS1 Staff Room

Present: Tim Alcock (Chair), Sarah Edgar, Tatum Houlston, Tim Alcock, Katie Barham, Dilly Lidder, Kerrie Tranter, Miss Jones

Apologies: Tara Harvey, Kirstie Rathor, Hayley Sidaway, Kirsty Guest, Hollie Horton, Helen Phillips, Amy Roswell, Claire Nurse, Gill Wilkes, Anna Hill, Christie Gray, Neil Dalby

1. Actions from previous minutes – 14th November

- Update and feedback meetings
 - **ACTION** - Office send text messages about for update meeting for the 16th January
 - **ACTION** – ask group who can chair the meeting.
 - If we do not have a good attendance then the update meetings will stop.
- 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.
- Wish List (follow on to next meeting)
 - Annual licence costs was bought up as a concern again due to no feedback from the SLT. Purchases such as Bug Club and the Mathletics spoken about will incur ongoing costs which the PTFA funds can not cover. If the monies raised supported all ongoing cost for everything purchased the PTFA wouldn't have the funds to enhance future projects.
Query around ties that have been ordered, HP was trying get them donated. Clarification is needed whether the school are picking up this cost.
- 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 may still have a book shelf they no longer need if the school were willing to go and fetch it. **ACTION JJ** to follow this up
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- Easy Fundraising
 - **ACTION NB** Have Easy Fundraising information at the bottom of the weekly newsletter
- AOB

- **ACTION CG** will be looking into an event similar to Flip and Dippy and feeding back to the next meeting. Carried over to next meeting. SE to message CG to ask for the information as CG is unable to attend the next meeting.

2. Treasurer report

- Christmas parties - We haven't made as much money on the Christmas parties as we did last year. This could be down to us buying gifts for Yr6.
- The issue was raised as to whether we should we have a process in place when banking large amounts of money. **Discuss at next meeting.**

3. Update from Head Teachers meeting

Due to the previous meeting being postponed and a short time between the Christmas Holiday and this meeting, there was no update meeting.

4. Past events

- Christmas Parties
 - We didn't have enough volunteers for the initial set up, there needs to be at least 4 individuals from 3pm. Unfortunate that the parties clashed with Mrs Sawyers leaving assembly. For next year we must check to see if any other events are going on within the school. Also could we have a rota for the teachers to help?
- Craft fair-
 - We should do it again – however we could use the bigger sports hall
 - Is the intention to make it bigger? Could we use both halls? If so we need to arrange for more activities for the children to do. It was discussed whether there could be a show of some sort, perhaps a carol service. PTFA to review the balance of the space for children's activities and stalls. It was agreed that there must be a good balance of stalls selling different things.

5. Future events

- Fashion show
 - We struggle to sell tickets for this event, a target of five per person was set.
 - For the event to go ahead we must have 70 people turn up on the night otherwise we lose our deposit.
 - HP has all the materials ready. **ACTION ALL** to sell tickets.
 - Having alcohol would be great to have at these events
 - DL offered to present the alcohol business case in front of the governors instead of just submitting the paper. **ACTION JJ** to report back if this is possible.

6. Possible new events

- Shiny Smarties
 - Unable to obtain free smarties therefore this event is on hold until next year

7. Defibrillator fundraising

- KB presented the following:
 - £1745 grab bag package includes children's pads and adult pads.
 - That includes training for 3x2hr twilight for up to eight members of staff
 - £7 a year to maintain the unit and further training would be an additional cost
- Discussions around how we could raise the money. It was agreed to have a sponsored event which would be a great way to promote what we are

doing. Possible ideas include Charity carwash possibly – 13th 14th 15th June or Fun Run at the school. JJ supported this idea.

- **ACTION KB** to get some information on how many schools in the county have these in their primary schools.
- Mrs Mander would like further information on cost and up keep of it all. Was anyone actioned with getting this information?

8. PTFA Newsletter

- Questions around how often we need this. Should we do termly? Committee agreed to produce newsletter termly due to the time and effort that has to go into it. Content should be agreed at meetings and everyone should help input.
- Next one out by Feb half term
 - Should we have a process of how it is developed
 - **ACTION DL** Dilly to create this.

9. AOB

- **ACTION DL** PTFA Hoodies order form to be emailed out.

10. Date of Next Meeting:

- Tuesday 13th February 2018 at 7.15pm prompt, KS1 Staffroom.