



Five Ways Primary School PTFA meeting

Tuesday 9th September 2014

KS1 Staffroom

Present: Neil Dalby, Nell Pursehouse, Helen Phillips, Jo Burton, Kerrie Tranter, Emma Wedge, Sarah Edgar, Holly Horton Mrs Fuller (Teaching Representative)

Special thanks go to those that brought in cakes!

Actions are in **Bold**

1. Apologies

Andrea Batey, Claire Gleeson, Angela Madge, Leigh-Anne Mills, Sarah Sprason,

2. Summer Fayre - Feedback

- Missing Gazebos – **Mrs Fuller** to try to speak with Mrs Walsh re investigate with staff and caretaker the missing gazebos and to explore possibility of school claiming on their insurance to reimburse cost to PTFA of purchasing additional gazebos.
- It was agreed that the lack of theme was not missed however to consider themes for the future e.g. American Independence Day (4 July)
- Helen Pursehouse requested more notice of volunteers from the teachers in order to help with the planning of stalls – turning up on the day was much appreciated however if the PTFA knew who was attending, they could have had roles/jobs already assigned.
- Rob Ryder has asked/suggested a small donation be made to Hednesford Scouts to cover costs of the gas used on the refreshments stall – agreed £30.00 would be donated. **Sarah Sprason** to organise – **Neil Dalby** can pass on as needed as he runs into Rob through scouting activities. Kerry Tranter can get gas at a cheaper rate for future events.
- Adam Faulkner the bouncy castle man has asked if PTFA will contribute towards his staff costs on the day (approx £160). PTFA agreed there was enough profit from the money the castles generate but would look into other suitable ways to help him reduce costs – possibly publicise his business more on the programme for example, distribute leaflets on the day.
- Provisionally booked Saturday 4th July 2015 as next Summer Fayre – bouncy castles prov booked, although school is not keen for the fayre to be held on a Sunday – to be discussed and date agreed.

3. Treasurers Report

Sarah was unable to attend the meeting but provided the following update:-

Summer Fayre 2014 – preliminary figures attached.

As we don't do stock takes it is impossible to correctly allocate stock to sales so we have to accept that some "profits" may be distorted e.g. refreshments, the balance of which are used at the end of year parties and possibly other events in the next financial year, and craft goods, such as the sun catchers which were mostly new this year.

There are a number of items outstanding including the costs of the hairspray, and the sausages which I do not have any of the invoices I have paid.

Items such as the mirrors for the hairspray and face painting, cash box for refreshments, paddling pool etc have been treated as equipment purchases rather than a cost of the fayre this year. These should be available for us to use in years to come so it makes more sense to treat them this way.

It is encouraging to note that sales on the gate of £663 indicate that we had in excess of 663 adults visiting the event and they each at least one child in tow so it was a huge success as a community event for the school.

2013-14 Results (draft)

The total raised last year from events was just over **£10,000** but we need to add to this what we've made from uniform/book bag sales, which I do not have a figure for yet. I also need to track down the last Bag2School cheque and we need to consider any charge the Auditor needs to make for her work.

During the year we also purchased items of equipment and had other costs of **£1,232** (Speakers, gazebos, storage boxes, Bingo Machine), so net income excluding uniform will be around the **£9,000** mark

- Big winners in terms of events:
- Summer Fayre £3,657
- School photos £1,600
- End of year parties £1,198
- Christmas Parties £917
- Easter/Christmas Bingo £973
- Xmas cards/mugs £771

I will do a full list with a breakdown of income and expenditure for the accounts but need to get in the rest of the information first.

In terms of donations to the school I have paid out:

- | | |
|---|--------|
| • Sports Equipment | £1,000 |
| • Numicon | £1,176 |
| • Book Mark Sticker Prizes (Baker Ross) | £145 |
| • Book marks etc (via school) | £318 |
| • Yr 6 Leavers Autograph Books (via school) | £377 |

4. School Wish list

There was much debate around the initial list wish provided by school but it was felt that there needed to be more information around each item, a firm prioritisation and costings to enable informed decisions to be made around allocation of PTFA funds.

In order of priority:

- **Outside gym equipment** – Mrs Mander to liaise with PE staff - **£4,500** already allocated from PTFA
- **Equipment for new sandwich hall** - tables & chairs to enable school to service hot meals out of the KS2 hall as well as the KS1 Hall and for all children including those taking sandwiches to eat together in the halls. Approximate cost **£4,800** (need 6 sets @ £800 each).
- **'Mathletics'** - on line Maths activities which every child can access in school and at home. One year subscription for every child from Reception to Year 6 is approximately **£2,000**.
www.mathletics.co.uk
- **Ipads** – 5 or 6 for each class room
- **Curriculum grant** for every subject for resources
- **PHSE resources** (personal, health & social education) e.g work books
- **Interactive whiteboard** for the music room
- **Year Group allocation of funds** – **£1,600** (**£200** per year group)

Mrs Fuller to prioritise, provide costs for each item and examples to better explain what each item is for next meeting.

5. PTFA events Calendar 2014/15

See draft calendar attached – discussed with Mrs Mander and currently awaiting approval so that it can be sent out to parents (**Acton: Mrs Mander**)

- **Book Fairs** – school have agreed to coordinate the Book Fairs going forward.
- **Family Portrait Day** – school agreed to have one every two years so will not hold one this year
- **Photographs** - school have agreed to organise themselves going forward due to limited number of PTFA helpers available during school time. The commission from sales will go directly to school to spend as they wish. **Angie** –to pop in to see Mrs Mander sometime just to explain what you used to do on Individual/Sibling Days
- **Easter Egg Hunt** – will take place at 3.30pm (not 2.30pm) as school breaks up at normal time
- **End of Year & Christmas parties** – **Michaela** agreed to lead– **Mrs Mander** is checking the dates – proposed 18th December (xmas parties) and 16th July (end of year parties)

Timings confirmed for all parties :

Early Years - during the school day		
Year 1	KS2 Hall	4.00 - 4.45
Year 2	KS2 Hall	5.00 - 5.45
Yrs 3+4	KS1 Hall	6.15 - 7.15
Yrs 5+6	KS1 Hall	7.30 - 8.30

- **Summer Fayre 2015** – date to be agreed – 4th or 11th July (**Mrs Fuller** to discuss with SLT)

6. Autumn Term Events organisation

- **Xmas cards –Mrs Fuller** to confirm if all year groups can do their Xmas cards in school time. If not, only Early Years will do in school and others will be sent home with the children. **Sarah Edgar** coordinating.
- **New members welcome meeting (23rd Oct) – Neil Dalby** to print handouts and distribute to EY teachers for giving to children. **Neil Dalby** to email agenda.
- **Gingerbread men** (New starters welcome gift) - being organised by **Emma Wedge – Holly Horton** to ask Mrs Sawyer about handing them out. **Neil Dalby** can take made up packets into school for distributing on 17th Sept once all new starters are present. Emma to source alternative gift for children with allergies and **Mrs Fuller** to confirm allergies.
- **AGM (7 Oct) – Neil Dalby** to send out agenda at least 21 days prior to the meeting. **Helen Phillips** to draw up agenda and invitation letter.
- **Bag2School – Mrs Fuller** will ask if Eco Reps or Yr 6 pupils can be around from 8.45am – 9.00am to help accept and move the donated bags on the Monday.
- **Bodyguard Theatre Trip - Helen Phillips** will coordinate. 60 top price tickets have been reserved for the evening performance of the Bodyguard Musical on 30th April 2015 at the Grand Theatre Wolverhampton. If 60 tickets are sold the group discount will be £8 making the tickets £36.50. There is no financial commitment for unsold tickets and payment is required on 9th January 2015. Flyer is currently with Mrs Mander for approval (**Action: Mrs Mander**). Show is recommended for 10+ years and this will be made clear on flyer and posters (HP).

7. Communications

- It was agreed that all PTFA letters will be sent via email from now on however when an email goes out, a text will inform everyone so paper copies can be collected from the office as needed.
- Facebook page now has 204 'likers'
- HP is maintaining the website with meeting dates, events etc but there are some pages which need updating particularly with the fundraising and items purchased etc.

8. AOB

Accounts 2012-13 – must be verified and signed off at the AGM on 7th October. **Nell** to chase independent verifier (Claire Gleeson's friend, Clare Crabb) who has received all the required information to finalise them.

Fashion Show & Clothes Sale – Helen Phillips has made some investigations with Fashion Show North West (ran a successful event at St Joseph's Primary School last year) and will report back at the next meeting. Provisional date booked 19th June 2015.

9. Date of Next meeting

Welcome to New Parents meeting - Tuesday 23rd January, 7pm in the KS1 Staff Room