

PTFA AGM Minutes

Monday 28th October 2019

3.30pm - Meeting ended at 4.30pm

Attendees:

Jessica Bailey
Salwa Ghanem
Mike Buck
Marta Alonso
Sarah Bolton
Nick Ryan
Jenny Soderstrom
Teresa Regan
Lucie Dehon
Karen McKinnon
Sara Mendez
Kate Smith
Lucy McDowell
Cleo Antoine
Fleur Burnett

Hello and Welcome - Marta

As Helen Porter is no longer at the school:
Sarah was proposed as new Co-Chair.
Fleur was proposed as new Secretary.
Agreed

Trustees

Marta Alonso - Co-Chair
Sarah Bolton - Co-Chair
Fleur Burnett - Secretary
Nick Ryan - Treasurer
Mike Kinninmonth - Trustee
Jessica Bailey - Trustee

Treasurer Report - Nick

Nick read through the finances, noting that there is £9,175 to spend next year. £36,142 was raised for playground, other grants secured by Jessica and parents are not included in this final amount. Payment is still being chased from Kings Group estate Agent boards. Please find attached copy of the full report.

Set Spending

Admin costs £1,000
Bake for Books £1,295
Y6 PGL Coach £1,785
Y6 Leavers Book £735
Y5 Coach £1,470
Y5 Cycling £750
Y3 Chess £1,800
School Christmas Lunch £575
Class Gift Kitty £500
End of Year Surprise £500

PTFA Bids - Jessica

Details of the bids that have been approved were read through by Jessica. Some points made - The bids for new club books and reading books will be paid for from money made in the 'Bake For Books' Cake Sales. Jessica noted that there is a need for a new stage with adjustable height and also movable which will be used for many years to come. The old stage is difficult to set up and has some health and safety concerns. Terry will be pleased! The ICT resources will be a valuable part of the curriculum, giving children access to a google visualiser. New and up to date Atlases are needed. New pop up gazebos will be bought to be used at future outdoor events as the old ones have broken and take time to put up/dismantle. New toy rabbits are to be bought for the game run at the fairs, racing rabbits. A Welly Wall along with wellies for the children to use if needed. Headphones will be purchased for children to use while on computers. A new easel for Nursery. And a portable CD player to be used in PE. New equipment for the outdoor space in Reception.

Fortunately, the bids have not exceeded the amount available (including money to be made on the Quiz/Winter Fair) meaning that all bids were approved to be funded. Please find a copy of the approved bids attached.

Stage	£5000
Music group (Barney)	£500
ICT Resources	£1000
Atlases for Geography	£172.20
Maths resources	£1000
6 Gazebos	£990
Rabbits for game	£160
Headphones	£250
CD player for PE	£140
Welly Wall and Wellies	£100
Easel for EYFS	£350
Reception outdoor equipment	£180
Total	£9842.20

Books

Books for club	£100
Books for home readers	£600
Total	£700

Project Playground Update - Jessica

Firstly a big thank you to everyone that made it possible! The playground is being built as we speak, it is expected to be finished the week after next, exact date yet unknown. The soft surface will go down last. Then once it is ready to be officially opened each class will then be taught to use it properly, sensibly and safely. Once the exact finish date is known, parents will be invited to an opening ceremony, details of which will be confirmed nearer the time.

Role of Class Reps - Sarah

Sarah and Jessica have prepared a document outlining the role of class rep to help people understand what the role entails. Class reps are hugely appreciated and it is hoped that there isn't any pressure felt to take on too much. It is important to help and support your class rep when and where you can. It was suggested a paragraph be added explaining reps are not expected to run every stall at every event but will need to find volunteers help on stalls/cake sales etc. And if the document is to be circulated to all parents, it was suggested to add an introduction to make the document relevant to all, not just current reps, it would explain how parents can support their rep and reiterate that class reps are not responsible for organising at the fairs but to help manage. Please do your best to support class reps when and where you can!

This full document will be sent by email.

Schedule of Events - Sarah

Sarah has created a detailed schedule of all PTFA events which will be very useful going forward, with the hope this will encourage more people to step forward and get involved. Outlining who has run past events and where volunteers are needed for future events. Please get in touch if there are any events you would be happy to be involved in. To be sent by email.

PTFA Website - Nick

With the idea to communicate more and have access to more information, Nick has made a page dedicated to all things PTFA with as much information as possible which will go live soon. This will include information on what the PTFA does, fundraising events, bids, minutes and FAQs. This will hopefully be really helpful for everyone to be able to find out what's going on. An announcement will be made once this goes live.

Upcoming Events - Sarah**Quiz - Jenny**

Friday 15th November, organised by Jenny Soderstrom. Jenny is still in need of Quizmasters to create and host a couple of rounds, please contact Jenny if you are interested. A poster still needs to be done to publicise the event. There will then be an announcement a few days before tickets go on sale. Tickets will only be secured once paid for.

Christmas Cards - Sarah

Sarah will be organising, children will be designing their Christmas cards in the next couple of weeks and once they are ready to be ordered Sarah will announce and explain how to order.

Winter Fair - Sarah

Sam Sestili and Sarah have kindly offered to organise, and Saturday 7th December 12.30-3pm was agreed as date and time. Jessica mentioned that some parents had asked whether fairs can be on a Sunday rather than a Saturday, because of various Saturday school commitments, and that we might do a poll in the future to see which is the preferred date.

Lucie Dehon will organise Estate Agents Boards.

Stalls will be allocated by Year Group and Class Reps will be instrumental in organising their stall and volunteers to run it. It is a lovely social occasion as well as being a good way meet new parents and a great money spinner.

Christmas Carols - Sarah

Will be on held Wednesday 18th December. Volunteers will be needed to make and hand out refreshments. More information near the time.

Future time of PTFA meetings - Nick

PTFA meetings are always open to everyone but it is impossible to find a time that suits everyone, to encourage more people to attend, a short survey will be sent out with a choice of times and days in order to narrow down when is most suitable and go with the majority. To be sent by email.

AOB

It was asked if the school could look into whether there is any space for some new trees to be plants as the Woodlands Trust as they are giving away free trees.

There was also an offer of vinyl t-shirt printing for future events if needed.

The new PTFA shed has been delivered and is awaiting installation, two volunteers have been sourced to do so. A date to be confirmed.