

PTFA

MINUTES OF THE MEETING HELD AT THE SCHOOL ON FRIDAY 6 OCTOBER 2017

In Attendance

Carly Hackett

Lucy Bridgeman (Joint Chair)

Kelly Bartholomew (Assistant Treasurer)

Nicola Richardson

Kurstie Crabb

Kelly Thurwell

Lorraine Lowne (Joint Chair)

Caroline Winston (Secretary)

Rebecca Davey

Clare Powell

Deb Wiseman

Mrs Spearpoint

Apologies

Keri Lloyd (Marketing)

Kelly Colley

Deb O'Driscoll (Treasurer)

Mr Gaidoni

17/01 REVIEW OF LAST YEAR

It was suggested that the committee reviewed efforts of the previous year, to find out what was raised by the PTFA and how these funds had been used for the benefit of the children.

It was noted that there was currently £17,000 in the PTFA account.

A newsletter would be produced giving an overview of the previous years' work of the PTFA

17/02 SCHOOL AIMS FOR THE COMING YEAR

Mrs Spearpoint provided a document outlining the School's current needs and wish list, namely:

- iPads – a donation of **£2,000** to assist the School in buying 60 new iPads. The School would fund the remaining £15,000.
- A new hall video system that would allow for the playing of Blu-ray discs and a new projector to allow for the best luminosity to show presentations - **£2,000**.
- 'Sublime Science Week' - **£665** towards this week which was taking place in March 2018.
- New rugs in Key Stage 1 - **£588**
- Minibus contribution –The PTFA were asked whether they could contribute up to **£10,000** towards a new vehicle.
- **£500** towards a new handwriting scheme for Key Stage 1.
- Possibility of subsidising History week.

It was explained that the wish list was formed through requests made by staff via the Deputy Headteacher. It required authorisation by Mrs Spearpoint before being presented to the PTFA. They would then decide on which projects and items could be funded.

In response to a question as to whether a set reserve was kept in the PTFA account, it was explained that this had not been an issue in the past as funds had never got that low. A brief discussion ensued and it was **AGREED** that the account should not be depleted below £1,000 at any time so that funds were always available in case of an emergency request. The Chair undertook to pass on this information to the Treasurer.

Action: Chair

17/03 **PTFA TARGETS**

The immediate targets were:

- Produce a newsletter for parents outlining the work of the PTFA for the previous academic year.
- Providing the School with the £500 requested for the new Handwriting scheme in Key Stage 1

17/04 **CHARITY/TRUSTEES**

It was noted that the Headteacher was currently in the process of formalising the Governing Document of the PTFA. We have changed our name to Fairfields PTFA.

Mrs Spearpoint was asked to find out who could apply for charitable status and whether this had to be carried out by the School. It was also queried how many signatories the charity would need.

17/05 **NEWSLETTER**

Items to be included in the newsletter to parents were agreed as follows:

- Information about the new committee, including members and the purpose of class representatives
- PTFA targets and plans
- What had been raised and how it had been spent the previous year
- Important dates
- Bid for charity status
- Request donations for the raffle
- Highlighting that suggestions for the PTFA could be posted in the letterbox at reception
- Thanking Nicola Ashton and Siobhan Lawrence for their extensive work supporting the PTFA, as they had recently stepped down as members.

A suggestion was made to use the noticeboard near Littlefields to publicise the work of the PTFA and any events planned. The board could also be used to display a target counter, to give parents a clear visual display of funds being raised through their contributions. Mrs Spearpoint undertook to speak to the Headteacher about this.

17/06 **FACEBOOK PAGE**

The PTFA Facebook page currently had 90 members. Committee members were encouraged to add parents/carers to the page so that it could be used more effectively to publicise events.

The Chair reported that Keri Lloyd, a school parent, had extensive marketing experience and had expressed an interest in working with the PTFA. It was suggested that she be given the responsibility of managing the PTFA's social media as well as being their marketing and promotions representative.

In response to a question, it was advised that all information to be posted on the school website had to be sent to the Headteacher.

A committee member asked whether it would be possible for the PTFA to have a separate tab on the school website so that parents could have direct access to the page, rather than going through the parent information page. Mrs Spearpoint undertook to ask the Headteacher about this.

17/07 **LICENCES**

It was confirmed that all licences were in place for the forthcoming events. The Headteacher usually arranged these. The PFTA only had responsibility for organising the raffle license and this cost £20 each time.

17/08 **STORAGE CONTAINER**

It was reported that the container had recently been reorganised and was ready for use.

A suggestion was made to ask within the school community for contributions such as unwanted gazebos.

A member reported that a parent of the School owned a photo booth. It was decided to find out how much photo paper would cost the committee if they wished to use it at a PTFA event.

Action: Kelly Bartholomew

A discussion ensued about the possibility of using additional areas of the school during the Christmas Bazaar due to the cramped conditions at recent events in the School hall. The studio was discounted due to it being very new and the risk of damage to fixtures and fittings. Mrs Spearpoint undertook to ask the Headteacher whether the Santa's Grotto and Bottle and Jar tables could be moved to the two classrooms in the Art Block.

17/09 **TEACHER LIAISON**

It was confirmed that the Headteacher and Deputy Headteacher had responsibility for communicating with the staff on behalf of the PTFA.

17/10 **CLASS REPRESENTATIVES**

The purpose of the class representatives was to encourage parents to attend events and spread the word about the work of PTFA. The following representatives had been agreed to date:

Nursery

Gina Costa

Katie Bunyan

Reception

Jo Ricourd and Daniela (RSE)

Volunteers on request (RM)

Year 1

Joanne Davies and Jade Rayment (1C)

Carla Saunders and Deb Wiseman (1T)

Year 2

Eleanor Acceleanu and Chris Mouskoundi (2P)

Nicola Griffiths and Maria Volpe (2PG)

Year 3

Georgia Nicolaou (3M)

Louise Bickerton (3R)

Year 4

Natalie Stukins and Kerry Fletcher (4W)

Amy Schooling and Martin Brent (4F)

Year 5

Laura Hackett and Jenny Adams (5G)

Emma Hickman and Louise Warren (5T)

Year 6

Volunteers on request

17/11 **SCHOOL DISCO**

It was confirmed that all arrangements for the disco had been completed. The deadline for purchasing tickets was Monday 9 October 2017.

A discussion ensued on whether tickets were necessary, when names of attendees were provided on a list. It was highlighted that children enjoyed getting a ticket to use. It was emphasised that names should be ticked off on the attendees list on the arrival of each child, so that a record was available of who was onsite in the event of an emergency evacuation.

It was queried whether children could be walked round to the hall for the cinema events, instead of parents having to come to the School to do this.

17/12 **ANY OTHER BUSINESS**

- a) Raffle Prize Donations A list of companies and individuals already approached for donations to the raffle prizes was supplied. This would prevent duplication of work of members of the PTFA.

A suggestion was made to send out a survey to the school community to ascertain whether there were any companies who could donate funds to the PTFA.

- b) Advertising Space in Event Booklets A suggestion was made to have booklets for the larger PTFA events. These would offer advertising space that could be purchased by local businesses.
- c) PTA Plus Subscription This service was highlighted and members heard that it would cost £12 per year. It was noted that the PTFA had already subscribed to PTA UK and login details would be provided.

Action: Lorraine Lowne

- d) Estate Agent Sponsorship of Christmas Bazaar Paul Wallace had agreed to sponsor the Christmas Bazaar. If ten families agreed to have sale boards erected on the boundary of their property, then the company would donate £150 to the School. Any addresses volunteered should be sent to the PTFA secretary.

17/13 **DATE OF NEXT MEETING**

The date of the next meeting was agreed as Thursday 19 October 2017 at 1.30 pm.