

Minutes of the PTFA Meeting Held on 12th January 2017



Held at: Niki Patel's Home - The Dene, Aspley Hill, Woburn Sands - at 8pm.

Present:

Lisa Steel (LS)
 Sarah Drea (SD)
 Niki Patel (NP)
 Helen Woodman (HW)
 Saima Hussain (SH)

Fiona Cavanagh (FC)
 Ali Gallacher (AG)
 Kim Brewer (KB)
 Liz Lowi (LL)
 Claire Jenner (CJ)

Claire Sim (CS)
 Marian Powell (MP)
 Laura Brennan (LB)
 Claire Page (CP)

No.	Subject	Lead
1.	<p>Introductions</p> <p>Fiona Cavanagh chaired the meeting and welcomed everyone. Introductions were given by all present.</p>	FC
2.	<p>Apologies And Formalities</p> <p>Apologies were received from Natasha Solesbury, Stacey Gunther, Helen Kirby, Tracey Viner, Catherine Moore, Caroline Northey, Liz Clark.</p>	FC
3.	<p>Minutes Of The Meetings Held On 8th November 2016</p> <p>Some of the information in section 10.2 of the previous minutes were incorrect:</p> <p>Remembrance Day Parade Wreath And Pupils To Lay It - it was Henry Green who helped to lay the wreath with Daisy Sheridan. Apologies for the mix up of names and well done both of you on your special part in this occasion.</p> <p>The rest of the information in the previous minutes were agreed by everyone present.</p>	FC



No.	Subject	Lead
6.	School Wish List	
6.1	<p>School Request – Sand Pit, Benches, and Tables</p> <p>School have requested eight plastic benches and six picnic tables in the playground, and an outside sandpit in front of the adventure playground.</p> <p>Sand Pit</p> <p>At the previous meeting a discussion took place about the quotes which had been obtained:</p> <ul style="list-style-type: none"> • Wicken Toys - 2m x 3m sand pit with a lid is £695 plus sand (£182) = £877.00 • Wicksteed - 2m x 2.7m sand pit with sand = £1396.00 • Sovereign - 1.6m x 1.6m sand pit is £1193.00 plus £329.00 for sand = £1522.00 • MP's husband - 3m x 3m sand pit with lid and sand = £1995.00 plus vat. • Maxim Systems Ltd - 2m x 3m sand pit without sand = £1955.00 plus vat <p>Outdoor Benches and Picnic Tables</p> <p>CS had a quote from Maxim Systems Ltd for eight plastic benches and six picnic tables which = £6500.00 plus vat.</p> <p>NP to ask Wicken Toys for a quote.</p> <p>KB will consider three quotes when they are all received for the exact specifications.</p>	<p>KB/HW</p> <p>NP</p> <p>FC</p> <p>MP</p> <p>CS</p> <p>CS/NP</p> <p>KB</p>
7.	Fundraising Goals	
7.1	<p>Survey Outcomes</p> <p>A follow up email thanked parents/carers for their responses so far, and invited other parents to respond within a week. HK is collating the responses made by parents and school parliament to form a 'top ten' selection. HK to meet with LS to discuss the outcomes w/c 16/1/2017. The list will then be reviewed with school, as some requests are already in the curriculum. Following this a communication will go out on the feedback and a 'top ten' selection made available to vote on through the Swallowfield App. Ideally this needs to be completed in time for the next PTFA meeting to allow for fund raising planning.</p> <p>The school hope to book the pantomime in Milton Keynes for December 2017 so this event will feature in the 'top ten' selection.</p>	<p>HK</p>



No.	Subject	Lead
7.2	<p>School Parliament Feedback Collection</p> <p>The PTFA has received feedback from the School Parliament meetings. HK will link this into the parents survey outcomes (section 7.1 above).</p>	HK
8.	<p>'Love Woburn Sands'</p> <p>FC had arranged for The Community Projects Manager, Stef Muzz, to attend the PTFA meeting today. Unfortunately he was unable to join us. FC will invite Stef to the meeting in February 2017 to discuss involvement in our fundraising goals.</p>	FC
9.	<p>School Dressing Up Box</p> <p>The school would welcome donations of dressing up clothes. KB will list the various events where fancy dress is required. The list will be given to CJ to organise a system for the donations. A poster will be emailed to parents/carers and advertised on Facebook to seek donations.</p> <p>LL to email the poster to parents/carers. CM to upload the poster to Facebook.</p>	KB/CJ LL/CM
10.	<p>Events Feedback</p>	
10.1	<p>Coffee Mornings/Afternoons: Year 1, Busy Bees, Year 2</p> <ul style="list-style-type: none"> • <u>Year 1</u>: 15th November, 2.15-3.15pm. Thank you to CB/CS/AG and Jane Tate. • <u>Busy Bees</u>: 21st November. Thank you to Stacey, Danielle, and other volunteers. • <u>Year 2</u>: Thank you to LL, CM, and other volunteers. <p>These events were well attended. Please see the Treasurer's Report in section 4 for details of the monies raised.</p> <p>Thank you for the generous cake donations.</p>	CB/CS/ AG/Jane Stacey/ Danielle LL/CM
10.2	<p>Remembrance Day</p> <p>Two children were selected from the school parliament to lay the wreath: Henry Green and Daisy Sheridan. Well done both of you!</p>	KB
10.3	<p>Bingo – Friday 18th November</p> <p>Thank you to Sarah Barnes for organising this event which went really well. Generally there was positive feedback. Some independent feedback has been received: that it was a bit slow and there wasn't any rose wine. Details of the organisation of this event are available should it be run again. 58 tickets were sold = £702 profit for the PTFA.</p>	SB



No.	Subject	Lead
10.4	<p>Disco – Friday 11th November</p> <p>Thank you to Niki for organising this event. The discos were full to capacity and for the first time did not meet the demand. At one of the discos 105 children applied for 100 places. Various options were discussed to avoid this problem happening next time – different days, additional costs, an extra disco, mixing key stages. It was agreed to continue to take a <u>first come first served</u> approach with a deadline. There will be a reserve list and those children unable to attend will be guaranteed a place on the next disco. The four children who missed the disco this time will be guaranteed a place next time. No formal feedback has been received on the discos.</p>	NP
10.5	<p>Christmas Cards</p> <p>Thank you to Mark for producing these cards. £221 profit was made for the PTFA. Some feedback has been given to Mark regarding the Foundation cards which had difficulties with the template. The artwork needs to start much sooner than previously suggested to ensure that deadlines are met.</p>	KB/Mark
10.6	<p>Mulled Wine Stall</p> <p>Thank you to all of the volunteers who helped in this event which went very well. Thank you to Shilpa who did all of the shopping and also helped on the day. Over £700 was raised. As the event approached, initially there were not enough volunteers which meant that it may not have taken place. This is a major event and needs one or two people to lead it in the future. Pricing remained at previous year's prices and an increase will be made from this year. Leftover minced pies were donated to the Salvation Army.</p>	JB/FC/ Shilpa and other volunteers
10.7	<p>Secret Santa</p> <p>Thank you to Lisa and all of the volunteers who helped this event to run smoothly. This non-profit making event was well supported as over 950 orders were received from over 330 children! Due to some excellent buying skills from Julia Murphy we managed to over buy on the gifts so there was plenty of choice for the children and still closed the event with money that hadn't been spent (£235.64). And so this has been immediately donated to the School Parliament for the children to decide what they wish to do with it as the PTFA do not wish to make any profit from the event. Some leftover stock was donated to school (books mainly) and also the Salvation Army (some random items).</p>	LS/HK/ HC/CS/AH /NP and other volunteers



No.	Subject	Lead
10.8	<p>Nativity DVDs</p> <p>It was very challenging to find someone suitable to record the Christmas performances. The videographer who Aspley Guise Lower School use was able to provide the service for Swallowfield at short notice, and produced the DVDs within a few days. General feedback was positive and a better sound quality was noticed. The format did not have individual photographs of the children due to limited time constraints but this can be considered for this year. Laura Brennan kindly volunteered to take ownership of this and is able to get some competitive quotes for us to consider.</p> <p>A massive thank you to Clare Lycett who distributed the DVDs, and quickly sorted the mix up of DVDs supplied for some of the year groups.</p>	LB
10.9	<p>Pantomime</p> <p>Fabulous! Wonderful! Oh yes it was! Especially for some of the children who had never been to a pantomime before. The trips were very well planned beforehand by KB and her colleagues, and it was well organised at the theatre. The transport also worked well for this event. It was an amazing spend of PTFA money and school would love to repeat the experience annually if possible. The trip totalled just over £5300. School will need to book the event fairly soon for this year. KB to look into possible dates.</p>	KB/HW
10.10	<p>Busy Bees Entertainer</p> <p>'The Great Gappo' provided the Christmas entertainment for Busy Bees. Positive feedback has been given.</p>	LS/Kim Holloway
11.	<p>Events Planning</p> <p>Discussion took place around each of the following events on viability and potential volunteers.</p>	ALL
SPRING TERM 2017		
11.1	<p>Film Night</p> <p>This may be difficult to organise due to hall timetabling, finding a film suitable for all year groups, and children concentrating for the whole of a film.</p> <p>Would it be possible to find a fundraising offer to take children to a film at a cinema in MK? 'Orange Wednesday' may still be available at the Odeon/Cineworld – it may also be possible to hire the whole cinema. LB will make enquiries with the cinemas and feedback at the next meeting. CJ will ask a friend for information on hiring a cinema.</p>	LB/CJ
11.2	<p>Foundation 100 Days</p> <p>This event will be on Thursday 23rd February 2017. LS is liaising with Miss Papworth. MP volunteered to help with refreshments which include Costco pastries.</p>	LS/MP



No.	Subject	Lead
11.3	<p>Mother's Day Assemblies – Foundation and Years 1 To 4</p> <p>Thursday 23rd March – Yr 4 – 9.30am assembly</p> <p>Thursday 23rd March – Yr 2 – 2.30pm assembly</p> <p>Friday 24th March – Yr 1 – 9.30am assembly</p> <p>Friday 24th March - Foundation - 2.30pm assembly</p> <p>Monday 27th March - Yr 3 - 2.30pm assembly</p> <p>These are the actual assembly times. The PTFA will be able to serve refreshments one hour before the assemblies start. Communications over times was discussed and needs to be explicit to ensure parents/carers don't miss out.</p> <p>Are Hobbs catering able to provide pastries for the mornings and scones for the afternoons? KB to ask.</p> <p>A raffle? A total of £700 was raised last year, and approximately £350 of this was made from the raffle. Agreed to repeat.</p> <p>Ensure that the PTFA are very clear about the timings of assemblies when the information is communicated to parents.</p> <p>Saima kindly volunteered to take the lead on organising these events with the Year Group Reps. Claire Page kindly volunteered to gather donations for raffle prizes.</p>	<p>KB</p> <p>SH/CP/ All Yr Reps</p>
11.4	<p>Match Attacks Swap Event</p> <p>It was agreed that this was not popular enough to repeat.</p>	<p>NP</p>
11.5	<p>Mother's Day Gifts</p> <p>CS will liaise with Mark at MSW Solutions to repeat this fundraising event. School are happy to support this with a sufficient notice period.</p>	<p>CS/KB</p>
11.6	<p>Busy Bees Obstacle Course</p> <p>The date for this is not yet planned. The Busy Bees Reps (Stacey Gunther and Danielle Brown) will speak with Kim Holloway nearer to the time.</p>	<p>Busy Bees Reps (Stacey and Danielle)</p>
11.7	<p>MK Lightning Evening</p> <p>This event regularly has a really good take up and is worth repeating.</p>	<p>NP</p>



No.	Subject	Lead
11.8	<p>PTFA Feedback Session In The Learning Lodge</p> <p>It was agreed to repeat this in the Summer term as an opportunity for parents to attend who may be unable to come to an evening PTFA meeting. A daytime PTFA meeting can be organised to take place before the end of school, either in the staff room or learning lodge.</p>	L
11.9	<p>School Discos</p> <p>The discos are usually always well attended. The next disco will be in the Summer term.</p>	NP
11.10	<p>Leavers Photos, Class Photos</p> <p>School would like the children to have more ownership of the design of the 'Leavers Books' this year. KB and HW will speak to Ailsa at 'White On Blue' to discuss and plan this for July.</p>	KB/HW
SUMMER TERM 2017		
11.11	<p>Quiz Night</p> <p>It was agreed that this should be repeated as it has been so successful and well supported. This will be planned for May.</p>	NP
11.12	<p>Father's Day Gifts</p> <p>CS will liaise with Mark at MSW Solutions to organise this fundraising event ensuring school have sufficient time to complete artwork.</p>	CS
11.13	<p>Father's Day Breakfast</p> <p>The date agreed is Friday 16th June 2017. Are LT and SM happy to organise this event again for this year?</p>	LT/SM? KB
11.14	<p>Golf/Cricket Event</p> <p>Catherine Wilkins is liaising with Aspley Guise Cricket Club.</p>	LS/CW
11.15	<p>School Transfer Day Refreshments And Presentation</p> <p>This will be on Thursday 6th July when the new Foundation children come to school.</p>	Need Volunteers
11.16	<p>Parents Social Event/Intro For New Parents</p> <p>The Parents' Social Event will be organised at the Swan pub on Thursday 6th July.</p>	MP/other volunteers
11.17	<p>Sports Day</p> <p>The PTFA will provide refreshments at this popular event.</p>	All volunteers



No.	Subject	Lead
12.	<p>Clubs Update</p> <p>The list of school clubs for this term has been updated and emailed to school to confirm before it is uploaded to the website.</p> <ul style="list-style-type: none"> <u>Sewing</u>: two clubs have been offered due to previous demand but only one has been currently filled. <u>Guitar</u>: this came under the spotlight in the December edition of the newsletter when guitar students were interviewed and photographed. 4 slots became available in October for a Thursday 12pm group lesson. 2 slots have been taken, possibly a third. Another 2 or 3 children would be welcome to join this group. These opportunities have been offered through email, Facebook, and the PTFA newsletter. <u>Piano</u>: all available piano slots now filled. <u>Brass</u>: It was previously suggested that the band play to the children during an assembly time. AG liaised with the Woburn Sands Band and had this response: this would be possible providing the children can form into a group at the bandroom on Aspley Hill to rehearse after school/on a Saturday. AG to pursue. <u>Football</u>: the MK Dons offered a combined Year 3 and 4 after school club for six weeks which started in September and finished at the October half term. There is no football now until the summer term when Foundation can join the club. <u>Teddy Tennis</u>: This was suggested by Sarah D and the school have agreed that it could start in the summer term after Easter for Foundation and KS1 initially. AG is in contact with the organisers to help to set it up for the warmer weather. More information to follow. <p>SH asked about after school childcare options locally. KB explained the two options at Swallowfield. A previous nursery in Great Brickhill may now be offering wrap around childcare.</p>	<p>CW</p> <p>AG</p> <p>AG</p> <p>AG</p> <p>CN</p> <p>AG</p>
13.	<p>PTFA Administration</p>	
13.1	<p>Newsletter Feedback</p> <p>A brilliant job was done by Tasha and Caroline. Thank you to you both.</p>	NS/CB
13.2	<p>Online Payment System</p> <p>School are going to start an online system for booking parent consultations this term and will be able to communicate information via email. School are also going to consider an online payment system.</p> <p>PTFA to look to join, if possible, the school online payment system. Discuss further and update at each meeting. Discussion on advertising PTFA bank details to enable parents/carers to pay and agreed to wait on outcome of online payment system.</p>	KB



No.	Subject	Lead
13.3	New Urn MP and NP will look at the cost of buying a new urn to help with providing refreshments. It will cost approximately £99 plus vat for a 20 litre urn. MP will check on the capacity of the current urn.	MP/NP
13.4	Email Issues: Setting Ourselves Up Better For The Future There have been recent limitations on the quantity of emails that we are able to send each day via the PTFA Hotmail account. There may be a cost involved to increase the quantity of emails we can send out. LL will get some information on this and update us at the next meeting.	LL
13.5	Costco Card CS will look at the cost of annual membership for the PTFA. Would we be able to apply for a trade account? CS to find out.	CS
13.6	Venue For Next Meeting Tuesday 28 th February 2017 at Swallowfield Lower School, starting at 7.30pm.	School
14.	Any Other Business 'Science Week' is the week beginning 13 th March. Could the PTFA contribute to a Science talk/show for the children during this week? KB will cost some possible ideas and the PTFA will consider financing these. SD will liaise with the STEM faculty at the OU and liaise with KB .	KB/SD
15.	The meeting closed at 10.20pm. Thank you to Niki for hosting the meeting this evening.	NP

2017 Meeting Dates

Thursday 12th January 2017
 Tuesday 28th February 2017
 Tuesday 25th April 2017
 Monday 12th June 2017
 Tuesday 18th July 2017