



Minutes of the PTFA Meeting Held on 18th April 2016

Held at: Louisa Tarbox's house, The Knoll, Wood Lane, Aspley Guise, at 8pm.

Present:

Fiona Cavanagh (FC)
Niki Patel (NP)
Claire Smith (CS)
Helen Woodman (HW)
Catherine Wilkins (CW)

Louisa Thomas (LT)
Kim Brewer (KB)
Caroline Bennett (CB)
Claire Sim (CSim)
Liz Lowi (LL)

Rachael Connall (RC)
Ali Gallacher (AG)
Becc Coles (BC)
Celia Mardon (CM)

No.	Subject	Lead
1.	Introductions None were needed as there weren't any new members present.	FC
2.	Apologies And Formalities Apologies were received from Sally Millett, Lisa Steel, and Hilary Cox.	FC
3.	Minutes Of The Meeting Held On 29th February 2016 The minutes were accepted as a true and accurate record.	FC



Lead

No. Subject

4. Treasurer's Report And Purchasing

Balance of account as at 31.3.2016. - Current Account = £4031.53
 Savings Account = £2448.28
 Total Balance = £6479.81

CSim

Receipts In The Bank Since 29th February:

Mothers Day Assemblies profit	£721.66
Ice Hockey event profit	£187.00 (bringing total raised by this type of event this year to £505.00)
Xmas DVD sales finally banked	£338.25 (this is the profit after costs)
Xmas DVD sponsorship	£150.00 (bringing amount raised via sponsorship to £450)
Sports Day auction remaining bids	£268.85 for quarter 4 2015 £803.99 a back dated cheque for quarter 2 2012 (£35.37) and quarter 2 2015 (£768.62!!)
Easy Fundraising receipts	£580
Stampastic	£50.10

Outstanding To Bank:

White on Blue £30
 Mothers Day gifts £71.60

Payments Made From Bank Since 29th February 2016:

Swimming Pool liner £4319.75
 Foundation Pirate Golf contribution from tea/coffee profits £58.61

Outstanding Pledges:

Flooring for the Library Bus £1438.50
 Xmas Pantomime donation £3833.00
 Total outstanding pledges £5271.40



No.	Subject	Lead
5.	School Wish List	
5.1	<p>Bus Refurbishment Update</p> <p>The upstairs of the bus is finished. Volunteers are now needed for a big clean from this Thursday 21st April and into next week. Requests for volunteers to go out via Facebook and the email database. CM and LL to action.</p> <p>Launch date? School suggested the week commencing 23rd May. Friday 27th May a possibility? MK Dons mascot? Lisa Steel's contact at Penguin books a possibility.</p> <p>KB/HW to complete the purchase of soft furnishings and decide on a launch date.</p>	<p>CM/LL</p> <p>KB/HW/LS</p>
5.2	<p>Pantomime Trip</p> <p>Lisa Tucker in the school office will find out the final costs involved for a return coach which are estimated to be £520 (Tuesday) and £403 (Wednesday) = £923 in total. A £5 contribution from parents would cover these costs.</p> <p>Kim will speak with Lisa Tucker for an update.</p>	KB
6.	Events Feedback	
6.1	<p>Mothers' Day Assemblies</p> <p>£721.66 raised. As per previous minutes, well done and thank you to everyone involved. Additional feedback on an alternative to scones for a morning assembly.</p> <p>Look to repeat next year.</p>	<p>HO'B</p> <p>PTFA volunteers</p>
6.2	<p>110 Club draw</p> <p><u>February</u></p> <p>1st 93 – Keith Swan - £25</p> <p>2nd 109 – Donnah Oakey £15</p> <p>3rd 75 – Julie Tiff £10</p> <p><u>March</u></p> <p>1st 86 – Mel Villa-Buil - £25</p> <p>2nd 89 – Lynn Holmes £15</p> <p>3rd 9 – Rebecca Pearce £10</p> <p>There are still numbers available from HC: 43, 51, 58, 59, 62, 68, 80, 88, 95, 105.</p> <p>CM and LL to advertise via Facebook and PTFA emails.</p> <p>£12 a year with a chance to win every month. The club raised £461 last year.</p>	<p>HC</p> <p>CM</p> <p>LL</p>



No.	Subject	Lead
6.3	'Match Attax' Swapping Event Ten to fifteen families came to this non-profit making event. Thanks to Sally Millett and Niki Patel for organising this.	SM/NP
6.4	MK Lightning This was a well-supported event which took place on 12 th March and raised £200. Thanks to Hellen Woodcock for organising this event.	Hellen Woodcock
7.	2016 Objectives/Parents Wish List	
7.1	Parents 'Open Forum' Event Four parents of Foundation Class children came to this event on Thursday 17 th March. They contributed ideas, were keen to volunteer, and gave their contact details. This event will probably be repeated in October 2016. The timing worked well (2.15-4pm). Thanks to Lisa for organising this event.	LS
8.	Events Planning	ALL
8.1	Spring Disco Flyers for this event were given out to children on 18.4.16. Celia will post on Facebook and Liz will email database parents about this event. Foundation Classes will have their spring disco during school hours with help from Hilary. Volunteers have been organised for the other. NP to advise if more help needed.	NP HC/PTFA volunteers CM/LL
8.2	Leavers and Class Photos Kim, Helen, and Claire Smith met with Elsa at 'White On Blue' to discuss the leavers and class photos. The class photos will be on 28.4.16. The leavers' photo books will cost £350 as they did last year. £10 is the suggested price for parents to pay. The PTFA may not make a profit but every child will be given a leavers' photo book. Everyone present agreed in favour of the £350 donation.	KB/HW CS
8.3	Quiz Night Friday 6 th May has been confirmed for this event. Letters will go out on Friday 22 nd April. Ian has agreed to be Quiz Master and will write the questions. Niki is going to organise the license with Beds council. Food is organised. Cash bar, helpers to be organised. There will be a cash prize raffle.	NP



No.	Subject	Lead
8.4	<p>Father's Day Gifts and Breakfast</p> <p>This event will be on Friday 17th June. Dads can attend anytime between 8am and 8.45am with their child/ren. The costing will be £2.50 for food and a drink. Louisa will send out the letter and collect responses. John Savine has kindly agreed to supply the meat again as he did last year. Kim will ask Ben in the school kitchen if he will cook the food and have the first batch prepared by 7.45am. Helen will ask Cam (Father of a Foundation Class child) if he would be able to supply the bread rolls. Busy Bees are also included in this event. The flyer will mention possible projects that the money raised will be used for. Further helpers required on the day.</p>	<p>LT /SM KB/HW</p>
8.5	<p>Bingo Night</p> <p>Defer to the Autumn term, first half. Has Sarah Barnes any more information?</p>	<p>SB</p>
8.6	<p>Golf Day</p> <p>This event is being organised by Simon Bevis and is planned for 24.6.16. Players will arrive 3-3.30pm. Sandwiches will be served at the end, at approximately 8.30pm. Philippa Moore is going to produce a flyer. Cost will be £40 per player and the event will take place at Woburn Sands and Aspley Guise golf course.</p>	<p>SBevis Philippa Moore</p>
8.7	<p>Transfer Day</p> <p>This event takes place on Wednesday 29th June. NP and AG volunteered to help. Could the Busy Bees reps (Stacey Gunther and Lisa Steel) also help please? Possibly ask other new parents to help? Same format as last year, provide drinks, PTFA information & presentation. Flyers for the parents social event (see section 8.8 below) to go out to new parents before half term.</p>	<p>LS? SG? NP/AG FC</p>
8.8	<p>Parents Social/Intro For New Parents At The Swan</p> <p>This event will be on Thursday 30th June and will be hosted by Marion at the Swan pub. The PTFA would like a reserved area with a blank wall to project information. Same format as last year, with board (AG), flyers & presentation (AG/FC). What is the date that the packs for new parents go out? FC to email Lynn. BC and LL able to print flyers.</p> <p>FC/LS to liaise with Marion.</p>	<p>FC/LS/ AG BC/LL</p>
8.9	<p>Sports Days</p> <p>Clare Lycett has agreed to organise the BBQ. Could we hire a large catering BBQ? There will be a veggie option, melon, and hopefully better quality burgers. NP will organise the license. Volunteers will be needed nearer the day. NP has contacted Paolo with his ice cream van. Stock up on Pimms now if seen on offer. Organise a gift raffle or a cash prize raffle? Not yet decided.</p>	<p>NP/CL</p>



No.	Subject	Lead
8.10	<p>Leavers Disco</p> <p>This will be on Friday 15th July. Corrina has been booked to do a UV party. Paolo has been booked for ice creams afterwards which are included in the cost. NP will speak to HC about Papa John's pizzas. Fizzy drinks? Cans or small bottles? Flyers to go out in June.</p>	NP/CS
8.11	<p>Other Ideas On Planner</p> <p>Scoot Safe – follow up needed with Stacey Gunther. LL to contact.</p> <p>Film Night – a possibility for the Autumn term.</p> <p>Shop to Drop – next year possibly.</p> <p>Campfest – next year possibly.</p> <p>Towcester Race Night (dogs) – no deals advertised. Free entry. No need to book/reserve. Possible social event.</p> <p>Summer Ball – next year. Discussed a suggestion of a Christmas ball? Or Halloween? Concern over number of events people attend in December. For further discussion next meeting.</p> <p>All of the above need volunteers to organise.</p>	LL
9.	Any Other Business	
9.1	<p>Parents Directory</p> <p>BC and LL have composed a letter but this has not yet been sent out. AG to resend Fulbrook format to Liz as a possible alternative. LL to re-visit letter again with a view to sending out in September.</p>	LL AG
9.2	<p>Newsletter Editor</p> <p>No volunteers for this vacancy yet for September 16. Caroline will put an advert together after speaking with Nic about the main tasks. There could be a team of people in this role. CM and LL to advertise via Facebook and the email database when the flyer has been produced.</p>	CB/NS CM/LL
9.3	<p>Shed Clear Out</p> <p>The shed has had mice inside. Kim will organize a visit from pest control. Plastic boxes are needed to store food. Shelving would be helpful. Could Tony build some? Kim to liaise with Tony.</p> <p>LL has been contacted by a Foundation Class parent who runs their own party business. Would we be interested in any leftover stock? LL will find out what they can donate to decide if it will be useful for the PTFA.</p>	KB LL



No.	Subject	Lead
9.4	<p>Chair/Vice Chair Roles</p> <p>It was proposed that Lisa will be the Chair and Fiona will be the Vice Chair of the PTFA. Everyone agreed on this proposal.</p>	FC/LS
9.5	<p>School Clubs</p> <p>Football - Year groups have had to be re-organised. Caroline has liaised with MK Dons and parents to ensure that children have been offered suitable places.</p> <p>Sewing Club – this continues to be well supported.</p> <p>Guitar – There are two places left for a Thursday lunchtime group session for half an hour for Year 2/3/4 children. Please contact AG or the PTFA directly if interested. CM and LL to advertise via Facebook and email database.</p> <p>Golf club? Greg McGill will organize this. Do we have any donated golf clubs for children to use? Consider again. RC volunteered to donate two. CM and LL to request donations via Facebook and the email database.</p>	<p>CN/CW /AG</p> <p>CM/LL</p>
9.6	<p>Parent View</p> <p>26 replies have now been received. This is a favourable return.</p>	KB
	<p>Parentmail</p> <p>Catherine Moore has updated the database and sent it to the school. KB is organizing this communication tool.</p>	KB
9.7	<p>Bank Account</p> <p>Signatories still need updating.</p>	CSim
9.8	<p>Secretary</p> <p>Rachael said that she will no longer be able to continue with the secretarial role from September 16. Rachael was thanked for her commitment to this role. The PTFA would welcome another volunteer to share this role with Ali Gallacher.</p>	RC
10.	<p>Date of Next Meeting</p> <p>Thursday 9th June 2016 at 8pm. Venue to be decided.</p> <p>We are always able to use the learning lodges during the day after drop off to reach a wider/different audience.</p>	FC
11.	<p>The meeting closed at 9.30pm. Thank you to Louisa for hosting.</p>	LT



Parents, Teachers & Friends Association
Swallowfield Lower School, Weathercock Close, Woburn Sands, Bedfordshire, MK17 8SL
Registered Charity No. 1082952