



Minutes of the PTFA Meeting Held on 18th July 2016

Held at: Fiona Cavanagh's house, 12 Theydon Avenue, Woburn Sands, MK17 8PN, at 8pm.

Present:

Lisa Steel (LS)
Fiona Cavanagh (FC)
Caroline Bennett (CB)

Claire Smith (CS)
Claire Sim (CSim)
Celia Mardon (CM)

Claire Jenner (CJ)
Sarah Drea (SD)
Ali Gallacher (AG)

No.	Subject	Lead
1.	Introductions Lisa chaired the meeting and welcomed everyone. Introductions were given by all present.	LS
2.	Apologies And Formalities Apologies were received from Liz Lowi, Helen Woodman, Kim Brewer, Rachael Connall, Niki Patel, Hilary Cox, Natasha Solesbury.	LS
3.	Minutes Of The Meeting Held On 9th June 2016 The minutes were agreed by everyone present.	LS
4.	Treasurer's Report And Purchasing Balance as at 30.6.16 - Current Account £2711.24 Savings Account £4951.36 Total £7662.60 Less outstanding pledges of £43.50 Library Bus £3833 Panto £200 Year 4 Leavers disco Leaves balance of £3586.10 <u>Income for June</u> £300 Aspley Guise Parish Council donation £120.10 Easyfundraising £511 Father's Day Breakfast £71.60 Mother's Day gifts <u>Expenditure for June</u> £350 Year 4 leavers books	CSim



No.	Subject	Lead
5.	School Wish List	
5.1	<p>Pantomime Trip - Return Coach costs</p> <p>This trip is planned for Tuesday 13th and Wednesday 14th December for the whole school to visit the Christmas pantomime at Milton Keynes theatre. The PTFA have pledged £3833 to subsidise the cost which is based on the parents of every child paying £5 for a ticket. School have requested £502 in addition to this pledge to be paid for return coach costs which are increased because of the peak travel times. Everyone present voted in favour of the PTFA paying £502 for these transport costs meaning that coach transport will be provided to and from the theatre. Parental contributions for the subsidised ticket will be discussed and voted on at the next PTFA meeting on Tuesday 13th September 2016 but currently stand at £5 per child.</p> <p>The trip dates are to be publicised via school to give parents notice. FC to ask KB if CB can notify parents to 'save the date' in the PTFA newsletter which will be communicated by the end of this summer term.</p>	<p>KB</p> <p>FC/CB</p>
5.2	<p>Sunshades – Foundation Playground</p> <p>These are going to be put on hold now. School are reluctant to purchase sunshades which may need to be relocated according to the long term strategy for school development. The building is 24yrs old and may be altered if the school changes status in the future. CSim has enquired about costs involved in relocating the sunshades if the school needed to. This will cost approximately £1800 for each sunshade because they would need new posts. It was agreed that this is not cost efficient as the sunshades cost approximately £3000 each.</p>	<p>KB</p> <p>CSim</p>
5.3	<p>School - Sand Pit</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. CSim has enquired about a sand pit provided by the Sunshade company. A sandpit 1.5m x 1.5m would cost £1650 but it can be bespoke and made to any size. CSim will enquire about the size required by school and ask the Sunshade company for a quote. Also awaiting quotes from NP's contact at Wicken Toys for consideration. We will arrange to secure one further quote so we have a choice of three.</p>	<p>KB</p> <p>CSim/ NP/ FC</p>



No.	Subject	Lead
6.	<p>Fundraising Goals</p> <p>The discussion from the previous minutes was summarised about what the PTFA fundraising goals should be for the coming year now that big projects such as the bus, pool liner and learning lodges are complete. The school has received much awaited funding from the Parklands development resulting in the school being in a stronger financial position to fund items that the PTFA would historically have raised funds for. It was previously agreed that the PTFA would fund projects that promote fun, are inclusive, and enrich the children's experience at school. It was agreed that we would get feedback from the children through the school parliament in the Autumn Term. We will also seek parents' feedback through a survey and use other opportunities to get as many views from parents as possible.</p>	<p>LS</p> <p>KB/HW</p>
7.	<p>Events Feedback</p>	
7.1	<p>Father's Day Breakfast</p> <p>Thank you to Sally, Louisa, and other PTFA volunteers who organised the Father's Day Breakfast on 17.6.16. There were 130 Dads and 277 tickets sold. Many thanks to Ben and his colleague in the kitchen and the volunteering teachers. A thank you card will be written by LS and sent to the kitchen staff on behalf of the PTFA.</p>	<p>SM/LT/LS CS/CL/ CSim</p>
7.2	<p>Golf Day</p> <p>Thank you to Simon Bevis for organising this event for 24.6.16. There were 17 golfers on the day. CSim is awaiting the money raised and will speak with SB. LS will write thank you cards for Simon and the Golf Club. This event needs someone to organise it for the next academic year. CSim will liaise with Simon for possible volunteers.</p>	<p>SBevis/ CSim</p>
7.3	<p>Transfer Day</p> <p>This event went well on 29.6.16. Thanks to the PTFA volunteers which included Jane, a new parent volunteer from Foundation.</p>	<p>FC/AG/ CM</p>
7.4	<p>Parents Social/Intro For New Parents At The Swan</p> <p>This event was worthwhile doing on 30.6.16. It was well attended by new members as well as existing ones. The PTFA display board from Transfer Day was used again.</p>	<p>FC/LS/ AG</p>



No.	Subject	Lead
7.5	<p>Leavers Disco & Books</p> <p>This event on 15.7.16. went really well. Thank you to Niki, and the parent and teacher volunteers. It was well attended by nearly all of Year 4. FC showed those present the thank you letters for the PTFA which had been received from all of the children at the disco. A selection of these will be shared in the PTFA newsletter this week. CB to scan and include.</p> <p>Leavers books will be given out this week. There was 100% take up. Some people ordered more than one book which affects the cost subsidised by the PTFA. To consider for next year: parents to be informed that the first Leavers book is £5 and additional copies will cost more.</p>	<p>NP/CS</p> <p>CB</p>
7.6	<p>Sports Days – 14th July (School) and 15th July (Busy Bees)</p> <p>Thank you to Niki, Clare, and all the PTFA volunteers. £1047 was raised from the School Sports Day, and £126 raised from the Busy Bees Sports Day. £70 was also contributed by Paolo, the ice cream van man, which is as received in previous years and not dependent on number of sales. The BBQ has been kindly donated by Helen Kirby. Has it been cleaned out? It is now stored in the PTFA shed. A thank you card for Helen is going to be organised by NP.</p>	<p>NP/CL</p>
7.7	<p>110 Club draw</p> <p><u>June</u></p> <p>1st 85 – Ben Coles - £25 2nd 50 – Mary Biles £15 3rd 41 – Annie Hurn £10</p> <p><u>July</u></p> <p>1st 60 – Cassie Lorrimore £25 2nd 27 – Sarah Anstee £15 3rd 71 – Catherine Wilkins £10</p> <p>There are still numbers available from HC: 32, 37, 51, 53, 58, 59, 62, 69, 78, 80, 88, 95, 105, 108, and 110.</p> <p>CM and LL to advertise via Facebook and PTFA emails. £12 a year with a chance to win every month. The club raised £461 last year. Renewals are now due for some members. HC to advise.</p>	<p>HC</p> <p>CM</p> <p>LL</p>
8.	<p>Events Planning</p>	<p>ALL</p>



No.	Subject	Lead
8.1	<p>AGM Thursday 13th October</p> <p>Discussion took place regarding the venue. A preference was expressed for Nonna's again. LS to ask Catherine if she can speak with Nonna's. There are 21 days needed to advertise the AGM. Action at next meeting on 13.9.16.</p>	LS
8.2	<p>Scoot Safe</p> <p>To be deferred until the meeting on 13.9.16. Discussion at the previous meeting considered if scooter training/cycling proficiency would be appropriate for Years 3 and 4? KB to look at availability for first half of Autumn term and whether this is funded through already existing schemes. Further investigation needed by KB, LS, SG. To be discussed at the next meeting.</p>	KB/SG/LS
8.3	<p>2017 Circus</p> <p>There are limited dates for this event to take place next year. It was proposed by FC to book Friday 27th April in 2018 which is currently available. This was agreed by those present.</p>	FC/KB
8.4	<p>2017 Summer ball/ Other big event for 2017</p> <p>As the Circus cannot take place until 2018 the Summer Ball option for 2017 came back up for review. Discussion took place regarding a working party to organise this event. We would need someone to lead this with the support of a sub-committee of volunteers. Defer to September meeting to discuss in more detail. Is there an appetite for a Ball? Could it be a campfest? Or perhaps something in between or completely new?</p>	All PTFA Volunteers needed
8.5	<p>MK Lightning</p> <p>This event is now booked for September 16. NP has volunteered to organise this and will liaise with Helen in the handover. MK Lightning have confirmed that we have a slot but as yet cannot confirm the exact date as they haven't released their fixtures yet.</p>	NP/ HW
8.6	<p>Bingo</p> <p>LS to liaise with Sarah to see if she would still like to take the lead and arrange a date for this event for October. Exact details and planning to be discussed at the next meeting in September.</p>	SB/LS
9.	<p>Any Other Business</p>	



No.	Subject	Lead
9.1	<p>Newsletter Editor and Co-Secretary Roles</p> <p><u>Newsletter Editor</u></p> <p>Tracy Viner and Natasha Solesbury have kindly volunteered to share this role. Natasha spoke with CB and said that she is happy to help and will be at the meetings from September. CB is going to arrange to catch up with Natasha and Tracy to discuss the role and ways of working. Many thanks to Nic Scholfield for her commitment to this role and for the fabulous newsletters she has produced for us.</p> <p><u>Co-Secretary Role</u></p> <p>Sarah Drea kindly volunteered for this role. Sarah will meet with Rachael for a handover discussion. Dates of forthcoming meetings are to be revisited to ensure that they are spaced out and accurate. Many thanks to Rachael Connall for her commitment to this role.</p>	<p>CB/TV/ NS</p> <p>RC/SD</p>
9.2	<p>Year Reps</p> <p>These roles were explained by LS and names were put forward based on those that had volunteered and also carrying forward those currently in role. LS will circulate the list of reps and confirm that the nominated reps are happy with their role and seek any new/ replacements if appropriate.</p> <p>Busy Bees – Stacey Gunther and Danielle Brown</p> <p>Foundation – Claire Jenner and Lisa Steel</p> <p>Year 1 – Caroline Bennett and Sarah Anstee (Claire Sim volunteered if Sarah does not want to continue)</p> <p>Year 2 – Celia Mardon and Liz Lowi</p> <p>Year 3 – Hayley O'Brien and Niki Patel</p> <p>Year 4 – Clare Lycett and Nic Scholfield (Catherine Wilkins/Nicky Canning Matthews suggested if either Clare or Nic did not wish to continue)</p> <p>Thank you to all of our volunteers.</p>	<p>LS</p>
9.3	<p>School Clubs – Yoga</p> <p>NP has a contact who has started Yoga groups in Fulbrook. Hall space would be needed for an after school club. Further information needed about timings and costings. Awaiting a response from NP. This will be deferred to the next meeting in September for a discussion.</p> <p>20.7.16. Post Meeting Update: A letter inviting children to 'Catcow Yoga Club' has been sent out. The club begins on 13.9.16. and will take place every Tuesday, 3.30-4.30pm, until 6.12.16. (excluding half term).</p>	<p>NP</p>



No.	Subject	Lead
9.4	<p>Shed Clear Out</p> <p>Thank you to Fiona, Hilary, Catherine, and Marion for clearing out the Shed once and for all and opening up a vast amount of space for us to use. The shed needs to be checked to ensure that the soft drinks are stored in closed containers. The shed also needs clearing out for it to be cleaned over the summer holidays. We all agreed on the need to keep the shed free from unnecessary clutter moving forward so that we can maintain it as it is! Volunteer needed please.</p>	FC/HC/ CM/MP
10.	<p>Date of Next Meeting</p> <p>Tuesday 13th September 2016 at 8pm at Swallowfield Lower School.</p> <p>SD to revisit the dates for forthcoming meetings and to ensure that they are equally spaced out.</p> <p>We are always able to use the learning lodges during the day after drop off and/or the school hall on a Tuesday evening to reach a wider/different audience.</p>	LS SD
11.	<p>The meeting closed at 10pm. Thank you to Fiona for hosting. Thanks were given to people attending the meeting and all of the PTFA volunteers who have given their time this year to help with fundraising and 'feel good' events. CS was thanked for her fantastic support and commitment to the PTFA for the past six years. CS will ensure that any further information that she has is handed over to FC/LS, including Ailsa's contact details at 'White On Blue' for future events.</p>	LS CS

2016/2017 Meeting Dates

These are the most up to date meeting dates and replace the ones previously circulated on the agenda.

Tuesday 13th September 2016
 Thursday 13th October 2016 - AGM
 Tuesday 8th November 2016
 Thursday 12th January 2017
 Tuesday 28th February 2017
 Tuesday 25th April 2017
 Monday 12th June 2017
 Tuesday 18th July 2017