



## Minutes of the PTFA Meeting Held on 8<sup>th</sup> November 2016

**Held at:** Swallowfield Lower School, Woburn Sands, MK17 8SL, at 7.30pm.

### Present:

Lisa Steel (LS)  
 Sarah Drea (SD)  
 Helen Kirby (HK)  
 Jo Bird (JB)  
 Niki Patel (NP)

Fiona Cavanagh (FC)  
 Ali Gallacher (AG)  
 Natasha Solesbury (NS)  
 Saima Hussain (SH)

Claire Sim (CS)  
 Marian Powell (MP)  
 Amanda Holder (AH)  
 Hilary Cox (HC)

No.	Subject	Lead
1.	<b>Introductions</b> Lisa chaired the meeting and welcomed everyone. Introductions were given by all present.	LS
2.	<b>Apologies And Formalities</b> Apologies were received from Catherine Moore, Sarah Anstee, Celia Mardon, Liz Lowi, Caroline Northey, and Claire Jenner. Kim Brewer and Helen Woodman arrived after another meeting.	LS
3.	<b>Minutes Of The Meetings Held On 13<sup>th</sup> September and 13<sup>th</sup> October (AGM) 2016</b> The minutes of these meetings were agreed by everyone present.	LS





No.	Subject	Lead		
5.	<p><b>110 Club draw</b></p> <table border="1" data-bbox="193 297 1169 472"> <tr> <td data-bbox="193 297 699 472"> <u>September</u>            1<sup>st</sup> 17 -- Kirsty Green £25            2<sup>nd</sup> 102 – Sam Middleton £15            3<sup>rd</sup> 36 – Caroline Bennett £10         </td> <td data-bbox="754 297 1169 472"> <u>October</u>            1<sup>st</sup> 70 – Judy Forster £25            2<sup>nd</sup> 39 – Nikki Baker £15            3<sup>rd</sup> 93 – Keith Swan £10         </td> </tr> </table> <p>There are still numbers available from <b>HC</b>: 53, 58, 80, 86, 105, 106, 108, 110.</p> <p><b>CM</b> and <b>LL</b> 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>Renewals are now due for some members. <b>HC</b> to advise.</p>	<u>September</u> 1 <sup>st</sup> 17 -- Kirsty Green £25 2 <sup>nd</sup> 102 – Sam Middleton £15 3 <sup>rd</sup> 36 – Caroline Bennett £10	<u>October</u> 1 <sup>st</sup> 70 – Judy Forster £25 2 <sup>nd</sup> 39 – Nikki Baker £15 3 <sup>rd</sup> 93 – Keith Swan £10	<p>HC</p> <p>CM</p> <p>LL</p>
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6.	<p><b>School Wish List</b></p>			
6.1	<p><b>Pantomime Trip - Return Coach costs</b></p> <p>The PTFA have pledged £4335 to subsidise the cost of a ticket and coach travel to and from the theatre for every child, which is based on the parents of every child paying £5 for a ticket. This was discussed at the 13<sup>th</sup> September PTFA meeting and those present agreed a PTFA contribution of £4335 for the whole trip which will mean the outing will then cost £5 per child for parents to pay.</p> <p>A discussion was prompted around the total pledge to be made by the PTFA for this trip. It was proposed that the PTFA fully fund the trip and make an additional pledge to pay the cost of £5 for each child. This would make the trip all-inclusive and give the event a feel-good factor for everyone involved, and is possible at this time as the PTFA are financially able to afford it.</p> <p>A vote took place on pledging the extra £800 cost involved to fully fund the trip. Everyone present agreed to this. The PTFA will send out a letter (with a parental consent return slip and a request for a packed lunch) to confirm that this trip will be fully funded for this year.</p> <p><b>14.11.16. PTFA Committee Update</b></p> <p>Following the meeting a suggestion was made that the PTFA should also offer a gesture to bring some Christmas magic to Busy Bees, who aren't joining the rest of the school at the Pantomime at MK theatre. Feedback was gathered from PTFA committee members and it was agreed that this suggestion should be supported. As a result we have given Busy Bees a budget of £200 to arrange an entertainer for the Busy Bees Christmas party and/ or a small gift for each child. This ensures that the whole school is benefiting in some type of Christmas activity, funded by the PTFA.</p>	<p>KB/HW/ LS</p>		



No.	Subject	Lead
6.2	<p><b>School Request – Sand Pit, Benches, and Tables</b></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><b>Sand Pit</b></p> <p>A discussion took place to give everyone the opportunity to decide if this is something that should be pursued. Everyone present was in agreement with this request and future purchase. Quotes obtained were:</p> <ul style="list-style-type: none"> <li>• Wicken Toys - 2m x 3m sand pit with a lid is £695 plus sand (£182) = £877.00</li> <li>• Wicksteed - 2m x 2.7m sand pit with sand = £1396.00</li> <li>• Sovereign - 1.6m x 1.6m sand pit is £1193.00 plus £329.00 for sand = £1522.00</li> <li>• <b>MP's</b> husband - 3m x 3m sand pit and sand = £1995.00 plus vat.</li> <li>• Maxim Systems Ltd - 2m x 3m sand pit without sand = £1955.00 plus vat</li> </ul> <p>Could Tony Farmer (Groundsman) build one cheaper? Or Nigel who built the school path? <b>KB</b> to ask them tomorrow. <b>HC</b> mentioned that her husband has sleepers available at the moment which could be supplied. <b>KB</b> discussed the specification and will now organise three quotes to consider.</p> <p><b>Outdoor Benches and Picnic Tables</b></p> <p><b>CS</b> had a quote from Maxim Systems Ltd for eight plastic benches and six picnic tables which = £6500.00 plus vat.</p> <p><b>NP</b> to ask Wicken Toys for a quote.</p> <p><b>KB</b> to gain three quotes and bring back to the next PTFA meeting to discuss again.</p>	<p>Lead</p> <p>KB/HW</p> <p>LS</p> <p>NP</p> <p>FC</p> <p>MP</p> <p>CS</p> <p>KB</p> <p>CS/NP/ KB</p>
7.	<p><b>Fundraising Goals</b></p>	
7.2	<p><b>Survey Outcomes</b></p> <p>Parents' feedback was gained at the parent consultations with teachers in October. A pie chart and spreadsheet were produced by <b>HK</b> to show how some parents would like to spend the PTFA money. It was noted that some comments needed a direct response by either the PTFA or the school as there were some misconceptions. A discussion took place about how to gain a response from parents who have not yet commented. It was agreed to use the PTFA Facebook page and email database. <b>HK</b> will draft a letter to thank parents for their feedback so far and to invite other parents to respond within a week. From the responses made by parents a 'top ten' selection will be compiled to vote on through an online survey/Swallowfield App. <b>LL</b> to email parents a letter once received from <b>HK</b>. <b>CM</b> to upload the letter to Facebook.</p> <p><b>NS</b> suggested using the PTFA newsletter to give information needed by parents in their feedback comments. This will also include a reference to the letter produced by <b>HK</b> to invite parents to respond. It was agreed to finalise the newsletter to send out during the last week of term (week commencing 12.12. 16.)</p>	<p>HK/NS/ FC</p> <p>LL/CM</p> <p>NS</p>



No.	Subject	Lead
7.2	<p><b>School Parliament Feedback Collection</b></p> <p>The new School Parliament will organise a survey for the children about fundraising goals and present it to the school, perhaps in assembly. They will discuss this in their next meeting in two weeks. <b>HK</b> will co-ordinate through <b>FC</b>. At the previous PTFA meeting in September <b>LC</b> and <b>HK</b> volunteered to liaise with school to collate the responses from the children, as well as those from parents/carers, and feedback the information to the PTFA.</p>	<p><b>KB</b> <b>LC/HK/FC</b></p>
8.	<p><b>'Love Woburn Sands'</b></p> <p>The Community Projects Manager, Stef Muzz, met with FC recently. 'Love Woburn Sands' are currently applying for charity status. Stef has offered to be involved in our fundraising goals and would like to attend our next PTFA meeting. <b>FC</b> to organise.</p> <p>Woburn Sands Town Council offer an annual grant to local charities. <b>CS</b> made the application on behalf of the PTFA yesterday.</p>	<p><b>FC</b> <b>LS/CS</b></p>
9.	<p><b>Events Feedback</b></p>	
9.1	<p><b>AGM Thursday 13<sup>th</sup> October</b></p> <p>This event was well attended by existing and new members of the PTFA. Thank you to Marian for hosting this event and providing the great food!</p>	<p><b>LS/MP</b></p>
9.2	<p><b>School Photos</b></p> <p>Some feedback has been given via Facebook about the recent school photographs. <b>KB</b> does not have a preference for the school photo provider and is very happy to consider suggestions made by the PTFA. Thinking ahead, class photos from 'White On Blue' may be needed for next year's Leavers Books.</p>	<p><b>KB/LS</b></p>
9.3	<p><b>MK Lightning</b></p> <p>This was a well-attended event on 8<sup>th</sup> October. Thank you to <b>NP</b> for organising this.</p>	<p><b>NP</b></p>
9.4	<p><b>Coffee Afternoon: Foundation</b></p> <p>This was a brilliant event, which was very busy! £189.07 was donated for the Foundation children.</p> <p><b>9.11.16. PTFA Committee Update</b></p> <p>A top up of £10.93 has been requested by the Foundation teachers to increase the £189.07 raised from the Foundation Coffee Afternoon to £200 which would help to subsidise the Foundation Ice Skating trip so that parents pay £3.50 per child. This request was considered and agreed by the PTFA Committee on the 9.11.16.</p>	<p><b>LS</b></p>



No.	Subject	Lead
10.	<b>Events Planning</b>	ALL
10.1	<p><b>Coffee Mornings/Afternoons: Year 1, Busy Bees, Other Years</b></p> <ul style="list-style-type: none"> <li><u>Year 1</u>: 15<sup>th</sup> November, 2.15-3.15pm. <b>CB/CS/AG</b> and Jane Tate will help with this event.</li> <li><u>Busy Bees</u>: 21<sup>st</sup> November. <b>Stacey</b> and <b>Danielle</b> are organising this.</li> <li><u>Year 2</u>: <b>LL</b> and <b>CM</b> are liaising with class teachers to organise this event.</li> <li><u>Years 3 and 4</u>: not possible to organise for this term.</li> </ul>	<b>CB/CS/AG/Jane</b>  <b>Stacey/Danielle</b>  <b>LL/CM</b>
10.2	<p><b>Remembrance Day Parade Wreath And Pupils To Lay It</b></p> <p>Two children have been selected from the school parliament to lay the wreath: Henry Lycett-Parry and Daisy Sheridan. The wreath will go home with Henry this Friday.</p>	<b>KB</b>
10.3	<p><b>Bingo – Friday 18<sup>th</sup> November</b></p> <p>SB is organising this event. Are there enough raffle prizes and helpers on the evening? Could we offer a cash raffle? Are there enough people there on the night to help with the raffle? Raffle books should be in the PTFA shed. LS will liaise with SB on this and distribute flyers. Volunteers have been organised to run the bar. Ticket sales are at approximately 31. There are also some members of staff who are hoping to attend.</p>	<b>SB/LT</b>  <b>LS</b>
10.4	<p><b>Disco – Friday 11<sup>th</sup> November</b></p> <p>Today was the deadline to return payment and parental consent. The discos will be almost full to capacity. There have been lots of offers of help this time – new volunteers as well as existing ones. Teachers will also be at the discos to help out.</p>	<b>NP</b>
10.5	<p><b>Christmas Cards</b></p> <p>The artwork has been sent out to parents. A groupcall went out today to request that the artwork and orders are returned by this Friday 11<sup>th</sup> November.</p>	<b>KB/Mark</b>



No.	Subject	Lead
10.6	<p><b>Nativity DVDs</b></p> <p>Mark is not available to record the Christmas performances but he is able to produce the DVDs and liaise with Clare Lycett to sell them. FC's contact at MK college is going to ask the students if they are able to record the performances over three afternoons. How much would it cost to pay someone to record and edit the three performances? <b>CM</b> to put a plea on Facebook to request a volunteer to record and edit these. <b>FC</b> to speak to Stef Muzz for possible contacts. <b>NP</b> to call some videographers to gain quotes. <b>NS</b> to gain a quote from the company who record children's dancing performances. All feedback to be given on the PTFA Facebook Committee page to action asap. <b>CS</b> to liaise with Mark to see if he is happy to produce a recording done by someone else. Consider that a commercial outlet may require the PTFA to pay for the full production of the DVDs. Is sponsorship still needed? <b>MP</b> happy to sponsor the Swan pub again this year. <b>NP</b> and <b>FC</b> agreed to co-ordinate finding someone to organise sponsorship.</p>	<p>MW/CL</p> <p>CM</p> <p>FC</p> <p>NS</p> <p>MP</p> <p>NP/FC</p>
10.7	<p><b>Mulled Wine Stall</b></p> <p>Flyers for this event have been sent out to parents. Posters have been printed to display. CS has organised the license and given the paperwork to FC. The PTFA now need donations of red wine and mince pies, as well as offers of help on the day. <b>LL</b> to email, <b>CM</b> to use Facebook, and <b>MP</b> to use the school website (to trigger the app) to request donations and volunteers.</p>	<p>JB/FC</p> <p>LL/CM/MP</p>
10.8	<p><b>Secret Santa</b></p> <p>This feel-good school event will be on Friday 9<sup>th</sup> December during the afternoon. The order form is being produced to send out to parents. Secret Santa is busy buying gifts in preparation for this event!</p>	<p>LS/HK/HC/CS/AH/NP/MP? NS? JM?</p>
10.9	<p><b>Scoot Safe</b></p> <p>This is no longer an activity for the PTFA to organise as the school are independently organising it for the children.</p>	<p>KB/SG</p>
10.10	<p><b>2017 Summer ball/ Other big event for 2017</b></p> <p>This will be carried over to next year for discussion.</p>	<p>LS</p>
10.11	<p><b>2018 Circus</b></p> <p>This family event is now booked for April 2018 and the £78 deposit has been paid. It will be discussed nearer the time.</p>	<p>KB/FC</p>



No.	Subject	Lead
11.	<p><b>Clubs Update</b></p> <ul style="list-style-type: none"> <li><u>Sewing</u>: two clubs are taking place at the moment to meet demand</li> <li><u>Guitar</u>: 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. <b>LL</b> to email Yr 2, 3, 4 parents and <b>CM</b> to message on Facebook. <b>NS</b> to advertise in the newsletter this term.</li> <li><u>Piano</u>: all available piano slots were filled for September but two became available at the end of September which were advertised for Years 1, 2, 3, 4. One has now been taken so there is now one available for a 4pm lesson on a Tuesday. <b>LL</b>, <b>CM</b>, <b>NS</b> to advertise via email, Facebook, and the newsletter.</li> <li><u>Brass</u>: there were two open afternoons for 10+ year olds to try percussion (17.9.16) and 8+ year olds to try brass (24.9.16) with the Woburn Sands Band. Flyers were handed out to Year 4 on 14.9.16. It was also publicised on Facebook and the PTFA email database for Year 4 children. It was previously suggested that the band play to the children during an assembly time. <b>AG</b> liaised with the Woburn Sands Band and had this response: this would be possible for the new year providing the children can form into a group at the bandroom on Aspley Hill to rehearse after school/on a Saturday. <b>AG</b> to pursue? There is a Christmas concert on Sunday 4<sup>th</sup> December at 2.30pm at Fulbrook Middle School to raise money for CLIC Sargent. There will be Swallowfield children playing in this concert as it involves the Youth and Junior Bands.</li> <li><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.</li> </ul> <p><b>Also, a request:</b> Maria James has emailed Mrs Brewer to request that the Woburn Sands Band be considered for the next Muffi event. The band are a charity and rely on fundraising activity. Many of our Swallowfield children play with the band which offers music lessons and instrument loan totally free of charge.</p> <p><b>NS</b> suggested a spotlight on a school club for the next newsletter. Agreed to be a great idea! <b>AG</b> and <b>NS</b> to share ideas and action.</p>	<p>CW</p> <p><b>AG</b> <b>LL/CM/NS</b></p> <p><b>AG</b> <b>LL/CM/NS</b></p> <p><b>AG</b></p> <p><b>CN</b></p> <p><b>NS/AG</b></p>
12.	<b>PTFA Administration</b>	
12.1	<p><b>Year Rep Confirmation</b></p> <p>No update required.</p>	<b>LS</b>
12.2	<p><b>DATABASE Status</b></p> <p><b>CM</b> has updated the email database for the new school year and is now trying to gather any missing emails through coffee afternoons and other events so that information can be transferred to the new year groups.</p>	<b>CM</b>



No.	Subject	Lead
12.3	<b>Venue For Next Meeting</b> Thursday 12 <sup>th</sup> January 2017 at Niki Patel's home: The Dene, Aspley Hill, Woburn Sands, at 8pm.	LS
13.	<b>Any Other Business</b> None.	LS
14.	The meeting closed at 9.15pm. Thank you to school for hosting the meeting this evening.	LS

### 2017 Meeting Dates

Thursday 12<sup>th</sup> January 2017  
Tuesday 28<sup>th</sup> February 2017  
Tuesday 25<sup>th</sup> April 2017  
Monday 12<sup>th</sup> June 2017  
Tuesday 18<sup>th</sup> July 2017