



Minutes of the PTFA Meeting Held on 13th September 2016

Held at: The Swan pub, Woburn Sands, at 8pm

Present:

Lisa Steel (LS)	Claire Jenner (CJ)	Liz Lowi (LL)
Fiona Cavanagh (FC)	Claire Sim (CS)	Sarah Drea (SD)
Caroline Bennett (CB)	Celia Mardon (CMar)	Ali Gallacher (AG)
Catherine Moore (CM)	Louisa Thomas (LT)	Marian Powell (MP)
Liz Clark (LC)	Helen Kirby (HK)	Natasha Solesbury (NS)
Catherine Wilkins (CW)		

No.	Subject	Lead
1.	Introductions Fiona chaired the meeting and welcomed everyone. Introductions were given by all present.	FC
2.	Apologies And Formalities Apologies were received from Clare Lycett, Sally Millett, Hayley O'Brien, Kim Brewer, Helen Woodman, and Caroline Northey.	FC
3.	Minutes Of The Meeting Held On 18th July 2016 The minutes were agreed by everyone present.	FC
4.	Treasurer's Report And Purchasing Balance as at 31.8.2016 - Current Account £4300.11 Savings Account <u>£4955.46</u> Total <u>£9255.57</u> Less outstanding pledges of £43.50 Library Bus £4335 Panto £200 Year 4 Leavers disco Leaves balance of £4677.07 <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <u>Income For July And August</u> £1037.54 Sports Day £126.80 Busy Bees Sports Day £175.00 Father's Day Golf Day </div> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <u>Expenditure Since End Of August</u> £50 Mulled Wine Stall Deposit £20 Poppy Wreath £78 Circus Deposit </div> </div>	CS



No.	Subject	Lead
5.	<p>110 Club draw</p> <p><u>September</u> 1st 43 – Sarah Drea £25 2nd 41 – Annie Hurn £15 3rd 57 – Shirley Middleton £10</p> <p>LC, NS, and HK each bought a number. There are still numbers available from HC: 37, 51, 53, 58, 59, 69, 78, 80, 95, 105, 110. 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>Lead HC</p> <p>CM LL</p>
6.	<p>School Wish List</p>	
6.1	<p>Pantomime Trip - Return Coach costs</p> <p>This trip is planned for Tuesday 13th and Wednesday 14th December for Foundation and Years 1 to 4 to visit the Christmas pantomime at Milton Keynes theatre. 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 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>FC to ask KB if Pupil Premium money could be used to subsidise the payment for some children. This could potentially reduce the contribution from the PTFA.</p>	<p>KB FC</p>
6.2	<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.</p> <p>CS had some images to share of sand pits, picnic tables and benches, from Maxim Systems Ltd. A sand pit measuring 1.5m x 1.5m would cost £1650 plus vat, and does not include sand. CS to ask for a quote for a 2m x 3m sand pit and sand.</p> <p>MP's husband can also provide a quote for a 2m x 3m sand pit. MP advised that the most expensive part is the sand.</p> <p>FC to contact NP for a quote from Wicken Toys.</p>	<p>KB CS MP FC / NP</p>
7.	<p>Fundraising Goals</p>	



No.	Subject	Lead
7.1	<p>School Parliament Feedback Collection</p> <p>The new School Parliament is to be elected. It is hoped that they will organise a survey for the children about fundraising goals and present it to the school, perhaps in assembly. LC and HK kindly 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. Survey opportunities were discussed: the use of the Swallowfield app/other websites (eg Mum to Mums)/ playground pick up/drop off /a PTFA table at the Parent Consultations in October. It was agreed that the School Parliament, KB, and the PTFA will give a choice of spends for consultation after the initial surveys.</p> <p>Foundation Reps are to publicise the communication tools for new parents - during drop off/pick up, as well as at the coffee afternoons – CJ kindly volunteered to speak to Foundation staff to request that the communication tools available to parents/carers are included in the school newsletters.</p>	<p>KB</p> <p>LC/HK</p> <p>Foundation Reps: CJ/LS</p> <p>CJ</p>
8.	<p>Events Feedback</p>	
8.1	<p>Sports Days – 14th July (School) and 15th July (Busy Bees)</p> <p>Awaiting feedback from NP.</p>	<p>NP</p>
9.	<p>Events Planning</p>	<p>ALL</p>
9.1	<p>AGM Thursday 13th October</p> <p>This will be a social event from 7.30pm as well as an Annual General Meeting from 8.15pm. Discussion took place regarding the venue. Everyone present agreed on the Swan hosting. MP will provide some nibbles and offer a £10 meal to include a pizza and Prosecco/soft drink from 7.30pm. Payment and any dietary requirements to CW. SD and LS will organise the notification on the 21st September. LL and CM will advertise via email and Facebook and CB will design a poster. Sally M to advertise on the website to trigger notification on the Swallowfield app. SD to put a poster in the PTFA noticeboard outside the school office.</p> <p>LL, CM, SD, LS to communicate the AGM notification on Wednesday 21st September.</p> <p>CW contacting Sarah A to request a non-pdf powerpoint for amendment. LS, FC, SD, AG, CS to discuss this.</p>	<p>MP/CW</p> <p>SD/LS</p> <p>LL/CM</p> <p>CB</p> <p>Sally M</p> <p>CW, LS, FC, SD, AG, CS</p>
9.2	<p>Scout Safe</p> <p>Update from Stacey G: SG will speak to KB about possible dates and options. To be discussed at the next PTFA meeting. LC and HK to speak to the School Council for consultation.</p>	<p>KB/SG/ LC/HK</p>



No.	Subject	Lead
9.3	MK Lightning This event is booked for 8 th October. NP to communicate to parents/carers. LL and CM to advertise via email and Facebook.	NP LL/CM
9.4	Bingo Update from Sarah B : SB would still like to take the lead on this event. LT will liaise with SB for further details on planning.	SB/LT
9.5	2017 Summer ball/ Other big event for 2017 Discussion took place about organising this event. It was agreed that a family barn dance/ceilidh would be a viable alternative to a ball. MP , NS , and LC kindly volunteered to research the barn dance option instead of a ball for summer 2017, and feedback to the PTFA at the next meeting. Another discussion took place about a possible cricket evening instead of a golf day next summer 2017. CW and LS are considering the options. CW will email the cricket coach for possible dates.	MP/NS/ LC CW/LS
9.6	2017 Circus This family event is now booked for April 2018 and the £78 deposit has been paid. It will be discussed nearer the time.	KB/FC
9.7	Coffee Mornings/Afternoons: Foundation, Year 1, Busy Bees <ul style="list-style-type: none"> • <u>Foundation</u>: 21st October at 2.30pm. CJ and LS to organise. • <u>Year 1</u>: the date is not yet confirmed. CB/CS will liaise with class teachers to organise a date. CS and AG able to help with the event. • <u>Busy Bees</u>: 21st November. Stacey and Danielle are organising. • <u>Year 2</u>: LL and CM will liaise with class teachers to organise this event. LS will ask the reps for Year 3 (Hayley O'Brien, Niki Patel) and Year 4 (Clare Lycett, Nic Scholfield) if they are happy to continue in their roles. LS will also liaise with class teachers about possible coffee afternoons for these year groups.	CJ/LS CB/CS/ AG Stacey/ Danielle LL/CM LS



No.	Subject	Lead
9.8	<p>Christmas Cards</p> <p>CS gave an update from Mark at MSW Solutions. Mark is happy to organise Christmas cards and will liaise with school directly. He is also able to print the artwork for the Christmas DVD cases. However, he is unable to record the Christmas performances. Discussion took place about possible options: Film Studies students at local colleges/Mr Willans (HK to liaise with Mrs Willans)/ 'White on Blue' (LS will contact). CS will ask Mark if he is willing to record the performances for a charge. FC to speak with KB for school opinion.</p> <p>A discussion followed regarding the Foundation Christmas card photo. CJ will speak with Foundation staff to suggest a craft card instead of a photo.</p>	<p>CS/Mark</p> <p>HK/LS/FC/KB</p> <p>CJ</p>
9.9	<p>Disco</p> <p>No date yet confirmed. Update needed from NP.</p>	<p>NP</p>
9.10	<p>Remembrance Day Parade Wreath And Pupils To Lay It</p> <p>CS has ordered and paid £20 for the wreath for Sunday 13th November. The school will select two children to lay the wreath and will make arrangements to meet parents on the morning.</p>	<p>KB/CS</p>
9.11	<p>Mulled Wine Stall</p> <p>The deposit has been paid and the stall is booked for Sunday 27th November. CS will look at the licence application. A food and hygiene certificate needs to be shown to Woburn Sands Town Council – MP kindly volunteered. Clare Lycett is also able to supply a certificate should it be needed. It was suggested that a PTFA member undertake the food and hygiene certificate training – would Shilpa be interested? NS will ask her. Tracy, MP, FC, and NS kindly agreed to coordinate the event. Would Shilpa and Jo be willing to volunteer as well? NS to speak with them. FC and LS will support the volunteers in organising this event. Were weights for the gazebo purchased last year? AG to contact Rachael C.</p>	<p>CS</p> <p>MP/Clare L</p> <p>Tracy, MP, FC, NS, LS</p> <p>AG</p>
9.12	<p>Secret Santa</p> <p>Many thanks to Hayley for all of her hard work in organising this event over previous years. LS kindly volunteered to organise the event this term and liaise with Hayley. FC will ask KB for the proposed date. LS will request additional help as it is needed.</p>	<p>LS</p> <p>FC/KB</p>
10.	<p>PTFA Roles</p>	
10.1	<p>Editor Role Update</p> <p>NS is now officially the editor with Tracy assisting. Could Nic Scholfield have a handover discussion with NS and Tracy? NS will speak with Nic.</p>	<p>NS/Tracy</p>



No.	Subject	Lead
10.2	<p>Year Reps</p> <p>Are these roles currently filled by the following people?</p> <p>LS will confirm that the nominated reps are happy with their role and seek any new/ replacements if appropriate.</p> <ul style="list-style-type: none"> • Busy Bees – Stacey Gunther and Danielle Brown • Foundation – Claire Jenner and Lisa Steel • Year 1 – Caroline Bennett and Sarah Anstee (Claire Sim volunteered if Sarah does not want to continue) • Year 2 – Celia Mardon and Liz Lowi • Year 3 – Hayley O'Brien and Niki Patel • Year 4 – Clare Lycett and Nic Scholfield (Catherine Wilkins/Nicky Canning Matthews suggested if either Clare or Nic did not wish to continue) <p>Thank you to all of our volunteers.</p>	LS
11.	Any Other Business	
11.1	<p>Review And Update Events Calendar</p> <p>FC to update the Events Calendar. This will be communicated to parents/carers with the Minutes.</p>	FC
11.2	<p>School Photos</p> <p>When are these taking place? Are school liaising with 'White On Blue' directly? Do the PTFA need to do anything to assist? FC will speak with KB.</p>	FC/KB



No.	Subject	Lead
11.3	<p>Clubs Update</p> <ul style="list-style-type: none"> <u>Sewing</u>: letters will be handed out on 14th September to Years 3 and 4. <u>Guitar</u>: groupings are to be finalised on 16th September according to parental response. Some children may not be continuing so two groups may combine to free up another slot to advertise to Years 2, 3, and 4. <u>Piano</u>: awaiting an update for Years 1, 2, 3, and 4 from the piano teacher. Some places may be available now the Year 4 children have moved on. <u>Brass</u>: there are 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 will be handed out to Year 4 on 14.9.16. Can this be publicised on Facebook and the PTFA email database for Year 4 children? LL and CM to action. <u>Football</u>: MK Dons can currently only offer a combined Year 3 and 4 after school club for six weeks up to half term. This club has been offered free of charge as we have shown good custom over the past few years. They can offer more after the half term. However, the school prefer football to finish before half term and resume after Easter as the ground becomes soft and muddy. <p>Also, a request: Maria James has emailed Mrs Brewer to request that the Woburn Sands Band be considered for the next Mufti 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>During the discussion it was suggested that the band play to the children during an assembly time to promote their forthcoming taster sessions. AG will liaise with the Woburn Sands Band.</p>	<p>Lead CV AG LL/CM CN KB AG</p>
11.4	<p>Shed Clear Out</p> <p>The PTFA need to purchase tea/coffee/squash cups for the Foundation coffee afternoon on 21.10.16. CJ and LS to action. Remember to keep any leftover stock until the mulled wine stall! After this event any leftover stock will be disposed of, and bought again for spring term activities if necessary.</p>	<p>CJ/LS</p>
11.5	<p>UPDATE DATABASE</p> <p>CM will update and transfer information to the new year groups. CM will speak with school to ask for a list of parents we need to request email addresses from.</p>	<p>CM</p>
11.6	<p>Newsletter</p> <p>CB asked if we can we see the newsletter clearly when it is received electronically. It is possible to pay to view it in different formats. Do we need to? It was agreed that there were no problems with the current format and so it will be retained.</p>	<p>CB</p>



No.	Subject	Lead
12.	Date of Next Meeting <u>AGM</u> Thursday 13 th October 2016, 7.30pm for food, 8.15pm start for the AGM. The Swan pub, Woburn Sands, will host this event.	LS/FC MP
13.	The meeting closed at 10.29pm. Thank you to Marion for hosting.	FC

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