



Minutes of the PTFA Meeting Held on 13th July 2015

Held at: The Station Tavern, Woburn Sands.

Present:

Becs Coles (BC)
 Claire Sim (CSim)
 Claire Smith (CS)
 Sally Millett (SM)
 Niki O'Dea Patel (NP)
 Rachael Connall (RC)
 Ali Gallacher (AG),

Liz Lowi (LL)
 Lisa Steele (LS)
 Hayley O'Brien (HOB),
 Fiona Cavanagh (FC)
 Catherine Wilkins (CW)
 Louisa Thomas (LT)

No.	Subject	Lead
1.	Introductions	
2.	Apologies & Formalities Apologies received from Hillary Cox (HC), Celia Mardon (CM) Michelle Millard (MM) and Hellen Woodcock (HW),	
3.	Minutes of the Meeting Held on 8th June 2015 Accepted as a true and accurate record.	
4.	Treasurer's Report and Purchasing <ul style="list-style-type: none"> • Current balance stands at £20,665.59. £6,240.19 held in current account and £14,425.40 is currently being held in a savings account. • The majority of funds have been pledged to the school: £5, 000 for the library bus, £12,000 for a second learning lodge, £2000 towards playground markings, £350 for a new Busy Bees playhouse. • A cheque of £250 to the PTFA from Aragon Housing was gratefully received. • A cheque from Easy2name labels of £13.94 also received, which makes a total of £87.27 raised this academic year via parents using this website. • Once money from recent fundraising activity has all been received and money that has been pledged to the school has all gone out it is estimated that the PTFA will have £1300 of funds remaining. 	CSim
5.	School Wish List	



No.	Subject	Lead
5.1	<p>Bus Refurbishment Update</p> <p>Retro Classica have made a start on the exterior painting but they can only progress on dry weekends. Glass/window replacement is now complete. John Lewis have pledged staff for labour. Tony Farmer is removing interior fittings ready for renovation. Air conditioning is in progress.</p> <p>It was discussed that current Year 4 pupils were disappointed the bus wasn't finished in time for them to use. It would be lovely to invite them back for an opportunity to enjoy the bus once it is completed. To be discussed nearer the time.</p>	CS
5.2	<p>Busy Bees Playhouse</p> <p>The project is underway. Hopefully constructed by September.</p>	RC
5.3	<p>Playground Markings</p> <p>Three Counties Lining are booked to paint the markings in August during the school holidays. The total cost is going to be around £2900, which now includes new and improved markings in Foundation playground. PTFA have pledged £2000 of this, school parliament and the school are paying the rest.</p>	SM
5.4	<p>Sun-Shade for Foundation Garden</p> <p>A new shade would be very beneficial to allow more out of classroom learning in all weather, would attach to the side of the foundation building. Exact measurements required but currently estimated to be 4m x 6m. It would need posts to help support.</p> <p>C\$im to get a quote from Maxim Systems. Other options to be investigated.</p>	SM C\$im
5.5	<p>New Clevertouch Boards for Classrooms</p> <p>Fantastic new boards available allowing more flexibility for the teachers. More environmentally friendly long term as would replace projectors (bulbs/filters), speakers and amplifiers, using less electricity. No special pens required. Crisp clear image from all angles, and no shadow. Approx. cost £3000 each.</p> <p>Query raised whether interactive whiteboards were an appropriate fundraising focus for the PTFA should they not be paid via school budget? In notes it was discovered that £1000 was given towards whiteboards in 2010 and £2000 was given for whiteboards in 2011. Suggested that Ian White (IW) (Chair of Governors) should be invited to next PTFA meeting to discuss further.</p>	
6.	<p>Events Feedback</p>	



No.	Subject	Lead
6.1	<p>Father's Day Breakfast</p> <p>A very successful event with approx. £500 raised. Supported by 130 Swallowfield families, ordering almost 350 sandwiches. It worked well having drinks included. The queue was very long and possibility of starting earlier next year was discussed to try and relieve this, or possibility of two serving stations.</p> <p>PTFA disappointed by £65 payment requested by kitchen staff, disheartening for all the volunteers who regularly give up their time. It was felt that it was not in the spirit of fundraising. Issue discussed at governors meeting and a new event form has been produced to try and improve communication between school and PTFA and avoid unknown requests for payment after events.</p> <p>Many thanks to Tesco for donation of bread rolls, Palmers Butchers, Bletchley for good priced, tasty sausages and all staff and families who helped and supported the event.</p>	LT
6.2	<p>Father's Day Gifts</p> <p>Raised about £20 via MSW Solutions. Not quite as good a take up as previously, but felt it was the best option going forward as less work for everyone involved.</p>	CSim
6.3	<p>Quiz Night</p> <p>Went very well. Thank you to IW for writing questions and being quizmaster. Fish and Chips were good despite arriving so late. Thank you to all the teams who supported the event and the bar. £1065.64 was raised. This was less than last year possibly due to people bringing their own alcohol. Agreed that at future events under the terms of the license, all alcohol consumed should be purchased, and attendees won't be able to bring their own.</p> <p>Final fundraising figure likely to be reduced if invoice for site agent fees is received.</p>	NP
6.4	<p>White and McLeod Workshop</p> <p>Unfortunately event did not take place as insufficient uptake, quite a niche market. There is a possibility of a shopping night nearer Christmas time.</p>	CS
6.5	<p>Transfer Day</p> <p>Went very well, a hot day so it was good to have refreshments on sale. Confusion over why PTFA helpers/ volunteers and new parents had to set up the tables and chairs, this was unexpected. A fantastic display board and slideshow with information for new parents, thank you AG. Thanks also to CSim and FC for introducing the PTFA at the event.</p>	
6.6	<p>PTFA New Parents Social Event</p> <p>Another great event and 'The Station Tavern' venue worked well. Approximately 50 attendees throughout the evening. Good to have information about the PTFA there and hopefully it has inspired new volunteers to get involved, reducing pressure on current committee members. Suggestion of a follow up email to encourage attendance at AGM.</p>	LS/FC CS



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6.7	Inter-House Penalty Shoot-Out Refreshment stall only raised £16, it was agreed that it isn't worth PTFA involvement next year. Considered to be unfair for the children who didn't have parents there and volunteers missed the chance to watch the event.	
6.8	Busy Bees Sports Day A lovely well organised event, but difficult to organise cake donations due to postponement. However an impressive sum of £96 was raised. Thank you to all who helped and supported.	RC
6.9	Sports Day <p>Amazing team effort! A fabulous event, enjoyed by all. Teachers and school staff did a great job of coordinating, IW was great on the microphone and the children performed brilliantly. Very lucky with the weather. Sunshades worked really well and Pimms and beer sold out with a restock needed during the event. Fantastic support from Swallowfield families especially those who stayed after school and bought food.</p> <p>The refreshment stall raised £1123.38 including a £70 donation from the ice cream van.</p> <p>Although access to school kitchen was delayed initially the method of cooking ourselves worked well. 160 sausages and 130 burgers were sold.</p> <p>Thank you to S&S butchers for good-priced burgers and Palmers Butchers, Bletchley for a good deal on the sausages. Thank you to Woburn Sands Co-op for donating the fruit, Waitrose for donating some rolls, McDonalds for the ice, Sarita Hack for loan of BBQ and to Rachel Emond for donation of sweets. Special thank you to CL for amazing job in the kitchen.</p> <p>Mad about Harry raised £134. Thank you to everyone who supported the cake and sweet sales and helped raise awareness.</p> <p>Sports Day Auction raised an amazing £1013.75. A huge thank you to all the businesses that donated prizes and to HOB for all her hard work.</p>	NP CW
6.10	Y4 Leavers Disco Event went really well with 48 out of 54 year 4's attending. For £5, Y4s enjoyed pizzas, drinks and lots of dancing. Opportunity for ice creams afterwards. Support from teachers appreciated, thank you to all who helped.	CW
6.11	110 Club Draw 1 st 57 - Shirley Middleton £25 2 nd 4 Linda Bishop £15 3 rd 39 Nikki Baker £10 Still a few numbers available from HC.	CSim
7.	Events Planning	



No.	Subject	Lead
7.1	Golf Day Simon Bevis agreed to organise. Likely to be at Aspley Guise and Woburn Sands Golf Club on a Friday afternoon in September.	CW
7.2	Match Attax Swap To be discussed at November meeting.	
7.3	MK Lightning Fundraiser HW investigating potential dates over the summer.	
8.	Any Other Business	
8.1	Newsletter Nic Schofield has done a great job putting together and Philippa Moore is adding the finishing design touches. To be emailed to all parents by the end of the week.	CS
8.2	Replacement Marquee/Gazebo Various options and requirement discussed. Useful for Mulled Wine stall and other events. Unanimously agreed to purchase a navy blue, pop up gazebo with aluminium frame, complete with Swallowfield PTFA lettering printed in yellow. Approx. cost will be £300.	
8.3	My Maths With new subscription to Mymaths website it was agreed not to renew the school's subscription for Mathletics. CSim agreed to contact current users to inform them.	CSim
8.4	Schools Clubs Guitar lessons available for selected year groups. Email to be sent out with more information. Piano lessons fully subscribed at the moment. Teddy Tennis offering to run clubs before or after school. A fun educational approach to tennis for 2 ½ to 6 year olds. Also a possibility for Busy Bees/Foundation during school time. SM to pass information to school and to Caroline Northey to investigate further. MK Dons football after school clubs to start again in Sep and will run until Oct half term.	AG SM
8.5	Parents' Directory LL to look over it and discuss again in September meeting. Forms haven't gone out to new parents yet.	LL
8.6	Easy Fundraising Easy Fundraising has raised £390.90 this year with a recent cheque received for £240.13. There has been some good PTFA advertising on Facebook etc. Thank you to all who are registered and are regular users.	HOB



No.	Subject	Lead
8.7	Updating Facebook Disclaimer Issue raised via school about posting of photos of pupils on Facebook group. Terms of use to be updated to prohibit this. Parents to be reminded by school that photos of children at school events are not to be posted on social media.	CS
8.8	Path from Learning lodge to Foundation Elaine Mansell to approach Taylor Wimpey to ask if they are able to help with resurfacing.	SM
8.9	Tea Towels Decided to produce these again in similar format as 2013 with personal individual drawings of pupils. Earlier completion date requested so they can be used as Christmas presents. HOB agreed to help.	LT
8.10	Thank you Card/Birthday Card Competition. To be discussed further at September meeting.	SM
8.11	PTFA Shed HOB and CS volunteered to tidy up the shed. HC to sort out lost property.	CS
8.12	Stampastic Information to be advertised on Facebook this week.	CS
8.13	Vote for National Book Tokens To be advertised via email, Facebook and PTFA newsletter.	CS
8.14	Email database CS to update and reorganise over summer, ready for next academic year.	CS
8.15	Christmas DVDS Lorraine Streatfield to be asked if happy to sort out sponsorship again this year.	BC
8.16	AGM Various ideas/improvements discussed. Change of venue to be investigated, possibly Nonnas. Agreed it would be nice to incorporate it as part of a social evening.	BC/ CW
8.17	Chairperson Update Another fantastic year of fundraising, thank you to all who have supported and given up their time.	BC
9	Date of Next Meeting Mon 14 th September – BC agreed to host.	BC