



Minutes of the PTFA Meeting Held on 14th January 2016

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

Present:

Kim Brewer (KB)

Helen Woodman (HW)

Fiona Cavanagh (FC)

Lisa Steel (LS)

Claire Sim (CSim)

Rachael Connall (RC)

Ali Gallacher (AG)

Caroline Bennett (CB)

Celia Mardon (CM)

Hayley O'Brien (HO'B)

No.	Subject	Lead
1.	Introductions Marion and her staff at the Swan pub hosted the meeting and Fiona chaired it.	FC
2.	Apologies And Formalities Apologies were received from Sally Millett, Liz Lowi, Niki Patel, Catherine Wilkins, Becs Coles, Claire Smith, Stacey Gunther, Sarah Barnes, Hilary Cox, Nicky Canning-Matthews, Clare Lycett.	FC
3.	Minutes Of The Meeting Held On 23rd November 2015 The minutes are accepted as a true and accurate record.	FC
4.	Treasurer's Report And Purchasing The balance was £7794.80 as of 31/12/2015. Playground Markings: £2000 has now been paid as agreed. Library Bus: There is an outstanding pledge of £1438.40 - the school wish to use this to purchase the flooring. Christmas DVDs: Money from sales not yet received. Sports Day Auction: £580 cheque re: outstanding bids now received.	CSim
5.	School Wish List	
5.1	Bus Refurbishment Update The library bus is nearing completion and is looking really good! The carpet company visited today. Flotex or lino will be purchased for ease of care. £1400 will comfortably cover this cost. A picket fence around the library bus may be installed in the summer. The school fund will pay the rest of Tony Farmer's wages – his labour fee. A Foundation father has been volunteering his time to help Tony since September 15. Many thanks to Tyler's Dad. There will be a grand opening after Easter hopefully. Stair gates are needed. AG to donate. Donations to dress the bus would be welcome after half term when HW has made a wish list.	KB/HW AG



No.	Subject	Lead
5.2	<p>Sunshades For Foundation Playground</p> <p>This is still a request to be considered seriously. CSim has organised an appointment for the company to come out on 27th January to quote with Claire, Kim, Mrs Thomas.</p>	<p>KB/Mrs Thomas /CSim</p>
5.3	<p>Supporting Busy Bees – Patio Extension</p> <p>Defer to the next meeting. Lisa is planning to meet Kim soon to discuss this project.</p>	<p>KB/KH/LS</p>
6.	<p>Events Feedback</p>	
6.1	<p>110 Club draw</p> <p>1st 68 – Caroline Dolphin £25 2nd 42 – Andy French £15 3rd 8 – Rachael Connall £10</p> <p>There are still numbers available from HC: 43, 51, 62, 66, 69, 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 CM LL</p>
6.2	<p>'White on Blue' Family Photo-Shoot</p> <p>Profit still not known. Claire to action.</p>	<p>CS</p>
6.3	<p>Tea Towels</p> <p>Approximately £630 profit. Many thanks to Louisa and her team of volunteers. Kim said this was easy for the school to manage. An annual event? To be considered.</p>	<p>LT</p>
6.4	<p>Secret Santa</p> <p>This was a very successful event. Many thanks to Hayley and her team of volunteers. The leftover gifts were either donated to school (books) or sold to parents and friends (writing sets mainly). About £120 of the money was not used on gifts. It was agreed to send this to the school council via Sammy O'Brien for them to decide what to spend the money on. Some items were also donated to the homeless shelter in Woburn Sands and the Food Bank.</p>	<p>HOB</p>
6.5	<p>Christmas DVD Sponsorship</p> <p>The DVD sales went well again. We are awaiting profit. Many thanks to Clare and Hayley for organising this.</p>	<p>CL HOB</p>



No.	Subject	Lead
6.6	<p>Mulled Wine Stall</p> <p>Thank you to the PTFA volunteers who survived a very windy day!</p> <p>A good profit of £709.00 was made despite the smaller number of people that attended the event. Thank you to Kate Rankin who donated thermal flasks which stored the mulled wine that had already been made. Thank you to everyone who donated red wine and mince pies. The leftover mince pies were donated to St Michael's Church. Lights would be useful for next year. Rachael has looked into buying weights for the gazebo for future use which are from the company who supplied the gazebo. The weights range from £24 to £36 for four. After discussion everyone present agreed to purchase the heavier more substantial weights at £36.</p>	FC/LS/ RC
7.	<p>2016 Objectives/Parents Wish List</p>	
7.1	<p>Parents Wish list/Feedback on money spending</p> <p>Discussion took place about how we can ask parents what events they would like organising/taking place to not only raise money but also to enhance the school experience for the children. Kim said that the 'Swallowfield App' can be used to organise a survey. An informal drop in opportunity in the lodge could be organised. Use Group Call, Facebook, and email. Lisa offered to take the lead on organising how to go about this. The learning lodge needs to be booked in advance. Claire Sim and Ali offered to help with the drop in event.</p>	LS
7.2	<p>Desired Events</p> <p>Kim talked about a possible panto trip which could be organised as a whole school to MK theatre at a discounted price for approximately £18-£20 per child (which includes a coach to the theatre but not back to school). The trips would take place over two days in December 2016.</p> <p>It would cost approximately £6000 to fully fund the trip for every child or perhaps the PTFA could subsidise the theatre ticket/coach cost. Celia will post on the committee Facebook page to gauge interest and gain views on the costing from committee members. Claire Sim will contact Grove Theatre to enquire about a similar trip and the costs involved as a comparison.</p>	KB/ CSim/ CM
8.	<p>Events Planning</p>	ALL



No.	Subject	Lead
8.1	<p>Events Calendar</p> <p>An initial brainstorm took place to identify the following events. A full list is included to add ideas to/ comment on and volunteer for.</p> <p>March – Mother's Day refreshments.</p> <p>April – Bingo Night.</p> <p>May – Children's Disco.</p> <p>June – Golf Day, Father's Day breakfast/football, Quiz. Camp Fest?</p> <p>July – Leaver's Disco and Sports Day (without a raffle possibly). A summer ball?</p> <p>November – Mulled Wine.</p> <p>A sponsored spelling Bee is planned for this term which is organised by HW. It raises approximately £2000 for the school which is used for English resources.</p> <p>Father's Day breakfast to be repeated. To be discussed at a future meeting.</p> <p>PTFA to provide refreshments with donations instead of set prices at Mother's Day assemblies from 2pm, Monday 29th Feb to Friday 4th March. The assemblies start at 2.30pm for Years 1-4 and at 9.10am for Foundation. Caroline will organise flyers to make this a special event for Mums. Helen suggested talking to Ben in the school kitchen to ask if they can provide all of the scones, cream, and jam (100 per day). Kim will liaise with Principals. Year group reps to organise the refreshments for each day. Caroline and Hayley volunteered to liaise with school reps to organise this and to speak with the class teachers about how this will fit in with their plans. Lisa volunteered to organise the Year 1 refreshments.</p> <p>Niki Patel has offered to organise a school disco in May and the Year 4 Leavers Disco in July.</p> <p>A family camp fest – Hayley will liaise with Sarah Calderbank for advice on how to organise this.</p> <p>We have enclosed the events list with the minutes. We would like feedback on any other events people would like to do (both fundraising and 'feel good', not for profit). Also we need volunteers to offer their help to lead and/ or support particular events.</p>	<p>ALL</p> <p>HW</p> <p>CB/KB / HOB</p> <p>Year Group Reps:</p> <p>YF – Sarah Anstee & Caroline Bennett</p> <p>Y1 – Celia Mardon & Liz Lowi</p> <p>Y2 – Hayley O'Brien & Niki Patel</p> <p>Y3 – Clare Lycett & Nicola Scholfield</p> <p>Y4 – Claire Sim & Claire Smith</p> <p>ALL</p>



No.	Subject	Lead
8.2	<p>Mother's Day</p> <p>6th March. See section 8.1. There will be gifts from MSW Solutions. Claire Sim will liaise with Mark. Celia will gain views on the committee Facebook page about the range of gifts that Mums might like.</p>	CSim/ MW/ CM
8.3	<p>Bingo Night</p> <p>This will be planned for April 16. Sarah B is looking into options for this.</p>	SB
8.4	<p>Towcester Race Night</p> <p>FC to find out availability.</p>	FC
9.	<p>Any Other Business</p>	
9.1	<p>Swimming Pool Liner</p> <p>A successful bid of £260,000 has been received from MK Council for the funding of Milton Keynes children, mainly from the Parklands development, because Swallowfield is a Bedfordshire school and as such not supported by MK. The school has a priority list on which to spend these items, including outdoor toilets, extending the car park, adding an additional door to access the Learning Lodges, fixing the pathways into school, improving hard standing areas for safety, and putting fencing in place of hedging along Busy Bees among the key items.</p> <p>Unfortunately the bid will not fund a new swimming pool liner which needs replacing and is now ten years old. It is going to cost approximately £10,300 to replace. Kim has requested a £5150 contribution from the PTFA.</p> <p>20.1.16. Post meeting update - cost needed from the PTFA is currently £4500</p>	KB
9.2	<p>Parentmail</p> <p>Sarah B has requested permission from parents to pass their email addresses onto school. Liz and Sarah are working together on this.</p>	SB/LL
9.3	<p>School Photo Provider</p> <p>Liaise with Claire Smith and discuss at the next meeting.</p>	CS
9.4	<p>Parents Directory</p> <p>Has Liz been able to put together an email to parents? Liaise with Liz for an update.</p>	LL



No.	Subject	Lead
9.5	<p>Newsletter Format</p> <p>Lots of positive feedback. Thank you to Nic Scholfield and Caroline Bennett. Everyone seems happy with the new format. How often to produce? Agreed termly. Caroline agreed to continue designing this for us and will look at the Mail Chimp statistics to see how many people are looking at it.</p> <p>Catherine Moore agreed to manage the PTFA email database.</p>	CB/NS /CM
9.6	<p>Match Attax Swapping Event</p> <p>With committee and school approval this would be non-profit making for the PTFA and after school in the hall in the next few weeks.</p> <p>Very hard to manage as difficult to know what parents have permitted their children to swap. Parents would need to accompany their child at this event. The hall is available as a venue after school. This would be parent(s) and children only.</p>	SM
9.7	<p>Sewing Club</p> <p>There were lots of very interested children who were unable to be given places at the after school club for years 3 and 4. Catherine is still pursuing and is in touch with a sewing teacher to set up an additional sewing club at school.</p>	CW
9.8	<p>Micro Scooters Training</p> <p>Proposed idea from Catherine Moore (CMo) to consider Scooter training companies who are able to provide scoot safe lessons to children in school. Further follow up required. Need a volunteer to take this on.</p>	TBC
9.9	<p>Bank Account</p> <p>Signatories still need updating.</p> <p>Charities commission – the annual accounts have been submitted.</p>	CSim
9.10	<p>Cedars Bus</p> <p>Cedars Upper School has said that they will have to withdraw the bus that is currently provided for Woburn Sands children. Claire Sim has put the information on the Swallowfield PTFA Facebook page and contact details for parents to give feedback.</p>	CSim
10.	<p>Date of Next Meetings</p> <p>Monday 29th February 2016, 8pm, at Niki Patel's house.</p> <p>We are always able to use the learning lodges during the day after drop off to reach a wider/different audience.</p>	NP
11.	<p>The meeting closed at 10pm. Thank you to Marion and her staff at the Swan pub for hosting.</p>	