

Minutes of the PTFA Meeting Held on 14th September 2015

Held at: 169 Greensand View, Woburn Sands.



Present:

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|-----------------------|---|------------------------|
| Becs Coles (BC) | S | Sarah Anstee (SA) |
| Claire Sim (CSim) | | Hayley O'Brien (HOB), |
| Claire Smith (CS) | | Fiona Cavanagh (FC) |
| Sally Millett (SM) | | Catherine Wilkins (CW) |
| Niki O'Dea Patel (NP) | | Louisa Thomas (LT) |
| Rachael Connall (RC) | | Caroline Bennett (CB) |
| Ali Gallacher (AG), | | Celia Mardon (CM) |
| Liz Lowi (LL) | | Hellen Woodcock (HW) |
| | | Clare Lycett (CL), |

No.	Subject	Lead
1.	Introductions	
2.	Apologies & Formalities Apologies received from Hillary Cox (HC), Michelle Millard (MM), Stacey Gunther (SG). Lisa Steele (LS), Natasha Solesbury, Hannah Sadowski, Claire Lynch and Rob Sweeney.	
3.	Minutes of the Meeting Held on 13th July 2015 Wording regarding alcohol license not fully correct. At future PTFA events it will be politely requested that people don't bring their own alcohol but it can't be prohibited. Otherwise the minutes are accepted as a true and accurate record.	
4.	Treasurer's Report and Purchasing August is year-end for PTFA accounts. Balance was £ 20,387.22 as of 31/08/2015. This was including sports day funds of £1219.58. Sports day auction money not all received yet, currently £433.75, with more to come. <ul style="list-style-type: none"> • Busy Bees Playhouse: £350 still to pay. • Library Bus: £5000 originally pledged with £2650 already been donated. More payments to be made shortly. • Playground Markings: £2000 to be paid once issue with foundation playground markings are corrected. • Learning Lodge: £12,000 pledged and previously agreed. School have asked for £12,540. Lodge is almost finished just a few bits left to organise including: internal painting, carpet internal electrics and minimal furniture to maximise space. The building of the cabin was £11,850 but extra costs have been incurred for a protective damp barrier and picket fencing. After a vote it was unanimously agreed to pay the extra £540. • Replacement Marquee: Has arrived and looks great, £300 to be paid. It is blue with yellow lettering. It is more substantial than expected but comes in its own protective bag. The aim is to store it in the shed, feasibility to be investigated. 	CSim CSim RC



5.	School Wish List	
5.1	<p>Bus Refurbishment Update</p> <p>Some offers of help with bus refurbishment unfortunately didn't materialise so school sourced the paint and scaffolding themselves Various jobs including painting externally, fixing window seals, electrics, lighting, heating, air-conditioning, removing seating, installing some bookcases, skirting boards, sorting out safety issues (e.g. Perspex upstairs) and much more have been completed. A massive thank you to all those involved in the hard work so far including the volunteers provided by John Lewis. Lots of jobs still to be completed</p> <p>School are hoping for volunteers to help with internal painting from Swallowfield family and friends to finish the project. CS to ask School to arrange a date then we can find a PTFA member to co-ordinate volunteers.</p> <p>Mrs Brewer going to assess finances and meet with CSim and Mrs Holmes to discuss. Possible further PTFA funding required.</p>	<p>CS</p> <p>CS</p> <p>CSim</p>
5.2	<p>Sun-Shade for Foundation Garden</p> <p>CSim to investigate once library bus is finished. To be discussed at November meeting.</p>	CSim
6.	Events Feedback	
6.1	<p>110 Club Draw</p> <p>1st 55 – Andrew Buck £25 2nd 104 - Sally Millett £15 3rd 33 Veronica Fleming £10</p> <p>Still numbers available from HC, £12 a year with a chance to win every month. The club raised £461 last year.</p>	HC
7.	Events Planning	
7.1	<p>Golf Day</p> <p>Three dates suggested by Simon Bevis at Aspley Guise Football Club: 9th, 23rd and 30th October. After a vote 23rd October decided to be the best date.</p>	CW



7.2	<p>MK Lightning Ice Hockey Fundraiser</p> <p>Date chosen: 17th October against Basingstoke Bison's with possibility of a second match in late Spring. Rough timings are 7pm start for a 9:45pm finish. Ticket pricing example: £12 for a family of four, to include free ice-skating after the match with £2 for skate hire. Tickets open to family and friends and can be purchased via PTFA in advance and collected at the venue on the night. PTFA will receive 50% from all ticket sales. MK Lightning Mascot and coach hope to do an assembly in school the week before.</p> <p>Possibility of it being a Woburn Sands social, shared with Fulbrook. Hopefully families with children in both schools could team up so that it is possible to support both PTFAs.</p>	HW
7.3	<p>Family Photo-shoot with White on Blue:</p> <p>October 17th at the white on blue studio in Woburn Sands. Advantages mean there will be no school site agent fee to pay. PTFA get a % of all sales on purchases after photo shoot. £2 per family to book a slot. This event has raised about £200 in previous years. Possibility of a calendar suggested but decided lead time was too small.</p>	CS
7.4	<p>Autumn Disco</p> <p>Date TBC. Possibly week beginning 9th Nov. Christmas staging to consider. NP to discuss with school and complete a booking form.</p>	NP
7.5	<p>AGM</p> <p>Original date is Thursday 22nd October, which is the day after parent consultations. New date is Thurs 15th October, to be held at an alternative venue to school to add a social element. CW to investigate feasible venues and food/drink options: Nonna's, Mamma Concerto and Moore Place Hotel to be approached. Advertisement to begin at least 21 days before.</p> <p>Previous power point presentations to be used to make AGM presentation, CS & SA agreed to sort.</p> <p>BC, CS and SM stepping down from their roles of Chair, Vice-Chair and Co-Secretary. The role of communications currently held by CS also proposed to be made into a few roles e.g. Newsletter, E-mails, Facebook, School website and be gradually adopted by volunteers before the end of next academic year.</p> <p>AG interested in taking on co-secretary role (minute writing).</p> <p>Concern over lack of enthusiasm for chair role. Various new committee formats discussed, e.g. Vice Chair Squad, Rolling Chair and Co-Chairs. BC to write an article about the chair role.</p> <p>BC, CS, CSim, RC and SM to meet and write up a list of committee roles before the AGM.</p>	<p>CW</p> <p>RC</p> <p>CS/SA</p> <p>BC</p> <p>RC/SM</p>



7.6	<p>Secret Santa:</p> <p>Date to be confirmed with Mrs Brewer as hall would be preferred location. Purchasing already under way.</p>	HOB
7.7	<p>Mulled Wine Stall:</p> <p>Sunday 29th November. Stall has been booked with a double pitch and 3 tables. £50 paid. BC did a great job of organising last year - thanks to Simon Gallacher for the fantastic notes from previous years. Wine and mince pie donations to be requested from parents via school. FC/LS/RC agreed to organise. CS to organise TENS (license). Possible use of camping stove from BC to try and reduce queues. PTFA happy to donate money for electricity again.</p>	FC LS RC CS
7.8	<p>Christmas DVD Sponsorship:</p> <p>CL to organise DVD sales. HOB happy to organise DVD Sponsorship.</p>	CL HOB
8.	<p>Any Other Business</p>	
8.1	<p>Remembrance Sunday:</p> <p>Wreath has been purchased £20. School to organise two pupil representatives, usually Year 4. CS to liaise.</p>	CS
8.2	<p>Tea Towels</p> <p>LT & CW agreed to organise. To include self portrait drawings and to be printed by early December.</p>	LT/ CW
8.3	<p>Marketing Easy Fundraising for Christmas:</p> <p>Very easy to raise money for the PTFA for purchases made on a computer if parents/teachers log in and set up a donation reminder bar. Step by step to be advertised on Facebook PTFA page.</p>	HOB
8.4	<p>My Maths/Mathletics</p> <p>Mathletics will be live until October half term but license is not going to be renewed. CSim to contact all current users to explain. Thank you to CSim for organising all these years. Mymaths names/classes all up to date for current cohorts. All individuals have a personal login and password. SM to request school send out letters to all pupils as some Y4's haven't been given them.</p>	CSim SM
8.5	<p>School Clubs</p> <p>All running smoothly thanks to CN & AG. Emails/Facebook notifications for remaining spaces. CS to update website. Teddy Tennis clubs for Busy Bees/Foundation Children are a possibility. Club provider to contact school directly.</p>	AG CS



8.6	Class Reps Y4 – Claire Sim & Claire Smith Y3 – Clare Lycett & Nic Schofield Y2 – Hayley O'Brien & Niki Patel Y1 –Celia Mardon & Liz Lowi YF – Sarah Anstee & Caroline Bennett Busy Bees – Stacey Gunther & Lisa Steele	
8.7	Thank you card/Birthday Card Competition SM & SA to organise. Check with school. Letters to go out before half term. CSim to tell MSW that an order is likely.	SM SA
8.8	Parents Directory Email done and checked, ready to go out. LL to mail out from Hotmail (CS to assist). New e-mail possibly to be produced for new foundation parents.	LL
8.9	Spare Golf Clubs: Swallowfield families may have golf clubs that children have outgrown. BC to ask for possible donations on PTFA Facebook group. CW to ask Woburn Golf Club for donation/discounts, LL to ask Aspley Guise & Woburn Sands Golf Club and NP to ask Wavendon Golf Club.	BC CW/LL /NP
8.10	School Application reminder for Busy Bees Parents: School to be asked to remind parents of next year's foundation cohort to make their school application before January. No notifications were sent out last year and some parents missed the deadline. CS discuss at next school meeting	CS
8.11	Christmas cards: School happy to organise. MSW to liaise with them. 4 th December at the latest so designs will be completed quite early to allow turn around time. Cards will be £6 for a pack of 12 cards with £1 from each pack being donated to the PTFA. Parents appreciated being able to see their child's designs on the order form.	CSim/ MW
8.12	Breakfast Club: Possible demand discussed. Mentioned that it may be the reason some catchment families choose Aspley Guise over Swallowfield. The School have previously done a survey but very low uptake from parents. Suggested that another survey could be sent out, although later in the year may be a more appropriate timing? SM agreed to speak to Mrs Brewer.	SM
8.13	Facebook PTFA page: All posts now requiring approval from admin, as there are individuals who are not using the group appropriately. This is very time consuming for all involved. Agreed that although frustrating this was the best solution to the problem. Possibility of consistent offenders being removed from the group.	CS
8.14	Catherine Wilkins Fitness: Wednesday Aerobics (7:30pm), Circuit Training (8:30pm) in the Summerlin Centre and Friday Boot Camp (9:30am) at Aspley Guise Common. It was agreed that this would be a good promotion to advertise on the PTFA Facebook group with possible donations to be made to the PTFA for new attendees.	SM



8.15	PTFA Shed: Shed was cleared out before end of term. Red wine in there can be used for Mulled Wine Stall.	CS
8.16	Ambassador Theatre group: A contact at the theatre group is able to do group bookings if required.	CW
8.17	Towcester Race Course - Dog racing: Possible fundraising event. Package would include a meal with 50% of ticket sales being received by the PTFA. Possibly a summer evening social for adults.	
8.18	Foundation to Year One Transition: Newer parents unsure of protocol, e.g. which door to enter by. It was felt that the children could have been better prepared with more information as to how the first day would work. Some pupils still unsettled as a result. Suggested that a 8:50am start time for Year Ones in the first week would have been beneficial. The information via the App on the evening before was appreciated but could have been sent out earlier and more information would have been gratefully received. CS to discuss at next meeting with school.	CS
8.19	Getting more volunteers: A Facebook post in the Summer Term suggested there were willing volunteers for certain events, e.g. Picnic in the Playground that weren't being utilised. It was suggested that we use the group before events to recruit new volunteers.	RC
8.20	Uniform: It has been suggested that uniform requirements are very confusing and are not clearly publicised to parents. New Foundation parents and Year One parents in particular were very unsure. Perhaps photos of pupils in uniform or models could be used on transfer day. Could the information be added to the school website? It was understood that elasticated ties are no longer available to purchase for various reasons including safety. Could clip on ties be a suitable alternative? CS to discuss at next meeting with school.	CS
8.21	Snacks/Water/Milk: New Foundation parents were unsure of what was needed for their child's first day. Also unsure of reasoning behind milk payments etc. Could this be clearer in induction paperwork? To be included in transfer day information provided by the PTFA. CS to discuss at next meeting with school.	CS
9	Date of Next Meetings AGM Thurs 22 nd October – Venue and Times TBC	