

Minutes of the PTFA Meeting Held on 23rd November 2015

Held at: 12 Theydon Avenue, Woburn Sands, MK17 8PN, at 8pm.



Present:

Kim Brewer (KB)
 Helen Woodman (HW)
 Fiona Cavanagh (FC)
 Lisa Steel (LS)
 Claire Sim (CSim)
 Rachael Connall (RC)
 Hilary Cox (HC)

Sarah Barnes (SB)
 Ali Gallacher (AG)
 Liz Lowi (LL)
 Hayley O'Brien (HOB)
 Caroline Bennett (CB)
 Celia Mardon (CM)
 Nicky Canning-Matthews (NCM)

No.	Subject	Lead
1.	<p>Introductions</p> <p>Fiona hosted and Lisa chaired the meeting. Senior staff from school will be attending PTFA meetings according to a rota – Kim and Helen joined us today. Venues were discussed. KB & HW conscious that some parents may not be comfortable hosting a meeting at home with school staff attending and so we will check this with each host. Consider using a learning lodge at school during the day for future meetings. This will also allow the PTFA to reach a wider/different audience.</p>	LS
2.	<p>Apologies & Formalities</p> <p>Apologies were received from Sally Millett, Hellen Woodcock, Shilpa Bajaj, Catherine Wilkins, Caroline Northey, Becs Coles, Claire Smith, Nicki Patel, Stacey Gunther.</p>	LS
3.	<p>Minutes of the Meeting Held on 14th September 2015</p> <p>The minutes are accepted as a true and accurate record.</p>	LS
4.	<p>Treasurer's Report and Purchasing</p> <p>The balance was £7570.42 as of 31/10/2015.</p> <p>Busy Bees playhouse: A cheque has been raised for £350 which hasn't been cashed yet.</p> <p>Playground Markings: A cheque has been raised for £2000 which hasn't been cashed yet.</p> <p>Learning Lodge: Now paid in full.</p> <p>Library Bus: A cheque has been raised for £868.15 which hasn't been cashed yet. There is still a further outstanding pledge of £1438.40.</p> <p>BC and CS are to be removed as signatories. LS and FC are to be added.</p> <p>LS proposed a planning and review session of fundraising activity for 2016 to take place in January 2016 to highlight events worth repeating and new events to add.</p>	<p>CSim</p> <p>LS/FC</p>



5.	School Wish List	
5.1	<p>Bus refurbishment update</p> <p>Money has been earmarked for flooring which is due to be contracted out. More financial support will be needed with window dressing which will take place after Christmas. Tony Farmer is currently in daily and would welcome volunteers to assist. Request parental help via Facebook and PTFA emails (CM and LL to action). Upstairs is completely finished. Cosmetic work mainly to be done. May need more books to supplement what the school already have. Current book fair gives 25% of profit to school = approx. £500 is to be expected which will be used to purchase more books. A picket fence may be built to enclose the area around the bus. The children will hopefully be able to access the bus in the new year. Donations of cushions, beanbags etc will be gratefully received. An official opening will be planned to take place in the warmer weather – nearer to Easter 2016. The library bus will not replace the current library system inside the school. It will hopefully be used in a similar way to the learning lodge throughout the school day.</p>	<p>KB/HW LL/CM</p>
5.2	<p>Sunshades for Foundation playground</p> <p>Still a request to be considered seriously. A quote is needed – CSim to organise an appointment.</p>	<p>KB/HW CSim</p>
5.3	<p>Supporting Busy Bees – Patio extension</p> <p>An extended patio area is needed initially, then possibly a shade extending from the roof. Liaise with Tony Farmer to understand extent of patio work required and funds needed. Busy Bees PTFA reps to liaise with Kim Bishop so she can arrange for Tony to visit and review the area.</p>	<p>KB/HW LS/ SG</p>
6.	Events Feedback	
6.1	<p>110 Club draw</p> <p>1st 17 – Kirsty Green £25 2nd 2 – Martin Canning-Matthews £15 3rd 56 Sam Middleton £10</p> <p>There are still numbers available from HC: 38, 43, 51, 62, 66, 69, 80, 88, 95, 105. 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.</p>	<p>HC CM LL</p>
6.2	<p>AGM</p> <p>This took place on Thursday 15th October at Nonna's in Woburn Sands. Positive feedback received about the venue. Some new parents joined us which is positive to see.</p>	



<p>6.3</p>	<p>MK Lightning</p> <p>This took place on Saturday 17th October. The PTFA will receive 50% from all ticket sales = £318.</p> <p>Many thanks to Hellen Woodcock for organising this event.</p> <p>This is likely to be a regular event as it was an easy fundraiser for very little work and lots of fun! For future planning ensure that it does not take place too close to Fulbrook's event so that parents can attend both.</p>	<p>HW</p>
<p>6.4</p>	<p>Golf Day</p> <p>This took place on Friday 23rd October. Many thanks to Simon Bevis for organising this to take place at Aspley Guise Golf Club. It was later in the year than normal but a very worthwhile event. Profit of £340 was made.</p>	<p>CW, SB</p>
<p>6.5</p>	<p>'White on Blue' Family Photo-Shoot</p> <p>This took place on Saturday 17th October at the 'White on Blue' studio in Woburn Sands. The PTFA will receive a % of all sales on purchases after the photo shoot. It was £2 per family to book a slot. This event has raised about £200 in previous years. This year the event was not very well attended. Awaiting a response on profit from Ailsa.</p> <p>School Photos</p> <p>Many thanks to PTFA members who volunteered their time to help to smarten up the children for their photos.</p> <p>KB asked about the general feeling about school photos taken by White on Blue. Children with blonde hair on a white background do not photograph well. Some parents have complained that the quality was not as good as last year. Are there any options for digital photos in different formats? HW shared a concern that it felt rushed. Could the photos take place over two sessions? Some concerns were shared regarding the leavers photos. The finished product/attention to detail was not as expected. There were some disappointed parents.</p> <p>Consider using an alternative photographer/adjusting what is currently provided in the next January meeting.</p>	<p>CS</p>
<p>6.6</p>	<p>Autumn Disco</p> <p>Many thanks to Nicki Patel for organising this event. It was a well-attended event which took place on Friday 13th November.</p> <p>£484 profit was made. Overall very positive feedback from the discos. Some feedback that less games took place but it was more positive to have two adults engaging with the children.</p>	<p>NP</p>



<p>6.7</p>	<p>Coffee Afternoons</p> <p>These took place for Busy Bees, Foundation, and Year1 . Profits were: Busy Bees £184.98 Foundation £200 Year 1 £127.50</p> <p>Year 1 performed to parents/carers but not everyone was aware of this. There were some disappointed children and parents who missed the event. Years 1 to 4 generally tend to be a showcase event for children to perform. CM and LL to publicise this via Facebook and PTFA emails for future events.</p>	<p>CM/LL</p>
<p>7.</p>	<p>Events Planning</p>	
<p>7.1</p>	<p>Secret Santa</p> <p>This will take place on Monday 7th December in either a classroom or the learning lodges. All under control. Slight concern that only 11 parents of Foundation children have returned money to take part. The leftover gifts will go to school/Winter Shelter for the homeless. CB to add to the volunteer list. LL to email Foundation parents and Foundation PTFA members to promote the event to Foundation parents in the playground.</p> <p>Volunteers to arrive at 12.45pm to start at 1.15pm.</p>	<p>HOB LL PTFA volunteers</p>
<p>7.2</p>	<p>Mulled Wine Stall</p> <p>This will take place on Sunday 29th November. The stall has been booked with a double pitch and 3 tables. £50 paid. PTFA happy to donate money for electricity again.</p> <ul style="list-style-type: none"> • Roles to be allocated – NCM • Spare spaces to ask for support from PTFA members along with donations on Facebook and Group Call - CM/KB • C Smith & C Mardon have offered to do the additional shopping (Asda/Costco/Aldi/Lidl) – CS/CM • Donations from the Co-op to be looked into – LS/FC • Float and a money belt would be useful – CSim/RC <p>HOB to request donations of cups from Starbucks/Costa/Waitrose.</p> <p>NP loaning 2 pans, Kate Rankin to loan 5 thermulated containers.</p> <p>KB to organise a Group Call tomorrow to request donations (particularly wine) and a plea for additional volunteers.</p> <p>The new gazebo will be making its first appearance! The rota is almost full. Set up is between 11am and 1pm. 4-5pm is clear up time.</p>	<p>FC LS RC CS CM KB HOB CSim PTFA volunteers</p>



7.3	<p>Christmas DVD Sponsorship</p> <p>CL to organise DVD sales. HOB to organise DVD Sponsorship by the end of November but this is not yet completed.</p>	<p>CL HOB</p>
8.	<p>Any Other Business</p>	
8.1	<p>Tea Towels</p> <p>This is well organised and lots of volunteers have come forward to help sort the orders.</p>	<p>LT</p>
8.2	<p>Breakfast Club</p> <p>School investigated this as an option two years ago. It was costed and other schools approached but it wasn't financially viable. A recent survey invited parents and carers to comment. KB and HW have looked at the paper responses. Not many replies submitted on paper. The school will now look at the website/ app responses. The childcare requested is quite random. Some parents have asked for a 'drop in' childcare arrangement. The school have not yet approached a supplier. School space is still a challenge. The figures will be taken to the finance committee meeting this Friday as it needs to be financially viable to progress. A decision from school will be made before the end of term.</p>	<p>KB/HW SB</p>
8.3	<p>'Busy Bees' Banner</p> <p>Found in a PTFA member's shed! There are two banners which can be used again if the heading is changed from 'Swallowfield Lower School and Busy Bees Play Group', removing or covering the play group wording</p>	<p>SB</p>
8.4	<p>New Roles</p> <p>i. Shed Manager</p> <p>To label areas of the shed and organise the contents of the shed into labelled containers which indicate the numbers of items left. The role can be filled in the new year at the next meeting.</p> <p>ii. Noticeboard Manager</p> <p>At the moment there will be a shared responsibility for individual members to display information as and when they need to, and also to remove out of date information from the notice board.</p>	<p>All PTFA Members</p>
8.5	<p>Thank You Card/Birthday Card Competition</p> <p>There is currently a plentiful supply. No further action needed.</p>	



8.6	<p>Parents Directory</p> <p>This is a request from school for a skills based directory to invite parents into school to talk to the children about their skills but also for school to find the services that they might need.</p> <p>LL to reword the email with specific examples of the visits made by parents/extended family to the school. LL to email parents in the new year.</p>	<p>KB/HW LL</p>
8.7	<p>Spare Golf Clubs</p> <p>This action has been carried over from the last meeting. 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. To be discussed again at a future meeting when golf has resumed, and sent out as a request in March/April 2016.</p>	<p>BC CW/LL/ NP</p>
8.8	<p>Newsletter</p> <p>Do we want to consider a different format? Different timescales? Would it be more beneficial to produce it every half term and reduce the content? Could we combine PTFA and School newsletters on some occasions? KB agreed. The PTFA email addresses have now all been put into MailChimp. This could be used to distribute our newsletter. Or try sending as a Jpeg and not a PDF? Could PTFA information be put onto the school website? KB agreed. Can we stop producing paper copies? Discussion took place about these questions. It was agreed that:</p> <p>The end of term newsletter will be in the current format. Half termly newsletters in a reduced/different format sent using MailChimp will begin in February 2016.</p> <p>Some discussion about which events and funds raised need to be communicated and where/when? There is a need to clearly summarise what we will use our various different communication tools for, i.e. Facebook, emails, newsletter, website/app - TBC at the January meeting.</p>	<p>NS/CB</p> <p>SM, LL, CM</p>
9.	<p>New events</p>	
9.1	<p>Bingo night</p> <p>A good response from SB's suggestion via Facebook. To be discussed at a future meeting. Date suggested: April/May 2016.</p>	<p>SB/NP/ HOB</p>
9.2	<p>Towcester race night</p> <p>To be discussed at the January meeting.</p>	<p>LS/FC</p>
10.	<p>Easy Fundraising</p> <p>HOB reminded us to promote using Easy Fundraising. A cheque for £59.93 was handed to CS.</p>	<p>HOB</p>
11.	<p>LL requested that she is notified using the Swallowfield PTFA email address when emails need to be sent out to parents, whether it's a general communication or something in relation to an event you are running.</p>	<p>LL/All PTFA Members</p>



12.	RC asked if someone could volunteer to take over laminating and displaying posters for PTFA events as she will have new work commitments. CSim volunteered.	CSim
13.	Date of Next Meetings Thursday 14 th January 2016, 8pm, The Swan. To be organised by HOB . KB reminded that we are always able to use the learning lodges during the day after drop off to reach a wider/different audience.	HOB
	The meeting closed at 10pm. Thank you to Fiona for hosting.	

