

Minutes of the PTFA Meeting Held on 25th April 2017



Held at: Swallowfield Lower School, Weathercock Close,
Woburn Sands, MK17 8SL - at 7.30pm.

Present:

Kim Brewer (KB)
Greg McGill (GM)
Fiona Cavanagh (FC)
Lisa Steel (LS)

Claire Sim (CS)
Celia Mardon (CM)
Sarah Drea (SD)
Claire Jenner (CJ)

Liz Lowi (LL)
Claire Page (CP)
Ali Gallacher (AG)
Hilary Cox (HC)

No.	Subject	Lead
1.	Introductions Fiona welcomed everyone and introductions were given by all present.	FC
2.	Apologies And Formalities Apologies were received from Stacey Gunther, Catherine Wilkins, Marian Powell, Niki Patel.	FC
3.	Minutes Of The Meetings Held On 28th February 2017 The minutes of this meeting were agreed by everyone present.	FC



No.	Subject	Lead																																												
4.	<p>Treasurer's Report And Purchasing</p> <table border="0"> <tr> <td>Balance as at 31.3.17.</td> <td>Current Account</td> <td>£3421.69</td> </tr> <tr> <td></td> <td>Savings account</td> <td><u>£3965.62</u></td> </tr> <tr> <td></td> <td>Total</td> <td>£7387.31</td> </tr> <tr> <td colspan="3"> <u>Less outstanding pledges:</u></td> </tr> <tr> <td>Swimming pool steps</td> <td>£400</td> <td></td> </tr> <tr> <td>Sand pit</td> <td>£2000</td> <td></td> </tr> <tr> <td>Picnic tables/benches</td> <td><u>£1220</u></td> <td></td> </tr> <tr> <td>Total</td> <td>£3620</td> <td></td> </tr> </table> <div data-bbox="284 896 1254 1272" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><u>Income for February and March</u></p> <table border="0"> <tr> <td>Refreshments at Foundation 100 Days Celebration</td> <td>£59.63</td> </tr> <tr> <td>Refreshments at Busy Bees Obstacle Race</td> <td>£27.27</td> </tr> <tr> <td>Year 3 Coffee Afternoon</td> <td>£84.23</td> </tr> <tr> <td>Mother's Day Refreshments</td> <td>£281.60</td> </tr> <tr> <td>Mother's Day Raffle</td> <td>£414.00</td> </tr> <tr> <td>Christmas DVDs Profit</td> <td>£240.90</td> </tr> <tr> <td>Aspley Guise Parish Council Donation</td> <td>£300.00</td> </tr> </table> </div> <div data-bbox="293 1350 1254 1628" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><u>Expenditure for February and March</u></p> <table border="0"> <tr> <td>Secret Santa profit to School Parliament</td> <td>£235.64</td> </tr> <tr> <td>A new urn</td> <td>£83.98</td> </tr> <tr> <td>Science Week</td> <td>£550.00</td> </tr> </table> </div> <p>The School Council have decided to spend the donation from Secret Santa on the farm visit planned for 9th June. This will help to subsidise the cost for parents.</p>	Balance as at 31.3.17.	Current Account	£3421.69		Savings account	<u>£3965.62</u>		Total	£7387.31	 <u>Less outstanding pledges:</u>			Swimming pool steps	£400		Sand pit	£2000		Picnic tables/benches	<u>£1220</u>		Total	£3620		Refreshments at Foundation 100 Days Celebration	£59.63	Refreshments at Busy Bees Obstacle Race	£27.27	Year 3 Coffee Afternoon	£84.23	Mother's Day Refreshments	£281.60	Mother's Day Raffle	£414.00	Christmas DVDs Profit	£240.90	Aspley Guise Parish Council Donation	£300.00	Secret Santa profit to School Parliament	£235.64	A new urn	£83.98	Science Week	£550.00	<p>Lead</p> <p>CS</p>
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No.	Subject	Lead
5.	<p>110 Club draw</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><u>February 2017</u></p> <p>1st £25 – 65 – Chris Sims</p> <p>2nd £15 – 56 – Sam Middleton</p> <p>3rd £10 – 36 – Caroline Bennett</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><u>March 2017</u></p> <p>1st £25 – 95 – Amanda Holder</p> <p>2nd £15 – 11 – Carol McCarthy</p> <p>3rd £10 – 9 – Rebecca Pearce</p> </div> <p style="text-align: center;"><u>Congratulations to the winners!</u></p> <p>GM, CJ, and CP joined the 110 Club so these numbers are now available from HC: 2, 35, 40, 48, 58, 86, 105, 106, 108.</p> <p>CM and LL to continue to advertise the 110 Club via Facebook and PTFA emails. £12 a year with a chance to win every month! The club raised £461 last year.</p> <p>HC will advise when renewals are due for members.</p>	<p>Lead</p> <p>HC</p> <p>CM</p> <p>LL</p>
6.	<p>School Existing Wish List</p>	
6.1	<p><u>Sand Pit</u></p> <p>This has now been completed and is situated in front of the wooden adventure playground. Some of the children have used it and they loved it! The School Parliament are planning to sell flapjacks in May/June to raise money for sandpit toys.</p>	<p>KB/GM</p>
6.2	<p><u>Outdoor Benches and Picnic Tables</u></p> <p>3 benches and a square table with 4 matching benches have arrived recently. They are very good quality and colourful. KB/GM would now like to replace the existing wooden benches that are old and rickety.</p>	<p>KB/GM</p>
6.3	<p><u>Swimming Pool Steps</u></p> <p>These have not yet been ordered as school are still investigating the available options. KB/GM will order them soon.</p>	<p>KB/GM</p>
7.	<p>Fundraising Goals</p>	



No.	Subject	Lead
7.1	<p>Top Ten Selection Outcome</p> <p>This is completed so that the PTFA now have a top ten selection of fundraising goals. Parents/Carers will be given the opportunity to vote on the top ten choices via the 'Swallowfield App', which will include a questions and answers section to summarise the information received from the responses. KB will work with CP/LS/FC to use the app for this purpose. KB will also liaise with the app provider about the number of parents who have been able to download it. The PTFA may need to use Facebook and email to invite parents/carers to download the app so that they have the opportunity to take part in voting on the fundraising goals.</p>	<p>KB/CP/LS/FC</p> <p>CM/LL</p>
8.	<p>Events Feedback</p>	
8.1	<p>Science Week – Bubbles and Balloons</p> <p>This whole school event was very good and the children really enjoyed it. Next time there could be an opportunity to use the OU with sufficient notice.</p>	<p>KB/GM</p>
8.2	<p>Mother's Day Assemblies – Foundation and Years 1 To 4</p> <p>These were fantastic events which were very well organised. Well done and thanks to Saima, Claire, all of the other volunteers, and the kitchen staff - in particular Ben, and Ben!</p>	<p>SH/CP/ Yr Reps/ Volunteers /Kitchen Staff</p>
8.3	<p>Mother's Day Gifts</p> <p>CS is awaiting money from Mark at MSW Solutions.</p>	<p>CS/Mark</p>
8.4	<p>Busy Bees Obstacle Course</p> <p>This was a really good event for the children who thoroughly enjoyed themselves. There were a few cake donations and £27 was raised from refreshments. Thank you to the volunteers. Consider whether to provide refreshments next time as children completed the obstacle course quickly and parents were busy helping them.</p>	<p>Busy Bees Reps (Stacey and Danielle) and other volunteers</p>
9.	<p>Events Planning</p> <p>Discussion took place around each of the following events on viability and potential volunteers.</p>	<p>ALL</p>
	<p>SUMMER TERM 2017</p>	
9.1	<p>PTFA Feedback Session In The Learning Lodge</p> <p>This may not be needed as feedback will be gained via the Swallowfield App and new parents will be approached at transfer day in July. LS will consider a feedback session but it will be dependent on parental interest.</p>	<p>LS</p>



No.	Subject	Lead
9.2	<p>School Disco</p> <p>This event is planned for Friday 28th April. The discos are at capacity for KS1 and at about 70 children for KS2. The tickets will be issued two days before. NP may need another helper for KS1 so may be in touch via Facebook.</p>	NP
9.3	<p>Leavers Photos, Class Photos</p> <p>These are planned for Friday May 12th and are being organised by school.</p>	KB/GM
9.4	<p>Quiz Night</p> <p>This is planned for Friday 12th May. The posters and letters for this event are ready to be displayed/sent home. CM/LL/MP to advertise via Facebook, email, and the Swallowfield App. Tickets will be available to purchase from Thursday 27th April. There will be a cash prize raffle and Ian White has kindly agreed to compère again.</p>	NP CM/LL/ MP
9.5	<p>Busy Bees Coffee Afternoon</p> <p>This is planned for Thursday 25th May and will be organised by Stacey, Danielle, Celia, and other volunteers. CM and LL will request volunteers via email and Facebook.</p>	Stacey, Danielle, CM and other volunteers
9.6	<p>Father's Day Gifts</p> <p>CS will continue to liaise with Mark at MSW Solutions to organise this fundraising event.</p>	CS/MW
9.7	<p>Father's Day Breakfast</p> <p>This event is planned for Friday 16th June. LT is able to lead this event with help from CW, LL, LS, CS, AG, CM are able to help leading up to the event. CS is helping to put a poster together. Please have more eggs than requested and gluten free options available. KB will ask if Ben and Ben in the kitchen are happy to help.</p>	LT/CW/ LL/LS/CS AG/ CM KB
9.8	<p>Cricket Event</p> <p>LS will liaise with CW to finalise a date for a cricket event.</p>	LS/CW
9.9	<p>School Transfer Day Refreshments And Presentation</p> <p>This will be on Thursday 6th July when the new Foundation children come to school. CM will help with refreshments, AG will do a PTFA display board, which can be transported to the Swan pub for the evening event (MP), and LS will give a presentation. A volunteer is needed to ask parents for their email addresses so that they receive PTFA emails. SG is hoping to volunteer but other volunteers will be needed please.</p>	CM/AG/ MP/LS/SG and additional volunteers needed



No.	Subject	Lead
9.10	<p>Parents Social Event/Intro For New Parents</p> <p>This will take place at the Swan pub on Thursday 6th July. FC will update the posters and flyers which will be put into the new parents pack. LS will speak with Miss Papworth to organise this. FC and LS will ask Marian if she is able to lead and organise this event.</p>	<p>FC/LS/MP</p>
9.11	<p>Sports Day</p> <p>This event will be on Tuesday 11th July and the PTFA will provide refreshments at this popular event. CL is unable to help in the kitchen with the bbq this year; thank you Claire for your commitment to this over previous years. KB will ask the two Bens in the kitchen if they would be prepared to help out for 3-4 hours to cook the food. Volunteers for this event will be needed nearer the time.</p>	<p>All volunteers</p> <p>KB</p>
9.12	<p>Busy Bees Sports Day</p> <p>This is planned for Thursday 13th July. Stacey is able to organise refreshments at this event but she will need 2 more volunteers. CM and LL will request this additional help via Facebook and email.</p>	<p>BB Reps /All volunteers</p> <p>CM/LL</p>
9.13	<p>Leavers Disco</p> <p>This event for the Year 4 children will be on Friday 14th July. The disco has been booked by NP. Is CW happy to lead on organising this event? LS will liaise. The disco will be subsidised by the PTFA – a pledge of £200.00 has been previously agreed.</p>	<p>NP/CW? Yr 4 Reps</p> <p>All volunteers</p>
9.14	<p>Y4 Leavers Books</p> <p>KB/GM explained that the children have designed the book covers and these have been sent to Ailsa at 'White On Blue'. The PTFA will help to fund the books with a pledge to subsidise the cost of the first book that parents order. CS will speak with Ailsa to ensure that this is clearly explained when she sends out the letter to parents.</p>	<p>KB/GM</p> <p>CS/Ailsa</p>
9.15	<p>Cinema Night</p> <p>Laura is able to lead and organise this event. After discussion it was agreed that a general film suitable for all year groups over the summer holidays would be a good time to plan for. Depending on the success of this event, two different films for Foundation/Years 1/2, and Years 3/4 could be organised in the future. FC will liaise with LB.</p> <p>LS mentioned that Liz Clark has been researching London/MK theatre trips and is in communication with the various companies. There may be a 50% reduction available for 'Aladdin' tickets. An update will follow from LC.</p>	<p>LB/FC</p> <p>LC</p>



No.	Subject	Lead
9.16	MK Lightning Evening All available slots for this season have been allocated so NP will arrange a date for the autumn term.	NP
2017/2018 Event Planning		
9.17	Nativity DVD Production LB will obtain some quotes and share these with the committee to make a decision before the end of the summer term.	LB
9.18	Pantomime Date This event will be planned by the school for January 2018. KB is confirming January 9 th for Foundation and KS1, and January 11 th for KS2. The final all inclusive figure should be £5202.00 incl vat, £4580.00 without vat.	KB/GM
9.19	2018 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/GM/FC
10.	PTFA Administration	
10.1	School Dressing Up Box CJ is planning to organise the clothes into storage boxes as space has been created at school. The PTFA may be able to purchase coloured bibs or t-shirts in the house colours (red, green, yellow, blue) for sports day. KB and FC to investigate to calculate the cost of buying a coloured t-shirt/bib for every child for sports day.	CJ KB/FC



No.	Subject	Lead
10.2	<p>Clubs Update</p> <p>The list of school clubs for this term has been updated and will be uploaded to the website.</p> <ul style="list-style-type: none"> • <u>Sewing</u>: There continues to be one sewing group taking place. • <u>Singing</u>: This club no longer continues as there was not enough interest. • <u>Guitar</u>: Nick continues to have two groups of children who are working well together during a Friday lunchtime. There are two children currently on the waiting list. • <u>Piano</u>: The child on the waiting list has now started piano lessons so all available slots are now filled and the lessons are going well. • <u>Brass</u>: The Woburn Sands Band came into school on Thursday 20th April to provide a short concert of familiar music, an explanation of how the instruments make their sounds, and a short performance by the Junior Band members who currently attend Swallowfield (there are three Year 4 children). Feedback from Len (Chairman) was that it went well: "The young players (appearing as guests with the Senior group!) played very well and the Senior players commented upon how well they had represented both the Band and their school at the concert. I was personally delighted with them." If the band have inspired you to learn an instrument and join the Junior Band then contact: lajenkins@lineone.net via woburnsandsband.co.uk or 07790454149 or their Facebook page: @woburnsandsband <p>The Band are happy to make this an annual event, which KB agreed would be a good idea moving forward.</p> <ul style="list-style-type: none"> • <u>Football</u>: The MK Dons football started on Tuesday 25th April for KS2 and begins on Thursday 27th April for KS1. There will be more sessions for KS1 and KS2 in the second half of the summer term (June) when it will also be offered to Foundation children. Two parents have approached KB and CN to discuss additional football sessions that they are able to offer. Additional football is not needed for school clubs at this time. KB is discussing a school football team with these parents. • <u>Teddy Tennis</u>: This after school club began in February and is continuing until July. It has included mostly Foundation and Year 1 children. An additional tennis club for KS1/KS2 children began in April and will also continue until July. They both take place on a Wednesday – the younger children are in the hall and the older children are outside. • <u>Lettings Costs For School Clubs</u>: Additional costs are now set by the Finance Governors as of April 2017 so that there is consistency for all club teachers. KB will give the PTFA a copy of the costs involved so we are able to discuss these with the club provider when setting up new clubs. If any finance changes are made then the PTFA will be updated. 	<p>CW</p> <p>AG</p> <p>AG</p> <p>AG/KB/ Len at Woburn Sands Band</p> <p>CN</p> <p>KB</p> <p>AG</p> <p>KB/GM</p>



No.	Subject	Lead
10.3	<p>The PTFA Shed</p> <p>CS has kindly donated 2 storage boxes. CP is able to donate a metal filing cabinet but needs transport and a person to help lift it. <i>Please let us know if you can help with this!</i> Would the shed benefit from some repairs? KB will talk to Tony Farmer as there is still a problem with damp. CP will look at the cost of a 6 x 8 foot second hand metal shed on Ebay.</p>	CP/ KB
10.4	<p>'Welcome To Swallowfield' Sign</p> <p>The 'Welcome To Swallowfield' sign on the side of the learning lodge (as the school is entered by the Busy Bees entrance) needs painting again. AG will buy the paint and do this.</p>	AG
10.5	<p>PTFA Noticeboard</p> <p>This has been tidied up by AG and will be frequently updated to include newsletters and other PTFA information.</p>	AG
10.6	<p>PTFA Newsletter</p> <p>Well done to the Newsletter team for capturing the PTFA news and updates for the Spring term so brilliantly!</p>	NS/TV/ CB
10.7	<p>New Urn</p> <p>Unfortunately the new urn is faulty. MP is returning it to the supplier and she will update the PTFA in due course.</p>	MP
10.8	<p>Email Issues: Setting Ourselves Up Better For The Future</p> <p>The PTFA email account seems to be working fine at the moment. During busy periods the emails will need to be staggered as they are sent out. LL will test a verification code to increase the number of emails we are able to send out at one time and give an update at the next meeting.</p>	LL
10.9	<p>Online Payment System</p> <p>A free platform is available with membership of PTA UK that could be helpful when organising fundraising events. It has had lots of positive feedback and been recommended by other PTAs in the PTA UK magazine. Would it be helpful for us to set up for the autumn term? LS will investigate and give feedback.</p> <p>Also, the PTFA are continuing to look to join, if possible, the school online payment system. Discuss further and update at each meeting.</p>	LS KB
10.10	<p>Costco Card</p> <p>It was previously agreed to purchase one trade membership card at £26.40 so that we are able to shop earlier for PTFA supplies. LS is happy to be a main member with Hayley as an additional member.</p>	LS/HO'B



No.	Subject	Lead
10.11	'MK Play' Membership Card NP has this membership card but if a teacher goes to MK Play then they will re-issue the card for staff to use. KB will pass this information onto staff at the next meeting.	KB
11.	Any Other Business	
11.1	New Year 1 Rep Needed CS kindly volunteered.	CS
	Venue For Next Meeting Tuesday 6 th June 2017, at Swallowfield Lower School, starting at 7.30pm.	SD/ School
	The meeting closed at 9.35pm. Thank you to school for hosting the meeting this evening.	FC/KB

Meeting dates – Summer Term 2017

Tuesday 6th June 2017

N.B. immediately after school closure
(was Monday 12th June 2017)

Tuesday 4th July 2017 (was Tuesday 18th July 2017)

Meeting dates – Autumn 2017 to Summer 2018

Tuesday 12th September 2017

Thursday 12th October 2017 (AGM)

Thursday 9th November 2017 (was Tuesday 7th November 2017)

Thursday 11th January 2018

Tuesday 27th February 2018

Monday 23rd April (was Tuesday 24th April 2018)

Tuesday 5th June 2018

Tuesday 3rd July 2018