

Minutes of the PTFA Meeting Held on 28th February 2017



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

Present:

Kim Brewer (KB)	Liz Lowi (LL)	Claire Page (CP)
Helen Woodman (HW)	Saima Hussain (SH)	Celia Mardon (CM)
Lisa Steel (LS)	Sarah Drea (SD)	Ali Gallacher (AG)
Claire Sim (CS)		

No.	Subject	Lead
1.	<p>Introductions</p> <p>Lisa welcomed everyone and introductions were given by all present.</p>	LS
2.	<p>Apologies And Formalities</p> <p>Apologies were received from Marian Powell, Fiona Cavanagh, Stacey Gunther, Niki Patel, Liz Clark, Hayley O'Brien, Claire Jenner, Laura Brennan, Clare Lycett, Natasha Solesbury.</p>	LS
3.	<p>Minutes Of The Meetings Held On 12th January 2017</p> <p>Some of the information in section 10.1 of the previous minutes was incorrect:</p> <p>Coffee Mornings/Afternoons: Year 1, Busy Bees, Year 2</p> <p>It was recorded that there had been a Year 2 coffee morning but Celia was awaiting an update from Miss Potter and Miss Howe. It is not taking place this term as there are Mother's Day assemblies instead. See sections 9.2 and 9.6 of these minutes for further information.</p> <p>The rest of the information in the previous minutes were agreed by everyone present.</p>	AG/CS



No.	Subject	Lead
6.1	<p>School Request – Sand Pit, Benches, and Tables</p> <p>School have previously requested eight plastic benches and six picnic tables in the playground, and an outside sandpit in front of the adventure playground.</p> <p>Sand Pit</p> <p>KB agreed the quote for Marian's husband, Andy, to build the sandpit. LS will speak with him to organise a date for this work to start.</p> <p>Outdoor Benches and Picnic Tables</p> <p>KB explained that one bench has very kindly been donated by a great grandma of a child at Swallowfield to celebrate her 90th birthday. HW has spoken with John Lewis to ask for donations of outdoor furniture. Discussion took place about purchasing further benches and picnic tables to complement the one that has been donated to the school. The costs were considered and a vote took place in which everyone agreed to purchase 3 benches at £238.35 = £715.05 and also a square table with 4 matching benches at £505.00. This totals £1220.05. KB/HW will order these through 'Herts' school catalogue and liaise with CS for payment.</p> <p>Swimming Pool Steps</p> <p>A discussion about the survey outcomes and feedback from children and parents highlighted that a second set of swimming pool steps would be very helpful to the school for children during their swimming lessons. They should cost approximately £400. A discussion around this asked in principal would we want to buy these for the school? It was agreed by all present. KB/HW will cost the steps and liaise with the PTFA committee.</p>	<p>KB/HW</p> <p>LS</p> <p>KB/HW/ CS</p> <p>KB/HW/ LS</p>
7.	<p>Fundraising Goals</p>	
7.1	<p>Top Ten Selection Outcome</p> <p>The responses made by parents and children were discussed. There were a variety of requests which included an additional set of swimming pool steps to help children to get into the pool quicker and more safely, chickens, an obstacle course, more computers/iPads, an indoor playtime room, a quiet area in each class for reading/writing . . . CP kindly volunteered to look at the information and categorise it so that we can summarise the responses into a top ten selection. The school hope to book the pantomime in Milton Keynes for January 2018 so this event will feature in the 'top ten' selection. KB will find out the cost of another set of swimming pool steps. LS and CP will compose a letter to give feedback to parents and children to summarise the information from the responses.</p>	<p>CP/LS</p> <p>KB</p>
8.	<p>'Love Woburn Sands'</p> <p>Fulbrook and Swallowfield were filmed by ITV recently as part of the 'Love Woburn Sands' initiative to show the links that it has with local schools, and as part of an entry into a competition. The programme is going to be shown on TV the week commencing 20th March. More information will follow from Stef Muzz.</p>	<p>KB/FC/ Stef</p>



No.	Subject	Lead
9.	Events Planning Discussion took place around each of the following events on viability and potential volunteers.	All
SPRING TERM 2017		
9.1	Year 3 Coffee Afternoon £80 was raised at this event. Thank you for attending and for the generous cake donations.	Hayley/ Niki
9.2	Year 2 Coffee Afternoon This is not taking place as there are Mother's Day assemblies planned instead.	LL/CM
9.3	Science Week 'Bubbles and Balloons' has been planned for the whole school for Science Week which commences on 13 th March. It will cost £550.00 and will be paid for by the PTFA. The OU were unable to help at Science Week in 2017 but if the relevant teacher can get in contact with SD early in the next academic year with a brief on what is required it may be possible for the OU to be involved next year.	KB/ SD
9.4	Cinema Night Update to follow from Laura Brennan.	LB
9.5	Foundation 100 Days £58 was raised at this event. Thank you for attending and for the generous cake donations. £30 was donated to the Foundation Teachers to help to finance a school trip for the children.	LS/MP



No.	Subject	Lead
9.6	<p>Mother's Day Assemblies – Foundation and Years 1 To 4</p> <p>Thursday 23rd March – Yr 4 – 9.30am assembly</p> <p>Thursday 23rd March – Yr 2 – 2.30pm assembly</p> <p>Friday 24th March – Yr 1 – 9.30am assembly</p> <p>Friday 24th March - Foundation - 2.30pm assembly</p> <p>Monday 27th March - Yr 3 - 2.30pm assembly</p> <p>These are the actual assembly times. The PTFA will be able to serve refreshments one hour before the assemblies start. Communications over times was discussed and needs to be explicit to ensure parents/carers don't miss out.</p> <p>SH has made a list of people who are volunteering to help out. 45 mins has been allowed to set up in the hall. Serving will be from 9am and 2pm. CB is able to make flyers/posters to publicise these events. SH has liaised with Hayley for pricing. Claire has organised some fantastic raffle prizes which includes: two free tickets to 'Radio Live' with a hospitality package, an afternoon tea and prosecco at Nonna's, a spa day for two at Whittlesbury Hall, bottles of wine, and some moo dairy puddings, among other things. SH and CP are able to sell raffle tickets before school and at parent consultations in March at £1 per ticket. SH will make a request via Facebook for people to lend vases, tablecloths, cake stands etc. The scones are very kindly being provided by Ben at Hobbs catering.</p> <p>LL and CM to publicise via Facebook and email. Ensure that the PTFA are very clear about the timings of assemblies when the information is communicated to parents.</p>	<p>SH/CP/ All Yr Reps/ Volunteers</p> <p>CB</p> <p>LL/CM</p>
9.7	<p>Mother's Day Gifts</p> <p>A letter has recently been sent out to parents/carers for this fundraising event. CS has liaised with Mark at MSW Solutions.</p>	<p>CS/Mark</p>
9.8	<p>Busy Bees Obstacle Course</p> <p>This is planned for Thursday 30th March. Stacey is not able to help on the day but can assist before. Danielle would be grateful for volunteer helpers on the day please. These will be requested via Facebook and the email database – LL and CM to action.</p> <p>A Busy Bees Coffee Afternoon is also planned for Thursday 25th May. This will be added to the Events Planner.</p>	<p>Busy Bees Reps (Stacey and Danielle)</p> <p>LL/CM</p> <p>AG</p>
9.9	<p>MK Lightning Evening</p> <p>Niki is in contact with MK Lightning to organise this event and is waiting for a date to be confirmed.</p>	<p>NP</p>



No.	Subject	Lead
9.10	Leavers Photos, Class Photos These are planned for Friday May 12 th and are being organised by school.	KB/H
SUMMER TERM 2017		
9.11	PTFA Feedback Session In The Learning Lodge This will be repeated in the Summer term and will be discussed nearer the time.	LS
9.12	School Disco This event is planned for Friday 28 th April. NP is confirming the date with the entertainer.	NP
9.13	Quiz Night This is planned for Friday 12 th May and Ian White has kindly agreed to compère again.	NP
9.14	Father's Day Gifts CS has liaised with Mark at MSW Solutions to organise this fundraising event.	CS/MW
9.15	Father's Day Breakfast This event is planned for Friday 16 th June. SM is unable to help with this event; thank you Sally for helping to organise this event over previous years. LT is able to lead this event with help from CW, LL, LS who are also happy to help on the day. CS, AG, CM are able to help leading up to the event.	LT/CW/ LL/LS CS/AG/ CM
9.16	Golf/Cricket Event LS and CW are still working on this event to agree a date and gauge interest.	LS/CW
9.17	School Transfer Day Refreshments And Presentation This will be on Thursday 6 th July when the new Foundation children come to school. SG is hoping to be able to volunteer. The event will be discussed nearer the time.	SG and additional volunteers needed
9.18	Parents Social Event/Intro For New Parents This will take place at the Swan pub on Thursday 6 th July and will be discussed nearer the time.	MP/other volunteers
9.19	Sports Day The date for this is being decided by school. The PTFA will provide refreshments at this popular event.	All volunteers



No.	Subject	Lead
9.20	Busy Bees Sports Day This is planned for Thursday 13 th July. This will be discussed nearer the time and the PTFA will provide refreshments at this popular event.	BB/All volunteers
9.21	Leavers Disco The PTFA will organise this event for the current Year 4 children and discuss it nearer the time.	All volunteers
9.22	Y4 Leavers Books The PTFA will help to fund and organise these for the current Year 4 children. It will be discussed nearer the time.	All volunteers
9.23	2017 Summer Event After some discussion it wasn't decided if there would be an additional summer event to organise. One suggestion was to extend the planned Parents Social Event at the Swan pub on Thursday 6 th July to all parents/carers. Another suggestion was to extend the Golf/Cricket event to all parents/carers. To be discussed again at the next meeting.	LS Committee
9.24	Woburn Sands Festival The feedback via MP/LL from the festival's planning meeting was that it will be very commercial and therefore not viable to fundraise. It was agreed not to take part in this event.	MP/LL
	2017/2018 Event Planning	
9.25	Pantomime 2017 Date This will be planned for January 2018 by the school. KB is confirming a date.	KB
9.26	Nativity DVD Production An update from Laura Brennan will follow.	LB
9.27	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/FC



No.	Subject	Lead
10.	<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 is currently one sewing group taking place. • <u>Guitar</u>: Nick has two groups of children during a Friday lunchtime who are working well together: 'I am pleased with the classes and everyone's concentration is always fantastic, furthermore the enjoyment I see throughout the classes is always high and enthusiastic.' There is one Year 2 child currently on the waiting list. • <u>Piano</u>: all available piano slots are now filled and the lessons are going well. There is one Year 3 child currently on the waiting list. • <u>Brass</u>: The Woburn Sands Band are able to provide a short concert of familiar music played by 5 or 6 adults, 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). The presentation could last about an hour and the band members would need approximately 20 minutes either side of the presentation to set up and then clear away. They would be able to start setting up from 10am. Is there a Tuesday or Thursday morning in April or May when the majority of pupils would be in school for this presentation? KB suggested 2.00pm on either Tuesday 2nd May or Tuesday 16th May. AG to liaise with Len at the Woburn Sands Band. • <u>Football</u>: the MK Dons football will start again in the summer term and will be available for all year groups: Foundation to Year 4. • <u>Teddy Tennis</u>: This after school club began on Wednesday 22nd February and included mostly Foundation and Year 1 children. A request from Nick, the organiser: 'If you hear any feedback please let us know as we want to make sure it's running perfectly and children are having a great time and parents happy.' Nick is hoping to also organise a second club for KS1/KS2 children on a different day, depending on hall availability/outside space. AG to liaise with Nick and school to organise this. 	<p>Lead</p> <p>CW</p> <p>AG</p> <p>AG</p> <p>AG/KB</p> <p>CN</p> <p>AG</p>
11.	<p>PTFA Administration</p>	
11.1	<p>School Dressing Up Box</p> <p>KB produced a list of events where fancy dress is required and gave this to LS to pass to CJ so that she can organise a system for the donations. A poster will be emailed to parents/carers and advertised on Facebook to seek donations. It would be really worthwhile having a stock of t-shirts in the house colours (red, green, yellow, blue) for sports days.</p> <p>LL to email the poster to parents/carers. CM to upload the poster to Facebook.</p>	<p>CJ</p> <p>LL/CM</p>



No.	Subject	Lead
11.2	<p>Online Payment System</p> <p>School are starting an online system for booking parent consultations, which is due to go live on Monday 6th March, and will be able to communicate information via email. School are also going to consider an online payment system. PTFA to look to join, if possible, the school online payment system. Discuss further and update at each meeting.</p>	KB
11.3	<p>New Urn</p> <p>This has been purchased and cost approximately £80.00. The old urn has been disposed of.</p>	NP
11.4	<p>Email Issues: Setting Ourselves Up Better For The Future</p> <p>LL explained that we can increase the number of emails we send at one time if we use a verification code. LL will test this and give an update at the next meeting. It will cost approximately £60 for an upgrade if we need to.</p>	LL
11.5	<p>Costco Card</p> <p>We can apply for one card at £26.40 for one member and a spouse/partner. Additional cards cost £16.80 each. It would be trade membership so that we are able to shop earlier. It was agreed by all present to purchase this. Would LS or Hayley prefer to be a main member, along with CS as an additional member? LS/CS to speak with Hayley.</p>	CS/LS
11.6	<p>Venue For Next Meeting</p> <p>Tuesday 25th April 2017, at Swallowfield Lower School, starting at 7.30pm.</p>	SD/ School
12.	<p>Any Other Business</p>	
12.1	<p>PTFA Newsletter</p> <p>The end of Spring term newsletter has a deadline of 22nd March. Please email Natasha with PTFA updates. The pupil section will need an update – HW will organise this and liaise with NS. Include feedback on Mother's Day Assemblies and the raffle, Science week, Foundation 100 days celebration, 'Love Woburn Sands', the Year 3 assembly on the Romans which had PTFA refreshments provided, and include feedback on the Busy Bees obstacle course as soon as possible after the event so as not to miss the deadline.</p>	<p>NS/TV/ CB</p> <p>Updates: HW/Year Reps/ Volunteers</p>



No.	Subject	Lead
12.2	<p>The PTFA Shed</p> <p>We have previously had mice in the shed; there is now mould and more mice droppings. The Urns had to be cleaned (thank you to MP) but the items stored in the plastic boxes were ok. Options for solutions? Whole new storage shed in metal? (Look in Costco). Replace the shed roof? Pest control? Internal storage? Metal filing cabinet? CP may have one to donate. It was agreed to investigate internal storage. CS is able to donate two plastic boxes.</p>	LS/CP/ CS
12.3	The Year End accounts for August 2016 have been lodged with the charity commission.	CS
12.4	<ul style="list-style-type: none"> The PTFA Noticeboard needs tidying and updating. AG will do. 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 do this with CS/LL/other volunteers. 	AG/CS/LL/other volunteers
13.	The meeting closed at 9.10pm. Thank you to school for hosting the meeting this evening.	LS/KB



Meeting dates 2016-2017

Tuesday 25th April 2017 – Swallowfield

Tuesday 6th June 2017

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

Tuesday 4th July 2017

(was Tuesday 18th July 2017) Staff room not booked

Meeting dates 2017-2018

Tuesday 12th September 2017

Thursday 12th October 2017 (AGM)

Tuesday 7th November 2017

Thursday 11th January 2018

Tuesday 27th February 2018

Tuesday 24th April 2018

Tuesday 5th June 2018 (immediately after school closure)

Tuesday 3rd July 2018