



Minutes of the PTFA Meeting Held on 29th February 2016

Held at: Niki Patel's house, The Dene, Woburn Sands, at 8pm.

Present:

Lisa Steel (LS)

Kim Brewer (KB)

Helen Woodman (HW)

Celia Mardon (CM)

Niki Patel (NP)

Ali Gallacher (AG)

Claire Sim (CSim)

Catherine Wilkins (CW)

Hilary Cox (HC)

Claire Smith (CS)

Fiona Cavanagh (FC)

| No. | Subject | Lead |
|-----|--|-------|
| 1. | Introductions None were needed as there weren't any new members present. | LS |
| 2. | Apologies And Formalities Apologies were received from Rachael Connall, Hayley O'Brien, Liz Lowi, Clare Lycett, Sally Millett, Louisa Thomas, Becs Coles, Caroline Bennett, and Sarah Anstee. | LS |
| 3. | Minutes Of The Meeting Held On 14th January 2016 The minutes were accepted as a true and accurate record. | LS |
| 4. | Treasurer's Report And Purchasing The balance was £7425.73 as of 31/1/2016. Profit from White on Blue family photo-shoot: £30 outstanding. Swimming Pool Liner: £4319.75 a cheque has been issued for this. Library Bus: There is an outstanding pledge of £1438.40 - the school wish to use this to purchase the flooring. | CSim |
| 5. | School Wish List | |
| 5.1 | Bus Refurbishment Update The library bus is nearing completion and is looking really good! There is just the flooring to do. The £1400 pledged from the PTFA will easily cover the cost for proper bus flooring not lino. The £600 profit from the Scholastic book fair will be used to finish decorating and furnishing the bus. A celebration party will be planned for the summer term. This will hopefully include a visit from an author. Lisa will ask a contact at Penguin books to assist with this. | KB/HW |



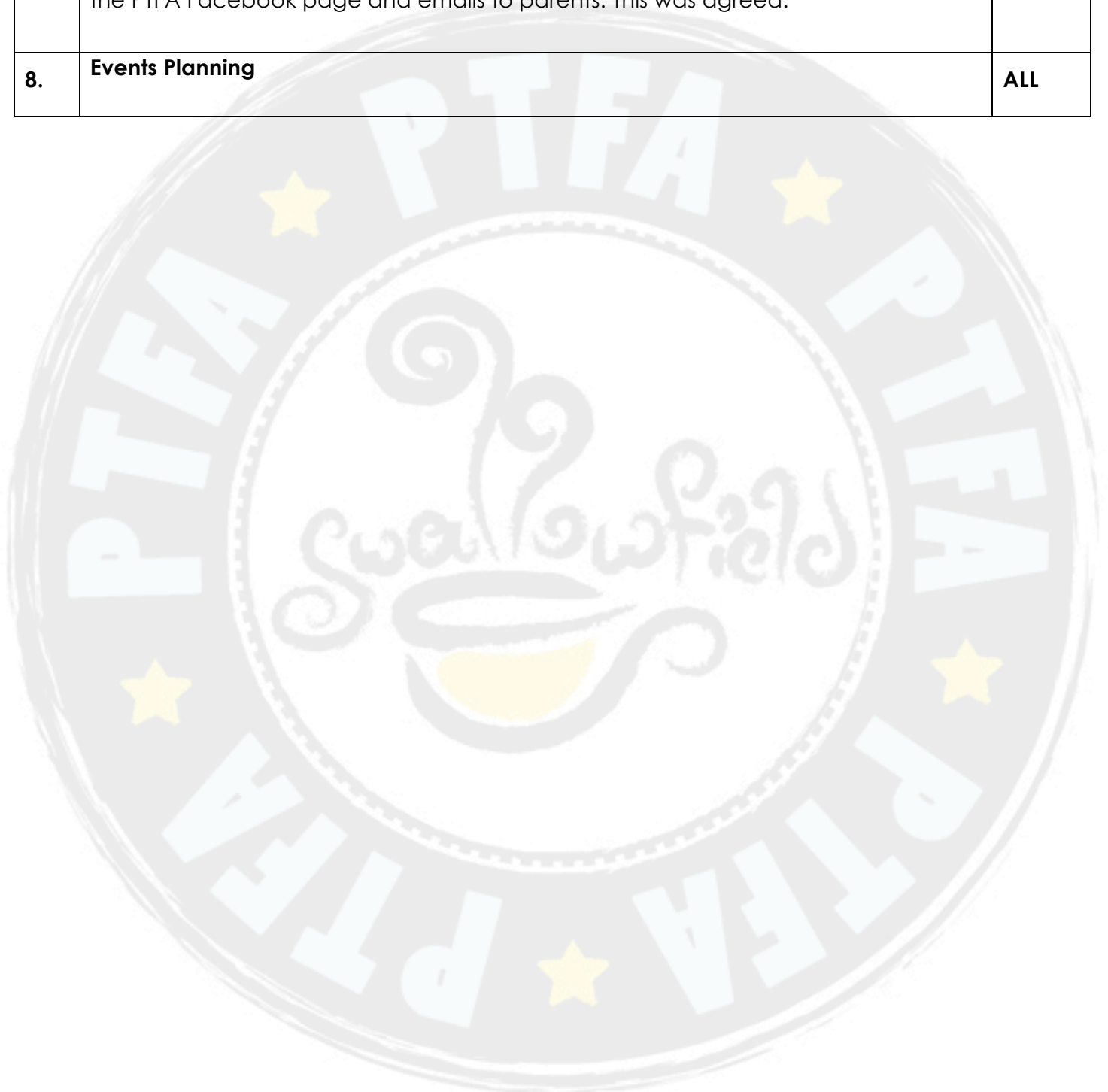
| No. | Subject | Lead |
|-----|---|--------------|
| 5.2 | <p>Swimming Pool Liner</p> <p>This will be finished by Wednesday 2nd March. The liner is a darker blue and much better quality than before. School staff are very pleased with it.</p> <p>The Parklands money has now been agreed. The governors will now decide what they are prioritising to spend the money on. The list includes outdoor toilets, improvements to 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.</p> <p>The school have also been successful in the 'Love Woburn Sands' and Tesco initiative.</p> <p>Additional note: At the January meeting the committee voted in support of funding the school pantomime trip with specific amounts to be agreed outside of the meeting (detailed below) and due to a lower than normal attendance agreed to discuss the swimming pool liner funding with the PTFA committee through the secure social media page. Through this extraordinary discussion, we agreed that funding the pool liner was a priority and agreed to fund half of the cost (as detailed in section 4) with school paying the remaining half. The sums detailed below for the Pantomime were also agreed at the same time.</p> | KB |
| 5.3 | <p>Pantomime Trip</p> <p>Kim talked about the panto trip to MK theatre for the whole school, which would take place over two days in December 2016. This would be at a discounted price which was discussed. Niki West (ATG rep) has been contacted regarding MK Theatre. CSim contacted the Grove Theatre. It would be slightly cheaper at the Grove but return coach costs would be more expensive. The Grove is also showing Aladdin which was shown at MK Theatre last year. MK Theatre is provisionally booked.</p> <p>The PTFA have agreed to fund £3833.00. This sum means the majority of the trip is paid for however there will be a £5 per child cost from parents/ carers and parents/ carers will need to collect their child/ children from the Theatre in MK. There will be a committee vote nearer the time on whether the PTFA can fully fund the trip or part fund the trip. We will vote as to whether our contribution remains as currently pledged, or whether we can also fund a coach back to school or the remainder of the ticket money. Lisa Tucker in the school office will find out the final costs involved for a return coach which are estimated to be £520 (Tuesday) and £403 (Wednesday) = £923 in total. A £5 contribution from parents would cover these costs.</p> <p>Kim will provisionally book the return coach. A vote will take place nearer the time.</p> | KB/ LS/ CSim |



| No. | Subject | Lead |
|-----|---|--------------------------------|
| 5.4 | <p>Sunshades For Foundation Playground</p> <p>The sunshade company visited school on Wednesday 27th January to quote a price. It was decided that the sunshades are not a priority at the moment. The sunshade company have assured that the price quoted will be honoured when we decide to go ahead - £5000. They have also agreed that they can fit one sunshade at a time and honour the same price. This purchase will be considered again at a future meeting.</p> | KB/ CSim |
| 5.5 | <p>Supporting Busy Bees – Patio Extension</p> <p>Tony Farmer has had a look at the Busy Bees outside area and has had a long discussion with Kim. The existing patio slabs are at the beginning of a slope. An alternative has been proposed – not to extend the patio but to create another outdoor area to the left of the back doors (which is a flatter surface). It would have tree bark on the ground instead of slabs. Tony is now costing this project. The Busy Bees obstacle course on Tuesday 8th March will hopefully raise some money to add to the £180 so far raised from a previous coffee morning.</p> | KB/ LS |
| 6. | <p>Events Feedback</p> | |
| 6.1 | <p>110 Club draw</p> <p>1st 44 – Hayley O'Brien - £25 2nd 74 – Sarah Payne £15 3rd 20 – Hilary Cox £10</p> <p>There are still numbers available from HC: 6, 10, 15, 43, 47, 51, 59, 62, 66, 69, 80, 88, 95, 105. Fiona asked to take number 10.</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> | HC CM LL |
| 6.2 | <p>Foundation '100 Days' Exhibition</p> <p>£77 has been raised from refreshments provided. Thanks to Sarah Anstee and her helpers. This will be used to fund the 'Pirate Golf' trip for Foundation on Wednesday 2nd March.</p> | SA |
| 6.3 | <p>Mothers' Day Assemblies</p> <p>These have been well supported. Thanks to Hayley O'Brien and her helpers as well as the school catering staff for providing the scones. There was some feedback around the timings of the refreshments and the assemblies. A reminder that PTFA communication needs to clearly specify timings and be carefully proof read to avoid any grammar/punctuation errors. We agreed that all future communication, on any topic, should be proof read by another PTFA member before being published – to act as a second pair of eyes.</p> | HO'B All PTFA volunteers |
| 7. | <p>2016 Objectives/Parents Wish List</p> | |



| No. | Subject | Lead |
|-----|--|--------------|
| 7.1 | <p>Parents Wish list/Feedback on money spending</p> <p>The Learning Lodge has been booked for Thursday 17th March, 2.15-4pm. A poster has been designed to encourage parents/carers to drop in for a few minutes to comment on/feedback ideas and suggestions for previous and future events. This will hopefully reach out to parents/carers in another way. Children are welcome to come along with their parents. Niki offered to help.</p> <p>Helen Woodman asked if school could link up with this event to promote an Ofsted questionnaire called 'Parent View'. Lisa agreed to hand out flyers and advertise via the PTFA Facebook page and emails to parents. This was agreed.</p> | LS HW |
| 8. | Events Planning | ALL |





| No. | Subject | Lead |
|-----|---|--|
| 8.1 | <p>Events Calendar</p> <p>Review and sign off of 2016 events calendar</p> <p>The events calendar was discussed to confirm events to take place and enlist volunteers.</p> <p>March – Mother's Day refreshments. Refreshments at the Busy Bees Obstacle course. Match Attax swap event.</p> <p>April – Children's School Disco.</p> <p>May – Quiz night.</p> <p>June – Golf Day. Father's Day breakfast/football. Bingo. See if Sally Millett and Louisa Thomas are able to support this year's Father's Day breakfast</p> <p>July – Leaver's Disco. Sports Days (without a raffle possibly? Maybe three substantial prizes? A cash raffle? Barbeque again? Speak to CL ref food & possibly school kitchen). Transfer day. Parents Social Event/Intro for New Parents.</p> <p>November – Mulled Wine.</p> <p>Other events to consider: Scoot Safe, Film Night, Campfest (email and facebook message to see if there is anyone willing to volunteer to lead this big event - FC), Towcester Race Night.</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 the next meeting.</p> <p>A Summer Ball for Summer 2017 was briefly discussed. At a later meeting (ideally May) we will discuss if this is something we want to do and if so set up a sub-committee to work on this with a full year to plan it.</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>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>FC</p> |
| 8.2 | <p>Mother's Day</p> <p>This is on Sunday 6th March. See section 6.3. There will be gifts available 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> | <p>CSim/ MW/ CM</p> |



| No. | Subject | Lead |
|-----|---|-------|
| 8.3 | <p>'Match Attax' Swapping Event</p> <p>With committee and school approval this will be non-profit making for the PTFA, and will take place after school in the hall on Friday 4th March. Parents will need to accompany their child/children at this event. Siblings are also able to come to the event as they will be under parental supervision.</p> | SM/NP |
| 8.4 | <p>Spring Disco</p> <p>This is planned for Friday 22nd April which is a Mufti Day for the children and will be organised by Niki and her helpers.</p> | NP |
| 8.5 | <p>Bingo Night And A Quiz Night?</p> <p>Discussion took place about the bingo night and a possible quiz night. Niki will speak to Ian White to discuss dates for a possible quiz night on 6th May. Bingo end of June? Licences discussed to ensure we do not exceed the number permitted per year. Discussion took place around the supplier for the fish and chips at the previous quiz night. Niki will contact Monkston and Broughton fish and chip shops for costing.</p> | SB/NP |
| 8.6 | <p>Towcester Race Night?</p> <p>A possible event for Year 4 parents? CW will speak with LT about a possible Ladies Night at the races.</p> | CW |
| 8.7 | <p>MK Lightning</p> <p>Planned event for 12th March. We believe we also have dates secured for September and February – need to confirm with Hellen. A volunteer will be needed to organise this event/ be the point of contact for MK Lightning in the next academic year.</p> | HW |
| 9. | <p>Any Other Business</p> | |
| 9.1 | <p>Parentmail</p> <p>Sarah B has requested permission from parents to pass their email addresses onto school. Catherine Moore and Sarah are working together on this.</p> | CM/SB |
| 9.2 | <p>Parents Directory</p> <p>Has Liz been able to put together an email to parents? Liaise with Liz for an update. Not yet actioned.</p> | LL |
| 9.3 | <p>Sewing Club</p> <p>This lunchtime club began recently for Years 3 and 4 and is provided by a sewing teacher. It runs until Easter and will continue in the summer term with a new group of children.</p> | CW |



| No. | Subject | Lead |
|-----|--|-----------------|
| 9.4 | Football Clubs Caroline is contacting MK Dons to organise football clubs for all year groups for the summer term. | CN |
| 9.5 | Micro Scooters Training/Scoot Safe Proposed idea from Catherine Moore (CMo) to consider Scooter training companies who are able to provide scoot safe lessons to children in school. Stacey Gunther also had a similar proposal from 'Scoot Safe'. Further follow up required. Need a volunteer to take this on. Lisa to ask CM and SG to find out more and bring more detail to the next meeting. | LS CM SG |
| 9.6 | School Photo Provider School are keen to find out if the majority of parents prefer a traditional photo compared to a contemporary one. School will contact other suppliers to consider an alternative. Claire Smith will liaise with Elsa at 'White on Blue' and discuss with Kim. Claire is working with White on Blue to organise photographs for the Yr 4 Leavers Book. Claire will set up a meeting with White on Blue, Helen and Kim to discuss feedback from the last leaver's book and to agree the format and photo styles for this year's book. | KB/CS |
| 9.7 | Newsletter Format Nic is unable to continue to edit the newsletter from September. We will be asking for a volunteer to take on this role. LS/ FC to send out a message (via email and facebook to ask for volunteers), NS to include a request for a volunteer in the next newsletter. Statistics from Caroline via Mail Chimp have shown: 57.3% (138 people) opened the newsletter. 99.2% were successfully delivered. Feedback on the newsletter format using mailchimp has been very positive. | CB/NS LS/ FC |
| 9.8 | Bank Account Signatories still need updating. | CSim |
| 10. | Date of Next Meeting Monday 18 th April 2016 at 8pm. Louisa Thomas is hosting the next meeting at The Knoll, Wood Lane, Aspley Guise, MK17 8EL Kim reiterated that we are always able to use the learning lodges during the day after drop off to reach a wider/different audience. | LS |
| 11. | The meeting closed at 10.10pm. Thank you to Niki for hosting. | NP |