



Minutes of the PTFA Meeting Held on 9th June 2016

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

Present:

Fiona Cavanagh (FC)
 Niki Patel (NP)
 Claire Smith (CS)
 Claire Sim (CSim)
 Lisa Steel (LS)

Rachael Connall (RC)
 Kim Brewer (KB)
 Caroline Bennett (CB)
 Celia Mardon (CM)

Liz Lowi (LL)
 Ali Gallacher (AG)
 Helen Woodman (HW)
 Caroline Northey (CN)

No.	Subject	Lead				
1.	Introductions Fiona chaired the meeting and welcomed everyone. Introductions were given by all present.	FC				
2.	Apologies And Formalities Apologies were received from Stacey Gunther. Sally Millett, Hilary Cox, Catherine Wilkins.	FC				
3.	Minutes Of The Meeting Held On 18th April 2016 CSim raised two amendments for the previous Minutes dated 18.4.16: 1. The figures given for the 'Treasurer's Report and Purchasing' needed to be swapped and should be shown as below: <table border="1" data-bbox="183 1232 1362 1429"> <tbody> <tr> <td data-bbox="183 1232 699 1285">Sports Day auction remaining bids</td> <td data-bbox="699 1232 1362 1285">£580</td> </tr> <tr> <td data-bbox="183 1285 699 1429">Easy Fundraising receipts</td> <td data-bbox="699 1285 1362 1429"> £268.85 for quarter 4 2015 £803.99 a back dated cheque for quarter 2 2012 (£35.37) and quarter 2 2015 (£768.62!!) </td> </tr> </tbody> </table> 2. The information for Leavers Books should read: Kim, Helen, and Claire Smith met with Ailsa at 'White On Blue' to discuss the leavers and class photos. The class photos will be on 28.4.16. The Y4 Leavers' photo books will cost approximately £620 (£10 per book) as they did last year. £5 is the price for parents to pay. The PTFA may not make a profit but every Y4 pupil will be given a Leavers' photo book. Everyone present agreed in favour of the £350 donation towards this cost.	Sports Day auction remaining bids	£580	Easy Fundraising receipts	£268.85 for quarter 4 2015 £803.99 a back dated cheque for quarter 2 2012 (£35.37) and quarter 2 2015 (£768.62!!)	FC
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4.	<p>Treasurer's Report And Purchasing</p> <p>Balance as at 31.5.2016 - current account £4579.34 savings account £2450.39 total £7029.73</p> <p>Less outstanding pledges of £43.50 for the library bus £3833 for panto £350 for Year 4 leavers books</p> <p>leaves balance of £2803.23</p> <p><u>Income for April & May 2016</u></p> <p>110 Club £267.00 Easy2Name Labels £22.49 Photo session £30.00 Quiz night £1254.80 Disco £415.00</p> <p><u>Expenditure for April & May 2016</u></p> <p>Library Bus flooring £1395.00 Alcohol license for sports day £21.38</p>	CSim
5.	School Wish List	
5.1	<p>Pantomime Trip</p> <p>Return Coach costs</p> <p>The spreadsheet detailing the return coach costs has not yet been sent to the PTFA. Updated spreadsheet to be sent to FC & LS by Lisa in school office.</p>	KB
5.2	<p>Sunshades – Foundation Playground</p> <p>CSim arranged a quote. School are reluctant to purchase sunshades which may need to be relocated according to the long term strategy for school development. The building is 24yrs old and may be altered if the school changes status in the future.</p> <p>CSim will ask how much it would cost to move the sunshades and place elsewhere if needed.</p>	KB CSim



No.	Subject	Lead
6.	<p>Fundraising Goals</p> <p>A discussion was opened about what the PTFA fundraising goals should be for the coming year now big projects such as the bus, pool liner and learning lodges are complete. Also the school has received much awaited funding from the Parklands development resulting in the school being in a stronger financial position to fund items the PTFA would historically have raised funds for.</p> <p>We agreed that we would fund projects that promote fun, are inclusive, and enrich the children's experience at school. With this in mind a few options were suggested (see school and parents section). It was agreed we would get feedback from the children through the school parliament in the Autumn Term. We will also seek parents' feedback through a survey and use other opportunities to get as many views from parents as possible.</p>	Lead
6.1	<p>School</p> <p>School have requested eight plastic benches and six picnic tables in the playground and an outside sandpit in front of the adventure playground. The children have often requested a new sandpit as the sandpit was replaced by the bus. NP will liaise with Wicken Toys for a school sandpit quote and CSim will ask the Sunshade company.</p>	KB NP/ CSim
6.2	<p>Parents</p> <p>Transfer day (29.6.16.) and social evening (30.6.16.) events are coming up to involve and engage parents in fundraising projects.</p>	LS/FC
7.	<p>Events Feedback</p>	
7.1	<p>Spring Disco</p> <p>This was well attended. The new disco organiser worked well with the children.</p> <p>£415.00 profit made. Thank you to Niki and her team of volunteers for organising this event.</p>	NP PTFA volunteers
7.2	<p>Quiz Night</p> <p>A very well attended event. There was a complaint from one neighbouring resident about the noise level. Next time we could put flyers through neighbouring properties to warn local residents and invite them to the event.</p> <p>£1254.80 profit made. Thank you to Niki, Ian White, and the team of volunteers for organising this event.</p>	NP PTFA volunteers



No.	Subject	Lead
8.2	<p>Golf Day</p> <p>There has been enough interest for this event to go ahead on 24.6.16. Players will arrive 3-3.30pm. It is in hand and being organised by Simon Bevis.</p>	<p>S Bevis</p>
8.3	<p>Transfer Day</p> <p>This event takes place on Wednesday 29th June. LS and AG are helping. AG and FC to update the display board and presentation from last year. CSim and NP may be able to help if needed. Able to set up from 9.30am as it starts at 10am. Need to audit the stock in the shed for refreshments. Would Hilary be able to help?</p>	<p>LS/AG HC?</p>
8.4	<p>Parents Social/Intro For New Parents At The Swan</p> <p>This event will be on Thursday 30th June and will be hosted by Marion at the Swan pub. The information from Transfer Day will be used. It needs publicising via the PTFA Facebook page and email database.</p>	<p>FC/LS/ AG CM/LL</p>
8.5	<p>Sports Days</p> <p>This is in hand for Thursday 14th July (Main School) and Friday 15th July (Busy Bees). BBQ research is continuing as we need a bigger bbq with charcoal. Busy Bees are also requesting refreshments for their Sports Day – it was agreed that non-alcoholic drinks and an ice cream van will be available, and cakes will be requested from parents. The timings need to be emailed to NP.</p>	<p>NP/CL</p>
8.6	<p>Leavers Disco & Books</p> <p>Flyers are almost completed for the Leavers Disco on Friday 15th July. Currently deciding on entry cost and timings. Discussion around PTFA paying the costs so it is free for the children. Or parents to subsidise half of the cost? £3 each? Voting took place to contribute 50% of the costs with a maximum of £200. This is because the PTFA are currently in a stronger financial position and the current Year Fours will not benefit from going to the panto in December this year. The PTFA hope to continue this initiative in future years dependent on its financial position at the time.</p> <p>Parents will be asked to pay £5 for Leavers books. Letters have been sent out to parents and we are awaiting their response. Deadline is 22nd June.</p>	<p>NP/CS</p>



No.	Subject	Lead
8.7	<p>Scoot Safe</p> <p>SG has explored this initiative which was explained by LS. The PTFA need to decide if they should run the event and how much would be funded. Team Rubicon come to school and provide all equipment needed (scooters, helmets, padding etc) for a 50 minute session designed around safety for children in Foundation to Year 4. Available dates are either 30th June or 1st July. 1st July would be preferable for school.</p> <p>Costs: 10 sessions for all classes = 2 days (6 sessions per day) = £600 plus vat = approx. £5 per child for parents/PTFA to pay.</p> <p>Would scooter training be appropriate for Years 3 and 4? Year 3 could benefit from a scooter stunts safety session. Cycling proficiency for Year 4 instead? KB to look at availability for first half of Autumn term.</p> <p>Wait until September to organise? Discussion took place. Agreed for scooter training for Foundation, Year 1 and Year 2, cycling proficiency for Year 3 and Year 4. Could this be Sports Premium funded? Further investigation by KB, LS, SG. To be discussed at the next meeting.</p>	<p>SG/LS</p> <p>KB</p>
8.8	<p>2017 Circus</p> <p>An idea raised by FC to discuss. £4000 profit possible if 600 tickets are sold for a one night performance. Needs a year to plan in advance. FC has created a spreadsheet to consider cost and worst/best case scenarios. FC and KB have discussed the checklist and agreed that it is viable to organise. Suggested ticket price of £8. Circus costs approximately £3000. Need to ensure it wouldn't clash with Frosts circus and the funfair at the park each year. Possibility to organise a bbq, face painting, refreshments, and a raffle for this event. Need to book imminently for next year. Would noise and parking affect neighbours? Could give a complimentary ticket for neighbouring residents. All agreed this was an event to organise for the future. FC to look into further and check availability.</p>	<p>FC/KB</p>
8.9	<p>2017 Summer ball</p> <p>Discussion took place around a preference for either the circus or a summer ball for 2017. There was a preference expressed for the circus. If the summer ball was organised for 2017/2018 a working party will be needed to start planning this year.</p>	<p>PTFA Volunteers needed</p>
8.10	<p>Bingo</p> <p>Defer the discussion to the Autumn term, first half. Has Sarah Barnes any more information?</p>	<p>SB</p>
8.11	<p>Campfest</p> <p>Defer the discussion to the Autumn term, first half. A possible event for next year?</p>	<p>PTFA Volunteers needed</p>



No.	Subject	Lead
8.12	Film night Defer the discussion to the Autumn term, first half. A possibility for the Autumn term.	PTFA Volunteers needed
8.13	MK Lightning Now booked for September 16. Anyone willing to take on organising this regular event? NP volunteered.	NP
9.	Any Other Business	
9.1	Newsletter Editor and Co-Secretary Roles These vacancies were emailed to parents and communicated via Facebook – Sarah Drea (a Busy Bees parent) has contacted RC with interest. RC will email Sarah some information about transfer day and the social event. LS offered to meet with Sarah to introduce herself and discuss the role. Natasha Solesbury also expressed an interest in volunteering. Would she consider the editorial role? CB will talk to Natasha.	RC/LS CB
9.2	Shed Clear Out Two dates (plan A, B) are needed to sort and reorganise the shed. We can cordon the area off and do this during the day, straight after drop off. Volunteers are needed to buy IKEA storage boxes and sort the shed contents into these. Would Hilary be able to help? LL offered to help if it was a Friday. The books and crockery stored there need moving on.	HC? LL
9.3	Parents Directory To be organised for the Autumn term. This is a skills set based questionnaire so that parents could offer their services to the school and also come into school to talk to the children about their work. LL will organise the letter to send out to parents in September.	LL



No.	Subject	Lead
9.4	<p>School Clubs</p> <p>Yoga? NP has a contact who has started Yoga groups in Fulbrook. Hall space would be needed for an after school club. Further information needed about timings and costings. NP to find out.</p> <p>A parent has expressed a wish for some additional clubs to be initiated to develop gardening and cooking skills. Discussion took place about the difficulty of school spaces and equipment for these particular clubs. Mrs Thomas organises an Eco club with a committee of school children.</p> <p>Singing club has now finished. Golf is starting this half term. The school clubs list needs to be amended and updated by AG.</p> <p>Breakfast club update and discussion took place. The most recent survey was weaker than previously and there has still not been any uptake for this club. If the PTFA could find someone to organise the club the hall space could potentially be used. Given the size of the school it needs to be organised formally to avoid too few/too many children turning up each day. The survey will be repeated in September for parents to consider again.</p> <p>Football - Year groups have had to be re-organised. CN has liaised with MK Dons and parents to ensure that children have been offered suitable places.</p> <p>Discussion took place about ensuring that Facebook posts are made in line with the PTFA terms of use, and that any concerns people may have are picked up and responded to directly in a positive manner.</p>	<p>NP</p> <p>AG</p> <p>KB</p> <p>CN</p> <p>CS/LS/ CM</p>
9.5	<p>AOB</p> <p>National Book Tokens are offering the chance for school to win £5000 for their school library– parents need to enter the school in the competition. CS to email the details to LL to advertise via the email database.</p>	<p>CS/LL</p>
9.6	<p>Bank Account</p> <p>Signatories still need updating. CSim had the paper mandate ready for FC to sign. This was done after the meeting closed.</p>	<p>CSim/ FC</p>
10.	<p>Date of Next Meeting</p> <p>Monday 18th July 2016 at 8pm. Fiona Cavanagh to host at 12 Theydon Avenue, Woburn Sands, MK17 8PN.</p> <p>We are always able to use the learning lodges during the day after drop off and/or the school hall on a Tuesday evening to reach a wider/different audience.</p>	<p>FC</p>
11.	<p>The meeting closed at 10.30pm. Thank you to Niki for hosting.</p>	<p>NP</p>