

Notes of St Andrew's Church of England Primary School

Parent Teacher and Friends Association (PTFA)

Committee Meeting (AGM)

Monday 19th March 2018

Attendees

- Karen Yates (Chair)
- Derek Samuel (Secretary)
- Damian Marsh (Head Teacher)
- Trudy Hamilton (Deputy Head Teacher)
- Daniel Hall
- Wendy Paylor (Office Manager)
- 8 parents

Item	Discussion Notes	Actions
1	Apologies (Received) <ul style="list-style-type: none">• Rachel Mangas (Vice Chair)• Donna Madden (Treasurer)• Daniel Mirabatur• Rebecca Kenny	
2	Progress so far – Fund Raising (2017/18) Reception Welcome Evening The event was not run to raise money, but to welcome the new pupils and parents to the school. The children appeared to have an enjoyable time, and reception parents appreciated it. Christmas Fair The Christmas Fair was very successful and raised £2,872, after expenses. Clothing Collection The clothing collection raised £46.	

	<p>Cake Sale</p> <p>The cake sale raised £300, and included a mini cake sale in SOCKS this year (accounting for £50 of the total money raised). It was agreed that the next time a cake sale is held, SOCKS parents should be notified in advance, so that pupils can bring in money to buy cakes if they wish.</p> <p>Easter Competition</p> <p>The Easter Competition will be sent out imminently, and this year's prizes will be chocolate Easter Bunnies.</p>	
3	<p>Planned Funding Raising Events</p> <p>Hot Cross Buns, Tea and Coffee – served after Easter Service</p> <p>Thursday 29th March 2018</p> <p>Selling of hot cross buns, tea and coffee after the Easter Service, to be served in the church.</p> <p>Volunteers will be needed, and hot cross buns donated by children/families.</p> <p>Quiz Night</p> <p>Planned date - Friday 18th May 2018</p> <p>Cake Sale</p> <p>Date to be confirmed</p> <p>Key Stage 2 pupils and parents will be asked for baking contributions this time (Key Stage 1 last time).</p> <p>Children's Disco</p> <p>Date to be confirmed</p> <p>Summer Fair</p> <p>Planned date - Friday 29th June 2018</p> <p>Refreshments for adults at Sports Day</p> <p>Provision of chargeable refreshments for parents attending sports day.</p>	

	<p>Tesco</p> <p>KY agreed to approach Tesco about their 'Supporting Local Communities' programme, to raise further funds for the playground marking and outdoor play area.</p>	KY
4	<p>Spending Raised Funds</p> <p>The PTFA has raised £11,264 in total, as at 31.3.18.</p> <p>The group discussed the following ideas for spending the money raised:</p> <ul style="list-style-type: none"> • Paying for the schools's Text Messaging Service (£850 per annum). • Playground Markings – after new classrooms have been built <ul style="list-style-type: none"> ○ Suggested that pupils are involved in selecting a design ○ Following advice, it has been agreed that the playground does not need re-surfacing, but the old playground markings would need removing ○ DMarsh agreed to obtain quotations • School Council suggested <ul style="list-style-type: none"> ○ IT (e.g. tablets), particularly for children with Special Educational Needs, however, it was pointed out that PTFA investment should benefit all children, not a specific cohort. ○ Astro-turfing part of the school field – DMarsh felt that AstroTurf could be dangerous, and was not advisable. • DH suggested allocating some of the money to purchase Play Time Toys (in each class), to be played within during wet play times, as some of the toys are very old and broken. Suggestions: train sets, lego and jigsaws. • Planting – decorative planting around the playground. • Outdoor Play Area – as part of the plan to install two new classrooms, the outdoor play area will need to be moved, and some money could be allocated to help re-purpose it. 	DMarsh
5	<p>PTFA Annual General Meeting and Constitution</p> <p>KY proposed that future Annual General Meetings (AGMs) should take place in <i>January</i> each year, after the intake of 'new' parents in the preceding <i>September</i>.</p> <p>September felt too soon for new parents to think about attendance at a formal AGM and nominations for the constitutionally required roles (of Chair, Vice Chair, Treasurer and Secretary), given their lack of familiarity with the school. Moving the AGM and nominations process to January also allowed time for individuals to transition into/out of key committee roles.</p>	

	The Group agreed to move the AGM to January with immediate effect.	
6	<p>Date of the next committee meeting</p> <p>The next meeting is the Summer Fair Sub Committee on:</p> <p>Thursday 19th April 7.30pm St. Andrew's C of E Primary School</p> <p>Everyone is welcome.</p>	