**Minutes of PTFA meeting held at Drove Cottage on Thursday 20th June 2019**

**Present : Rachel Reid (RR), Andy Thurman (AT), Frances Brunsdon (FB), Emma Hart (EH), Rebecca Johnson (RJ), Lou Munn (LM), Anita Emery (AE)**

**13. Apologies**

Liz Martin-Lawrence, Symone Salwan, Davina Spice

**14. Minutes of previous meetings**

Maple Class taps have all been sorted and paid in full. The cost for the recorders has not been forthcoming**. Action point : LM to chase up.** Sue Parsons was unsure on using the Easy Fundraising tool for purchasing school items, and no money can be given to us if items are being purchased by a charity. The school however is not a charity only the PTFA, so it was thought that it was still possible to get money through Easy Fundraising**. Action point : AT to look into.** There was no clarification as to why class reps needed to come under PTFA insurance. **Action point : RR to chase up**.

The feedback from teachers regarding what the PTFA class money has been spent on has come back, and we now have details and how beneficial it has been. School were very happy with our donation of £2500 for the IT equipment. There was no fixed answer as to exactly why the money was needed back if it had already been spent on IT equipment. Andy has supplied quotes for iPads for the teachers, and if we went for the newer spec tablet it would cost £2300 including the cases, this would supply 1 iPad to each class and 1 for Thrive. There was a possibility of the old iPads to be sold back to Apple.

AT and AE have met up and gone through the accounts with no issues. Emma Huxtable has been busy sending requests to the supermarkets for money. A first time application has been lodged with Tesco and we are due to hear around July time if we have been successful. We are also applying in September for Waitrose in both Edenbridge and Crowborough. She has also applied to Co -op, which is a slightly different system, and takes much longer for them to comeback, around 6 to 12 months. AT has now been given access to the website, so we will be able to update our PTFA pages with the constitution events and other useful information. We as a PTFA only need to be officially audited if we raise over £20,000, as this is not the case the PTA Association advised that it would be good practise to get the accounts checked by someone that would be willing to do it, and would understand the accounts such as a parent or teacher possibly with a finance background. Our insurance does not need to be increased if our student numbers go over 100 in a rolling year, but on renewal if the numbers do go above 100 then we would need to advise them and we would pay the higher amount.

**15. Debrief from May Fair**

All went well raising around £300 profit. The bake off type sale was a really good idea, and there were plenty of cakes to be sold, and the children enjoyed it. The plant sale from the outdoor club was also a good idea. Clear up was very arduous however as there was such a small amount of people helping. More people needed for clear up at future events.

**16. GDPR**

RR investigated on the ParentKind website for information, but there was nothing showing, so will be an action point moving forward. A new list has been created for new parents, which covers the criteria, but it is for the people that are currently on the list, that a disclaimer is needed. It was thought that this could be done paperless**. Action point : RR to review and action**.

**17. Update on finances by treasurer**

AT provided a printout of the account payments and receipts and all looks well with the accounts. For future meetings he will print off the bank account statement that the accounts apply to, so that RR can sign off.

**18. Update on constitution**

There is only a small number of items that need changing on the constitution. It was thought that the best place to launch this would be at the next AGM. It then needs to be submitted to the Charity Commission, and this can be done over the 6 weeks of the summer holiday. Policies will also be launched at the same time of the AGM. Action point : RR to action this.

**19. Purchasing of regularly used items for PTFA**

There were various items that it was agreed would be useful for the PTFA to hold permanently in the shed rather than asking parents for items. These were :

Bunting – It was thought that we could get in the school colours and would get in 4 x 20m lengths. **Action point : AT to look into and purchase**

Cake stands – Wooden boards for cakes to go on at various events 10 needed. **Action point : FB to look into and purchase.**

Teaspoons – Severely lacking**. Action point : FB to purchase**

Plastic cups – It was agreed that a more sustainable resusable plastic cup would be a good idea. **Action point : FB to purchase**

Tablecloths – Again severely lacking and stained. **Action point : FB to look into and purchase**

Plastic boxes – The plastic boxes that we currently have do not have lids and can not be easily held, it was thought that a better version would be much more helpful. These need to clearly labelled. **Action point : RR to look into and purchase**.

**20. Fete**

It has been agreed that we will run a crazy golf game at Hartfield fete in September. We will need people to man this along with helpers in general to assist setting up on Friday, this should assist with the money allocated to the school. LM said that she would like to apply for the outside area for Maple class to be improved and replace the play shed. St Mary’s are also doing some Maypole Dancing. An email is to go out from the school asking for volunteers for the fete, and AGM info before the end of term. A letter will go to new parents also requesting help.

**21. Forthcoming Events**

The Summer social after Sport’s Day will need more volunteers to help on the day, Lucy Wicks should be available. AT to confirm what he will be able to help with on the bar as is away at the weekend. **Action point : FB to put request out for more volunteers**.

The Summer Social is to be held on Saturday 29th June 1200 at The Kentish Horse. So far around 25 have people have confirmed their attendance**. Action point : FB to phone through to the pub and advise them of our attendance.**

**22. AGM**

The AGM date is to be held on Wednesday 25th September 2019 at school 1430. **Action point : FB to advise of agenda.**

**23. Christmas Sub committee**

Hopefully the people that were on last year’s committee would be able to come back on for this year, plus Davina and Kay Carpenter.

**24. AOB**

* LM advised that with the new Forest School equipment that has been purchased by us, it might be advisable to also purchase a padlock to go on the shed where the equipment is stored as currently it does not have a lock. It was agreed that this would be a good idea. **Action point : LM to source and purchase**.
* The school now has Fairtrade accreditation and it was agreed that we would include a Fairtrade category in the Bake Off competition, along with endeavouring to purchase Fairtrade options where available for our events.
* LM thanked the PTFA for the funding this year for music, it has been a great success, and all have really enjoyed it.
* It was thought by school that the second-hand clothes rail wasn’t being utilised as much, and thought that having a regular day for people to donate and purchase items from the rail would be a good idea. School suggested a Tuesday and it was thought that Miss Hare could wheel it up, and as RJ was there for outdoor club, she would be able to wheel it back. It was also though that the sturdier larger rail would be better as flimsy ones keep breaking.
* FB queried the Maple Bake sale as it doesn’t seem to be on most recent dates list. **Action point : RR to email Mrs Tufo and Kat**
* The green gazebo has been condemned and so a new one needs to be purchased. **Action point : RJ to source a navy one**.

**25. Date of next meeting**

To be arranged at AGM.