

## Minutes of PTFA meeting held at Elm Cottage on Thursday 16<sup>th</sup> January 2020

**Present : Andy Thurman (AT), Frances Brunsdon (FB), Anita Emery (AE), Rebecca Johnson (RJ), Lou Munn (LM), Anita Emery (AE)**

### **40. Apologies**

Rachel Reid, Mimi Van-Praagh

### **41. Minutes of previous meetings**

No outstanding action points from previous meeting. Gazebo and bunting still needs to be purchased, it will be added as an agenda item for next meeting in time for the summer events.

### **42. Debrief from Christmas Fair and Christmas Cards**

The Christmas cards were a success, but as of yet we haven't received the commission money.

**Action point : FB to chase this up.** The Christmas Fair debrief was adjourned to the next meeting as RR was not at meeting, but all agreed that it went really well raising £1600. It was thought that the extra hour was maybe a little too long and that an extra 30 minutes might suffice. There was a query over the thankyou letters to raffle donators. **Action point : FB to check with RR as to whether this has been done.**

### **43. Jumble Sale**

The jumble sale planning was going well, with 7 confirmed helpers for Friday set up, 7 offers of cakes and 6 confirmed helpers for the Saturday. After looking for companies to take the bric a brac and toys etc off our hands and give the school some money in exchange had drawn a blank, it was agreed that we would leave for Rocking Horse to collect. It was thought that if we held back some of the clothes bags, and put in the bin at a later stage, we might get a higher profit as last year we got hardly any money for the bags and bags of clothes that were donated. Andy said that he would look into Ziffit, which is an app where you scan the barcode of books, and they will give you a price for it, which could give us some extra profit.

### **44. Email subscription list, website and Facebook**

The mailchimp email subscription has worked really well with 41 parents signing up to get PTFA info. The news and info coming out looks really professional, and a thank you to Andy for sorting this. There was however a question mark over how the email was opened, as it appeared that quite a low percentage of the subscribers actually looked at the email. **Action point : AT to look into why this might be.** It was thought that the Facebook page for the parents wasn't really used anymore, so it was agreed to not push this anymore. AT has been sending in info to IT for the website from the PTFA, and this area of the website looks really good.

### **45. Update on finances by treasurer and 2018/2019 verification**

The Christmas Fair raised 1.6K, and the remaining Christmas fair cakes raised another £70. Willow bake sale raised £98. The next bake sale is Lilac 13/14 Feb 2020. We have £3000 currently in the bank and have paid £800 for the outside equipment, and also money for the PTFA new shed. It was thought that we might want to revisit the idea of a company coming in to do a skipathon. There is an area around the poles by the pirate ship that needs attention and also new bark around the trim trail. It was thought that the play leaders may also have some requests that we could fund. **Action**

**point** : LM to ask Miss Hare for quotes and more info on these items. There was also a question mark over what was happening with the pond, and whether there was any funding needed for this.

#### **46. Supermarket promotion**

We currently have funding requests out with Waitrose, Tesco and Co – op. The first 2 are token systems, and the Co – op you sign up for a store card, and then whenever you purchase own brand products, we get a % of the purchase price. **Action point : FB to speak to RR as to how this is best promoted.**

#### **47. Purchasing of items update**

This has all been completed except the gazebo and bunting, which will be brought forward to the next meeting.

#### **48. Fete Funding**

The fete funding application has been completed and both school and the PTFA received funds, so it was thought that it is definitely worth doing this year. The next fete meeting is 30/1/20.

#### **49. Forthcoming Events and sub committees**

The next event is the school disco. It was thought initially that the sub committee would be MVP, AE and Ximena, but due to other commitments, the sub will now be AE, FB, Chantel and Aly. The May Fair is on 22<sup>nd</sup> May 2020, but as of yet we don't have a date for Sports Day. The sub committee for these 2 events will be moved forward to next meeting. There is also due to be a street party in Church Street for the 75th VE celebrations on Friday 8<sup>th</sup> May which is a designated Bank Holiday. It was hoped that the school would get involved with promotion, helping with set up and getting the children sat down for 1430 ready for a toast at 3. There was also the possibility of bunting making and maypole dancing. **Action point : AT to arrange a meeting with Miss Hare to discuss further.**

#### **50. Payments without receipts**

It had been agreed in our constitution that we would pay monies once we had received a receipt, unfortunately the Martin- Lawrence's lost their receipt for the grotto presents. It was all agreed that in this instance we would pay out, as didn't want to lose any goodwill. It was also thought that they would have a record of payment on their bank statement. Items purchased that were under £10, would be discussed at the next meeting.

#### **51. AOB**

- The second hand clothes rail needs to be promoted again as there is an awful lot of clothes on the rail, and bags underneath it that need sorting. It was thought that the rail could go out on the playground every Tuesday in good weather, and additionally on parents evening and bake sales. **Action point : RJ to look into getting rail sorted.**
- FB to include Miss Hare in minutes from our meetings.
- AE had just been to a meeting about the village fun run. It normally raises around 2 – 2.5K, and if the school was able to help run it by marshalling, providing cakes etc, then the committee would offer us a third of the profit. It was yet to be agreed for a date, but all thought that this would be a good idea, and we should be able to get helpers.

**52. Date of next meeting**

**Trustee meeting for finances to be agreed. Monday 3<sup>rd</sup> February at school 1445. Next committee meeting Wednesday 11<sup>th</sup> March 2015, The Anchor Inn.**