**PTFA Minutes Monday 30th September 2019 2000 at Elm Cottage**

**Present Rachel Reid (RR), Frances Brunsdon (FB), Andy Thurman (AT), Anita Emery (AE)**

**26. Apologies**

Rebecca Johnson, Davina Spicer, Lou Munn

**27. Minutes of previous meeting**

Recorders have now been purchased through other funding. No further action required on PTFA insurance for class reps. Purchases have been made for cake boards, and reusable plastic cups. **Action point : FB to still purchase more cake boards, teaspoons and tablecloths**. Bunting and gazebo purchase not required until next year so to be added to Jan agenda. Plastic boxes to be put on hold until we have a better idea of the new shed layout. New padlock purchased.

**28. Debrief from Summer Social**

The weather for the SS this year was perfect, which really helped with the large profit made. School have been supportive of a later date in the summer term to which all thought aided the profits. The bar ran out of stock this year, so more items will be added for next year. The date for the Sport’s Day next year is 26/6/20, with a backup date of 10/7/20 should it be rained off.

**29. Spend for 2019/20**

We are still awaiting a quote from Mr D re gym equipment. We have a quote in for the new shed of £1343 which Joe the caretaker would build himself. The new shed would be much larger, be lit and have double doors to make access that much easier. A request for help in building this over the October half term needs to sent out, through class reps and office newsletter. **Action point : FB to arrange**. The area where the pond currently is would be revamped and would include some benches and a water feature as a small memorial garden. The old pond would be moved to the space by the old front door. The list of items requested by the school totalled £962.25, these were mainly for outside play and consisted of :

* + - Outdoor building blocks £62.10
		- 1-24 Numbers Playmat £39.65
		- Giant wooden dominoes £88.50
		- Giant Connect-4 £196.50
		- Target Pack (Aiming game) £154.60
		- Roadmaster Deluxe Kit (Road signs, posts etc) Mainly for Maple £119.50
		- Outdoor Music Kit £301.40

All agreed that funding would be made available for all of the above purchases and that it would be bought by school so that they could reclaim VAT.

**30. GDPR and email subscription list and website**

GDPR forms have now been completed, and there will be a separate one for the main Trustees/ PTFA committee. These forms need to printed and signed by the committee, and they will be held on file until they either wish to come off or leave the school. A separate form is needed for PTFA sub, and this will be available online for people to sign up to. An email will go out to all parents urging them to sign up. Any new parents will have a form put in the book bags asking if they will sign up. In the next few weeks Mailchimp email will be set up for emails to be sent via this, which will also aid GDPR compliance. The PTFA page of the St Mary’s website has been redesigned and now contains minutes from meetings, the new constitution, insurance document, and policies.

**31. Update on finances by treasurer and 2018/19 verification**

For sake of good order, it was noted that the incoming committee accepted the bank reconciliation, and it was noted that it was not listed as a separate agenda item at the AGM, and it was agreed to add for future as of immediate effect.

**32. Constitution agreement and implementation**

The new constitution was agreed and a letter will go out to all parents to advise that it is now available on the PTFA section of the website, along with all policies**. Action point : AT to finalise polices for the committee to agree so that they can be uploaded onto the website.**

**33. Purchases of items used update**

Covered in 27.

**34. Fete debrief and application for funding**

Reconvening of fete committee not until 22nd October, when it will be announced how much was raised. School and the PTFA will be submitting separate forms for funding. Our form for funding has been completed, just needs our account details. **Action point : RR to send to AT so that it can be put through.**

**35. Forthcoming Events and sub committees**

* Christmas Fair – RR to head up with support on sub from FB, Chantal, and Davina. 1st meeting to be held on Tuesday 8th October at The Anchor 2015.
* Jumble Sale – FB to head up with support from RR. Date to be Saturday 25th January 2020.
* Chinese New Year Disco – MVP to head this up with support from AE and Ximena. Date to be Friday 28th February 2020.

**36. Bake sale dates and Mufti day for Christmas Fair**

* Lilac – 13th and 14th February 2020
* Willow – 24th and 25th October 2019
* Cherry – 2nd and 3rd April 2020
* Maple – 16th and 17th July 2020

Mufti day Friday 6th December 2019 bring a bottle/chocolate for the tombolas.

**37. Christmas Cards**

Have been ordered, when they are received and school have done them, FB and Chantal will process them.

**38. AOB**

AT confirmed that he would be setting up a drop box account for the committee to use. FB to notify that St Mary’s only get money from clothes donated not any other items.

39. **Date of next meeting Thursday 16th January 2020 2015 at The Anchor Inn**