**PTFA- Meeting Minutes- Wednesday 19th October 2022 Herbert House**

**PRESENT**

Barry Shea (BS), Debbie Williams (DW), Olivia Palmer-Smyth (OPS), Laurie Shea (LS), Rachel Bosley (RB), Elly Ridout (ER), Lucinda Warren (LW)

**APOLOGIES**

Zara Risley (ZR), Rachel Oxford (RO), Dan Warren (DWA), Sarah Baker (SB)

**WELCOME**

* BS thanked everyone for reconvening so soon after the last meeting.

**REVIEW OF 05/10/22 MINUTES**

* BS to still explore bike rack
* BS still to check PTFA gazebos
* PTFA formally approves DW’s request for funds, namely; £2,705 for info signs, £500 for SEND materials, £600 coach hire for whole school trip to Salisbury Cathedral and approx. £2,000 to assist with staff costs.
* The notion of class reps. This is discussed in greater detail as an itemised section within these minutes.
* A Christmas tree for outside of the school has been discussed under AOB. The school would still benefit from an indoor tree, hopefully at low cost.
* The school railings are to be made rust free and painted, this is still to be discussed at a later meeting.

**REPORT FROM TREASURER**

**Current balance:** £15,721.70

**Raised since last meeting**

* £150 (to be paid in) Marnhull Fest Gate Donation

**Commitments paid since last meeting:**

* Nil

**Commitments Outstanding:**

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| --- | --- |
| **Commitments 2022/23** | |
| **ELSA Materials** | **£300** |
| **Bike4Books Budget** | **£4,774.70** |
| **Estimated remaining M12k costs** | **£1,626.00** |
| **Pool Liner 2022** | **£500.00** |
| **Pool Liner 2023** | **£500.00** |
| **Estimated coach costs for all classes field trips 22/23** | **£480** |
| **Defib Donation** | **£350** |
| **Estimated pool costs Spring/Summer 2023 (Not inc liner)** | **£1,500** |
| **Co-Op Pool Donation** | **£1,000** |
| **Info Signs** | **£2,705** |
| **Coach hire to Salisbury Cathedral** | **£600** |
| **Supply teacher budget** | **£2,000** |
| **SEND materials** | **£500** |
| **TOTAL** | **£16,836** |
|  |  |
| **REMAINING FROM CURRENT BALANCE** | **-£1,114.00** |

**WHOLE SCHOOL PERFORMANCE**

* Dates set are: full dress rehearsal – 12/12, full performance 13/12
* Refreshments to be provided for both viewings.
* Mince pies to be baked at the school by the children with PTFA assistance on 08/12 pm & 09/12 am, with cake donations from parents also possible.
* Roger and Jane Palmer are also able to help with mulled wine and mince pies for the 13/12 showing
* Raffle to be drawn on 13/12, ticket sales during both the 12th and 13th performances.
* Tickets will be open to villagers for the dress rehearsal (12/12) in particular, assuming children’s families do not take up whole allocation.

**FAMILY QUIZ**

* Date now confirmed as 15/11
* Event being held in the school hall
* BS to produce a poster
* Ticket sales promoted via PING
* Committee members to also help push ticket sales.
* Event will be Pupil Parliament (PP) led
* PP to be quiz masters
* PP to devise questions
* Teams not to exceed 10 people, expected to be a mix of children and adults and family based.
* DW to confirm how many can be seated to enable accurate ticket sales
* £2.50 per adult, kids free
* Doors open @ 16:45, quiz 17:30 – 18:45 to include a 15min interval.
* Pizza available to purchase, to be cooked at the school by the PTFA
* Drinks and traditional tuck shop refreshments also for sale.
* One prize for the winning team to be organised by ER
* Raffle tickets to be on sale both at the event and prior whilst tickets are sold with raffle draw taking place at the Whole School Performance on 13/12.

**MOVIE NIGHTS 1&2**

* A successful 1st movie night on 18/10, much fun had by all.
* PP children were fabulous, thanks to Katy, Martha & Laura.
* Thanks to OPS, RO, RB, LS, DW, ER and Anna Styles for helping.
* A little under £70 raised, some parents still to pay, DW to provide a list for chasing.
* Next movie night such as this would keep KS1 & KS2 separate with a film for each and no cross over between the two.
* Parent collection time would be extended to 17:30, films to be vetted to make sure they will conclude in time.
* Prices charged at £2 will need to be increased to £3 in the future to enable sufficient funds are raised for the school.
* Payment for future Movie nights can be made via card as well as cash.
* Budget of £20 set for future refreshment costs to maximise funds for the school. If inflationary pressures make this budget too small, adjustment will occur.
* 2nd Movie night on 06/12 will be one Christmas film for both children and parents to enjoy.
* Charge will be £3 for children, adults free
* Refreshments will be included for the children, adults to pay for their refreshments on the night, to consist of mulled wine and mince pies c/o Roger & Jane Palmer.
* Alongside a price list there will also be a donation bucket at the Christmas movie night.

**PARENT REPS**

* To be led by ER with assistance from DW
* ER to be more formally introduced to the school (via PING) as parent liaison. An accompanying letter will also detail an upcoming meeting scheduled for 11/11 at both 08:45 & 14:30 (TBC) at the school for parents interested in learning more about parent reps.
* Hoping to achieve 2 reps per class.
* Once reps have been achieved a poster can be created to go in PTFA notice board, PING also.

**CHRISTMAS GIFT SHOP**

* Scheduled for 05/12 am
* Seeking parents help on the morning, wrapping gifts with the children. At least 6 required probably in 2 hour slots
* Email to go to those parents that responded to school PING questionnaire.
* Wrapping paper etc to be sourced at low cost hopefully, suggest brown paper.
* Non school uniform day on 04/11 for parents to make donations for both raffle prizes and gift shop.
* BS to make poster

**AOB**

* An outdoor Christmas tree is to be both felled and delivered to the school, 2 parents have suggested they can assist with this. It is hoped this can occur during the W/E of 26/11
* A Valentines school disco has been scheduled for 09/02, ER & RB keen to lead this. Children possibly to wear something red.
* The Hub have asked if some of our children might like to attend the village hall on 10/12 with a view to putting on a performance. DW to speak with Mrs Chapman regarding this.
* The PTFA last year had over £25,000 pass through it’s account, this means our accounts need to be inspected independently prior to submission to the Charity Commission. It is hoped we may have a qualified parent within the school that would consider carrying this out free of charge. If there is anybody out there, please email [ptfastgregs@gmail.com](mailto:ptfastgregs@gmail.com) Many thanks
* The pool is closed now as far as swimming is concerned but the water and filter still require winter preparation, a quote of £200 is much more money than we would like to pay. BS & LW to explore what is required with some free advice.
* The pool also has an ageing filter which at the very least requires the sand changing to maximise efficiency (should be done every 5 years at the most). A quote of £250 has been given for this. LW to explore how much a new filter would be as this may be more economical in the long run owing to the fact that out existing filter is very old and spare parts are likely obsolete.
* The committee discussed its structure, namely which parents are suited to certain PTFA tasks/events/endeavours. BS suggested that the group could be divided into two parts; the first primarily dealing with the organisation and implementation of events that are hosted at the school typically involving the children; movie nights, gift shop etc…. The second group are more detached from the day to day thrusts of the school, perhaps owing to work commitments and typically deal with the administration of the PTFA; dealing with the accounts, ready reckoners for events, creating posters, advertising events, dealing with the M12K. Recognising this differential is perhaps a good thing and will allow each party to focus on their side of a sometimes very busy PTFA. This formal division of labour would need to be discussed more in the future but it may serve the committee and school well to at least recognise and record these thoughts.
* ER to get access to Gmail
* OPS to get access to Dropbox.

**NEXT MEETING**

23/11/22