**PTFA- Meeting Minutes- Wednesday 30th November 2022 Touchwood**

**PRESENT**

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

**APOLOGIES**

Zara Risley (ZR), Dan Warren (DWA)

**REVIEW OF 19/10/22 MINUTES**

* SB to enquire at her work about potentially unwanted bike rack
* BS still to check PTFA gazebos, acknowledged that this is a fair-weather job.
* The school railings are to be made rust free and painted, this is still to be discussed at a later meeting, likely when fair weather returns
* OPS now has access to Dropbox
* ER still not able to access Gmail, BS to work with ER to remedy this.

**REPORT FROM TREASURER**

**Current balance:** £11,830.90 + £387.52 to be paid in (£12,218.42)

**Raised since last meeting**

* £68.79 Movie night
* £30.00 Sweet treats tuck shop
* £26.67 Amazon smile
* £170.39 Family Quiz Night

**Commitments paid since last meeting:**

* £760.00 – Coach hire for Hedgehogs, Badgers & Foxes field trips
* £450.00 – Coach hire for whole school to Salisbury Cathedral
* £2705.00 – Info signs.

**Commitments Outstanding:**

|  |  |
| --- | --- |
| **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 Owls field trip** | **£300** |
| **Defib Donation** | **£350** |
| **Estimated pool costs Spring/Summer 2023 (Not inc liner)** | **£1,500** |
| **Co-Op Pool Donation** | **£1,000** |
| **Supply teacher budget** | **£2,000** |
| **SEND materials** | **£500** |
| **TOTAL** | **£13,351** |
|  |  |
| **REMAINING FROM CURRENT BALANCE** | **-£1,132.28** |

* BS pointed out that if we were not to raise any further funds (not the case) then we would be £1,132.28 in deficit on our commitments. BS also highlighted the need to keep raising as much as possible so DW can request funds for yet unnamed needs.

**REMARKS FROM DEBBIE**

* DW remarked on the successes of both Parent View sessions finding them to be open and honest with queries answered and suggestions offered from both parents and DW. ER & DW continue to have frequent dialogue.
* Thanks to the parents who have helped with cleaning the school recently owing to the unfortunate absence of Mrs Ball.
* Thanks also to the Governors who have assisted with playtime and serving lunches.
* Also, thanks to Mrs Williams’ parents for assisting with lunches.
* TA’s have now been appointed to playtimes to assist the lunchtime supervisors.
* Hopefully staffing levels are now returning to something approaching normal.
* DW would like to thank the parents who have sourced/donated 2 Christmas trees for the children to enjoy.

**AOB**

* The switch to NatWest from Santander for the PTFA is now almost complete. Four accounts have been opened, 1 each for: M12k, swimming pool, current account & a commitments account (safeguarding funds earmarked for specific/named school needs). These accounts will be dual signature, currently this is BS & LS. LW will be added in due course. Once the final admin is sorted the transfer of monies can take place. The Santander account will remain open as frankly it’s near impossible to close.
* End of year PTFA accounts still need to be finalised for 2021-22. Owing to £25k passing through the account the Charity commission insist our accounts are audited. DW has a contact that can help BS with this.
* The pool filter was discussed, it being an antique. Along with the donation earlier this year from Southern Co-Op of £1000 it was decided we should replace the pool filter at an overall cost of £1330 exc vat. LW to book in with Ambassador Pools. This work will go someway to safeguarding the pools use for the mid term and make the whole filtration system more economical which will place less of a burden on parents to clean it during the warmer months.
* The committee voted for future events at the school such as movie nights, gift shop etc…. to all be priced the same to enable parents to budget. The cost agreed was £3 per child per event.
* ER shared some parents wishes for a PING wallet at the school for these events. LS had left the meeting by this point so any further actions on this should be between DW & LS
* ER raised the notion of a more in-depth PTFA pack for new starters. BS will provide ER with any documents he has. ER will also raise this at the next parent view to seek opinions on what parents would like to receive when they begin their St Greg’s journey. DW suggested any pack be issued alongside the school info that Mrs Cook-Paine gives out for the new intake each year.
* BS confirmed that the NDVM (North Dorset Village Marathon) would like the PTFA to once again provide refreshments for the runners and staff. In May ‘22 this raised us £450 + an additional £200 donation so well worth the effort. The date for the NDVM is 30/04/23, the PTFA will seek helpers and bakers for this in due course.
* A recent appeal for any second-hand industrial vacuums resulted in a Henry hoover being donated. SB to ask Marsh’s of Sherborne if they have anything.
* Discussed the PP led events: Family quiz, movie nights x 2 and other as yet undetermined events and profit from these going towards Schools out For Summer (SOFS). This would seem a good fit.
* Suggested that tuck shop (previously earmarked for SOFS) earnings go towards paying for the whole school beach trip instead.

**WHOLE SCHOOL PERFORMANCE including hamper raffle**

* Dates set are: 12/12 afternoon performance with villagers in mind and early evening on 13/12, likely for family
* Refreshments for the 12th will be tea and donated cakes, the school will seek donations from the parents.
* Refreshments for the 13th will be mince pies and mulled wine. OPS, RO & ER to assist the children in baking 100 mince pies with Mrs Palmer kindly also making a further 100. Mulled wine will also be supplied by Mr & Mrs Palmer. Parents to drop children at the school at 17:15 with parents then invited to enjoy refreshments near the outside Christmas tree until 17:45-18:00 when they should make their way to the Church ready for the performance.
* All refreshments will be for donations
* Entry to both performances will also be through donation buckets.
* Raffle to be drawn on 13/12.
* £37 worth of raffle sales already from family quiz night.
* Ticket sales during both the 12th and 13th performances and prior to this by sending 5 strips home with each child. OPS and RO offered to sort envelopes, LS mentioned pupils might like to help with this.

**MOVIE NIGHT 6th Dec**

* Christmas movie selected by PP
* PP led event
* RO to sort popcorn and drinks which is included in £3 entry fee for the children
* Adults gain free entry and there will be mulled wine and mince pies care of Mr & Mrs Palmer for donations.
* Helpers on the night – RO, OPS, Mr & Mrs Palmer

**CHRISTMAS GIFT SHOP**

* 05/12 am
* Confirmed helpers – RO, OPS, RB & Georgia Vine.
* Email sent to parents that responded to school PING questionnaire.

**VALENTINES DISCO**

* 09/02
* RB & ER to lead on this
* RB to make poster
* 17:30 – 18:45
* £3 per child
* Whole school to mix
* Party food to be requested from parents
* Discussed glow sticks, glitter tattoos and sweet bags as possible add-ons for the children to purchase.
* DW suggested the children could create decorations for the event.

**NEXT MEETING**

11/01/23