

**Minutes of the PTFA Committee Meeting  
Tuesday 27<sup>th</sup> September, 2016  
Uffculme Primary School**

<b>Present:</b>	Chair: <b>Amanda Weldon (AWE)</b> , Secretary: <b>Polly Hallchurch (PHA)</b> , <b>Nicola Bennett (NBE)</b> , Treasurer: <b>Rachel Tucker (RTU)</b> , <b>Jemma Wilson (JWi)</b> , <b>Claire Hayman (CHA)</b> , <b>Maggie Maddicks (MMA)</b> , <b>Sarah Coulibaly (SCO)</b> , Jenna Phillips, Jo Dentith (JDE),
	NB Committee members entitled to vote are in bold.

1	<b>Apologies and Welcome</b>	Owner	Date due
	Apologies were received from Kelly Smith, Louise Muzik, Sarah Squire.		
2	<b>Previous Minutes and Matters Arising from meeting 7.6.16</b> Amendment to the Minutes required – item 4. Treasurer’s Report – should read ‘RTU reported that the deposit account is now closed and she has a paying in book for paying in on the current account.’  With this amendment made, the Minutes of the meeting were approved as a true record of the meeting. Approved by JWI, second SCO	AWE	
3	<b>Chair’s report</b> AWE reported that the PTFA Committee and other volunteers worked tirelessly hard at the end of the summer term with a number of events which were either organised and run by the PTFA or at which they assisted in support of the school: Summer fete, Sports Day refreshment table which proved very successful, Presentation evening – refreshments to profile the PTFA, Uffculme Primary’s Got Talent – refreshments + a raffle, Summer discos. The gazebos were extremely useful and much admired – they will need checking as it is likely that the poles have been muddled. AWE raised the issue of other groups such as the Pre School asking to use the gazebos and it was decided that we will not lend the gazebos to any outside groups. <u>Looking forward to 2016-2017</u> <ul style="list-style-type: none"> <li>• recruiting more members to join the Committee and continuing to profile the extent of the work of the PTFA in the school community – (we are not only a fundraising body).</li> <li>• Continue to develop and move our events on based on the needs and interests of the children and the suggestions and feedback of parents</li> <li>• To continue to seek feedback after significant PTFA events via survey monkey</li> <li>• Add new events to the calendar such as the family fun day (to be discussed later – NBE)</li> <li>• AWE was concerned about her role as Chair now that she is a permanent member of staff – she would be happy to stand down in her role as Chair if members felt that there was a conflict of interests and or if another Committee member wished to take on the role of Chair.</li> <li>• Autumn term fundraiser – AWE asked if members wished to focus on a particular Christmas themed fundraiser. Those present suggested – Xmas calendars, decorating mugs, pictures for a calendar, cards – it was decided that members would go away and look for ideas asap and make suggestions via email if any fundraising ideas seem worthwhile and can be carried out within the time remaining before Xmas.</li> </ul> <p>AWE reported that AGI and MWE has both resigned from the Committee though both had offered to support the work of the PTFA at various events. It was agreed that cards would be purchased and circulated for all members to sign.</p>	AWE	On going
		ALL – report back via email asap	ASAP
		MMA and RTU	ASAP

4	<p><b>Treasurer's report</b></p> <p>RTU circulated the Statement of accounts as of 27.9.16. There is a slight difference in the income due to the interest on the account. JDE queried the £3000 which has been committed for the payment of the path, but not yet paid via Uffculme School. JDE will seek clarification from Uffculme School about this as they are committed funds and we need to know what action is to be taken on this payment. <i>Uffculme School is aware that the PTFA is not happy with the work carried out. Maintenance and improvement of the path is on-going, the money will not be released for payment yet, though it will need to be paid from the PTFA account, for time being, we can earn interest on it sitting in the account.</i></p> <p>RTU thanked members for their generosity for many events – very low expenses for many events had greatly helped the healthy bank balance.</p>	<p>JDE to enquire</p> <p><i>Updated by JDE</i></p>	
5	<p><b>School news and updates</b></p> <p>An outline was given of the various school projects proposed for 2016-2017 and beyond:</p> <ul style="list-style-type: none"> <li>• an Investigation Day – involving children helping to improve their school surroundings and creating a learning resource and environment for all children. Lewis Aimes (Children of the Forest) has been brought in to advise on use and development of the grounds in readiness for this collapsed curriculum day on Friday 21<sup>st</sup> October. He has produced an A3 storyboard with his ideas and suggestions.</li> <li>• It is hoped that, by the end of the day, the children working in their mixed groups will have come up with suggestions for development of their grounds which can then be made into an Action plan with a bid made to a professional body for funding and to local community enterprises and talents to help support, advise and perhaps oversee some of the work. Ideas already suggested by the children and Lewis Aimes have been to create a BBQ /fire pit area, a new appropriate liner for the pond (a Year 2 parent with a pond business has already offered help and advice) – liner required would cost approx. £300 and the manpower would be provided. <i>Updated by JDE – Uffculme School have agreed to absorb this cost.</i></li> <li>• The support of the PTFA and all parents will be required and valued. It is likely that funding support may be requested to the PTFA.</li> <li>• A scooter pod has been donated and is now installed outside the main reception area.</li> <li>• The quality and safety of the new school path continues to be an issue. JDE is following this matter closely and will keep PTFA updated.</li> <li>• Countries Day – now in December, will be another collapsed curriculum day – and may focus on Christmas, or similar celebrations around the world.</li> <li>• The school has booked for a company to come into school and perform a panto to the whole school.</li> <li>• The Uffculme Primary's Got Talent show will be held in the Easter term and not the summer.</li> <li>• There will be KS2 end of year production in the summer term.</li> </ul>	<p>JDE</p> <p>PTFA to await School action plan</p> <p>JDE to update PTFA</p>	
6	<p><b>Requests for PTFA monies</b></p> <p>One request had been received from JWI for £200 for lunchtime school play equipment to replace old resources. This was approved by the Committee: Proposed NBA / 2<sup>nd</sup> SCO</p>	<p>RTU to release funds</p>	<p>ASAP</p>
7	<p><b>Forthcoming events</b></p> <p>AWE circulated the provisional PTFA calendar for discussion and updating. Various dates were agreed upon for events and meetings (calendar attached). Issues raised:</p>		<p>Lance has confirmed that he can run the discos on the dates proposed</p>

	<ul style="list-style-type: none"> <li>Discos – it was decided that we would continue with our discos for the Autumn and Summer terms.</li> <li>Halloween disco/evening – due to the date of Halloween this year, it was decided that we would not run the event in the Village Hall, but would opt for a Halloween disco (costumed) in school on Friday 21<sup>st</sup> October. The price would be raised to £2 to include a goody bag and the food and other arrangements would be the same as a normal school PTFA disco. AWE to try and arrange the Creepy Zone as usual. PHA offered to do the posters/book bag leaflets and RTU to circulate the information on Facebook and website. Further arrangements for the disco would be carried out by email, as is usually the case. NBE agreed to find out the cost of a goody bag and basic gifts for the bag and feedback.</li> <li>Book Fair – this has been booked for 4 days from Thurs 8<sup>th</sup> Dec – Tues 13<sup>th</sup> Dec. It was suggested that we have a pre-loved book stall in the hall at the same time raising funds for PTFA and perhaps serve mince pies, hot and cold drinks as an additional fundraiser.</li> <li>NBE – updated on the proposed Family fun walk. She is happy to set up the routes (one shorter/one longer) around Uffculme. It was agreed that this could be a walk with clues along the way / trail so that it is a walk with a purpose. The walk will start and end in the school grounds. Timings discussed – 10am walk on a Sunday with healthy refreshments at the end. NBE to look for a date in the Spring/early summer term and report back to the next meeting. It was suggested that the local Uffculme Walking group was approached and hopefully involved in some way. Helpers would be needed to man the routes and support NBE.</li> <li>Date of School PTFA Summer Fete to be either Saturday 17 or 24 June. AWE asked if all members could ask / find out about other events in the Community and local villages that might clash, particularly sporting events.</li> <li>AWE circulated a feedback document for the Summer Fete 2016. Further feedback given by those present to be added to the document and circulated with the Minutes. <b>It was agreed that the PTFA should purchase 3 more gazebos at the approx. cost of £350. Proposed by NBE, 2<sup>nd</sup> SCO. RTU agreed to find previous details for the order made at this time last year and order 3 more gazebos subject to a similar price and the same model of gazebo being available.</b></li> </ul>	<p>AWE to contact Lance for availability</p> <p>PHA and RTU JWI to coordinate staffing</p> <p>AWE creepy Zone</p> <p>NBE</p> <p>AWE to circulate further information and volunteers to help run this</p> <p>NBE – find a suitable date</p> <p>ALL AWE to ask Harry /Matt Tanner (football)</p> <p>RTU to action and process order</p>	<p>as per calendar</p> <p>Posters out by wk beginning 10.10.16 – book bags during that week.</p> <p>By 12.10.16</p> <p>Sign up list to be included at next meeting on 8.11.16</p> <p>Report back to meeting on 8.11.16</p> <p>Feedback at next meeting on 8.11.16</p> <p>Feedback at next meeting on 8.11.16</p>
10	<b>Emergency Any Other Business</b> No matters arising.		
11	<b>Date, Time and Venue of next meeting</b> Tuesday 8 <sup>th</sup> November, 2016 at 6.30pm – Uffculme Primary School		

Distribution:

**UPS school website**  
**Email to school email to forward to all staff**  
**PTFA noticeboard**

Attachments:  
**None**