

**Minutes of the PTFA Committee Meeting
Tuesday 7 June, 2016
Uffculme Primary School**

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| Present: | Chair: Amanda Weldon (AWE) , Vice-chair: Maria Weston (MWE) , Secretary: Polly Hallchurch (PHA) , Nicola Bennett (NBE) , Treasurer: Rachel Tucker (RTU) , Jemma Wilson (JWi) , Kelly Smith (KSM), Claire Hayman (CHA) Jo Dentith (JDE), Sarah Squire |
| | NB Committee members entitled to vote are in bold. |

| 1 | Apologies and Welcome | Owner | Date due |
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| | Apologies were received from Sarah Coulibaly, Louise Muzik, Mel Hector, Alistair Gibbins | | |
| 2 | Previous Minutes and Matters Arising from meeting 19.4.16 The Minutes of the meeting were approved as a true record of the meeting. -the use of DVD's for a Christmas fundraiser instead of a disco is not possible due to school regulations / licensing. -the grant given to part fund the Year 6 leavers photo gift was discussed. JDE explained the value of this gift to each child. The request had been made late and was agreed was a quorum majority by email which is not the normal procedure. It was agreed that the Constitution would be circulated and reviewed at each AGM – for clarification and discussion/change if deemed necessary. -the school path was discussed and JDE clarified that it was not yet 'fit for purpose', needed further maintenance. Payment from the PTFA had not yet been requested or made, so it was agreed that this would be withheld until the path was improved. Further updates to follow from JDE. | AWE | |
| 3 | Chair's report AWE thanked all those who had been so actively involved in the preparations for the forthcoming Fete. The PTFA volunteers have a number of events to support and run between now and the end of term and their efforts and willingness to help was much appreciated. | AWE | |
| 4 | Treasurer's report A current finance sheet was circulated and approved by those present. RTU reported that the deposit account is now closed and she has a cheque book for paying in on the current account. The account will also be accessible online which will help greatly. | RTU | |
| 5 | School news and updates JDE thanked the PTFA for the money for the purchase of the netball dresses and part funding the Year 6 leavers photo. An outline was given of the various school projects proposed for 2016-2017 and beyond: an Investigation Day – involving children in improving their school surroundings and working in vertical teams with staff observing their mastery skills; greater involvement of the school in the local community – the support of the PTFA with their contacts and ideas would be hoped for. | JDE | |

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| 6 | Requests for PTFA monies No requests had been received for this meeting to consider. | | |
| 7 | Forthcoming events The main part of the meeting was to focus on the final preparations for the Fete. NBE discussed the Friday set up and AWE went through the final running order and organisation for the day. The details of this part of the meeting were circulated to the Committee and volunteers shortly after the meeting. | | |
| 10 | Emergency Any Other Business No matters arising. | | |
| 11 | Date, Time and Venue of next meeting Tuesday 13 th September, 2016 at 6.30pm – Uffculme Primary School | | |

Distribution:

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

Attachments:
None