

Minutes of the Uffculme Primary School PTFA Committee Meeting

Tuesday 27th June 2017 (7pm to 9pm)

Present	Amanda Weldon (AW) – Chair Kelly Smith (KS) – Secretary Rachel Tucker (RT) –Treasurer Maggie Maddicks (MM) Jenna Phillips (JP)	Nicola Bennett (NB) – Vice-Chair Polly Hallchurch (PH) - Event Admin Jemma Wilson (JW) Mel Hector (MH)
	<i>Committee members entitled to vote are in bold.</i>	

		Owner	Progress
1	Apologies and Welcome Apologies received from Jo Dentith (JD) Claire Hayman (CH), Emily Fishleigh (EF), Sarah Squire (SS), and Sarah Coulibaly (SC).		
2	Minutes from the last meeting. The May 2017 Minutes were accepted as a true and accurate record of the meeting. Minute approval proposed by JW and seconded by JP. KS to send minutes to RT for addition to the website. Actions Outstanding PTFA PR leaflet amended with new Committee roles. CH and RT to send photos to PH. PH to produce the leaflet. Fundraiser Cookbook - JW reported that we will not make money if we get a company to produce this for us. It will be more profitable if we produce and bind our own. Children will do designs (front cover, etc.) JW to produce a notice for the Spotlight magazine (published Aug 16 th) asking members of the community for recipes. In September, school communications will ask parents for recipes. AW to approach local businesses for recipes and potential sponsorship. The cookbook entitled 'Taste of Uffculme' will be sold at Christmas. Easyfundraising.org - AW has created an account for the PTFA. If people shop online, they can register on this website and cashback for the PTFA can be earned as they shop. JP advised that there is a leaflet available on the easyfundraising.org website and a link that can be shared with parents. JP to obtain this leaflet and send to group. AW to amend as required, send to RT and this will then go out to parents. Money raised is paid to the PTFA periodically; AW to investigate how money is obtained.	<p style="text-align: center;">KS RT</p> <p style="text-align: center;">CH/RT PH</p> <p style="text-align: center;">JW AW</p> <p style="text-align: center;">JP AW/RT AW</p>	<p>✓ Jun17 See Sep Minutes</p> <p>See Sep Minutes</p> <p>See Sep Minutes See Sep Minutes</p> <p>✓ Jun17 See Sep Minutes</p>
3	Matters Arising KS suggested that the PTFA have their own Facebook page to promote events and encourage communication between parents and the PTFA. This was agreed and KS to set up. PH also suggested we could have a Facebook group to enable easier communication as messages can get lost via email. This was agreed. NB advised that a letter from JD is required in order for the PTFA to get a Makro card. AW to organise. The PTFA attended the new parents event. Unfortunately no new recruits to the PTFA were found on the day but all new parents were advised about what we do.	<p style="text-align: center;">KS</p> <p style="text-align: center;">AW</p>	<p>✓ Jul17</p> <p>See Sep Minutes</p>
4	Chair's Report (AW) None		
5	Treasurer's Report (AW) £113 was made at the cake and book sale. JW advised that events like this should not be held on the last day of term in the future as there were many cakes left that could not be sold at school the following day/week.		
6	School News and Updates (AW brought items as requested by JD) Date to be agreed for the AGM and first committee meeting of the next school year. <ul style="list-style-type: none"> • Agreed for AGM to be in January 2018 • First meeting of the 17/18 school year to be held on 12th September 2017 (6.30pm to 8.30pm) The Chair of the Pre-School has asked to borrow our gazebos for the duck race. Due to damage caused previously when used by other groups, it was agreed that this will not be possible (this answer will be the same for everybody who asks to borrow them).		

	The Woodland Trip is on Facebook with the PTFA name on. JD has requested that the PTFA name is removed from this advert (can state Uffculme Primary, but not the PTFA).		
7	<p>Requests for PTFA Monies</p> <p>NB asked why the girls do not have new netball kits, even though this was requested in the past. AW to ask Mr Carpanini to reapply for funding for new netball kits (bring to September 2017 meeting)</p>	AW	✓ purchased
8	<p>Recent Events – SUMMER FETE UPDATE AND FEEDBACK</p> <p>Survey results received so far were reviewed by the group.</p> <p>AW thanked everybody for all of their hard work at various events, but particularly at the fete. There were lots of last minute panics but the day went well.</p> <p>Date for the 2018 summer fete agreed as Saturday 16th June 2018. AW/NB can now contact Children of the Forest, Climbing Wall, Morris Dancers, Kentisbeare Drama Group, etc. and ask them to attend.</p> <p>The 2017 fete made £1135. This is a similar amount to last year, but a good total as we didn't have the climbing wall and the heat affected café sales. AW felt it was a good day out for the family and lots of people said it looked good. Some things were lacking for various reasons, but they should be present next year.</p> <p>AW advised that we had approximately 12 volunteers and all were used on stalls, etc. We could identify and approach certain individuals to help on stalls/events next year (e.g. Steve Bird may help on the BBQ as Alistair Gibbins is no longer able to do this). NB advised that the BBQ could be run more efficiently if there were set roles. AJ Butchery to be asked for contacts for BBQ hire. NB suggested a cost comparison between Lloyd Maunders and other butchers for the meat.</p> <p>JD stated that we buy some stocks for sponge the teacher. It was suggested that Tony could make these and the art club could paint them.</p> <p>JW felt that we needed another fete sub-committee meeting before the event. Others agreed with this.</p> <p>Posters to be produced in early May, giving plenty of time for them to be judged, distributed and hunted, and also enable the programmes to be produced earlier. Posters to be distributed more widely around the village.</p> <p>The set up and clear away tasks were much better this year. There were more helpers and it took less time.</p> <p>The raffle was better placed this year and helped ticket sales. Next year there could be a tent entrance for people to pass through which contains the raffle and programmes.</p> <p>The tombola ran out of prizes by 1.30pm.</p> <p>Police car was good.</p> <p>After Christmas, we could request unwanted Christmas presents for the fete.</p> <p>It was suggested that we give classes a list of options for their stalls to incorporate our ideas and those that may make more money. Any ideas not adopted by classes could be run by the PTFA. It was also suggested that classes could have 2 activities each.</p> <p>Mr Carpanini and JW are going through the store room under the pre-school; there may be things we can use for the next fete.</p> <p>PH advised that the craft table did not make much money and she felt her time could have been better spent elsewhere. JP suggested that next time we could have colouring pages and crayons available for children at the café.</p> <p>The café was affected by the heat. Not many tea/coffee sales and many of the cakes melted. JW suggested that the freezer could be moved to the room under the pre-</p>	AW/NB	See Sep Minutes

	<p>school next time for ice-creams, ice-poles, etc. We could discourage year 6 from doing ice-creams and do all of the refreshments ourselves. Cans and ice-poles were popular. JW advised that Tesco may be cheaper than Makro for items like this.</p> <p>Gazebos worked well.</p> <p>Banner was great. We need to ensure a finite start and end time next year as there was some confusion this year as to whether it finished at 2.30pm or 3pm.</p> <p>Further ideas for next year:</p> <ul style="list-style-type: none"> • Tiverton Town Band to be asked to open the fete. • Maypole dancing • Toy stall and soft toys. JW suggested that we buy lots of small toys online and sell these (she is aware of another school that made lots of money by doing this). • Human slot machine (kids in boxes hold up fruit). This could be an idea for the classes. <p>Feedback from Key Stage 2 Children:</p> <table border="0"> <tr> <td>All the stalls were in a good position</td> <td>Could we have more stalls</td> </tr> <tr> <td>Climbing wall</td> <td>Penalty shoot-out (like previous years)</td> </tr> <tr> <td>Bouncy castle</td> <td>Apple bobbing</td> </tr> <tr> <td>Teachers dunking/splat the teacher for longer</td> <td>Candy floss</td> </tr> </table> <p>Sell salad pots and some healthy food with the BBQ Remote control car races Use the apparatus in the hall and pay to go up etc. if Climbing wall not available The ice cream was melting - needed a freezer Year 6 Fiver challenge - we needed a little more space and some more tables under the gazebos. We could split the Year 6 stalls - some near the entrance going down the hill and some in the normal place Want to keep the poster competition and also the poster hunt.</p>	All the stalls were in a good position	Could we have more stalls	Climbing wall	Penalty shoot-out (like previous years)	Bouncy castle	Apple bobbing	Teachers dunking/splat the teacher for longer	Candy floss		
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9	<p>Forthcoming Events</p> <p>Sports Day – MM has the urns, coffee, tea, cups, biscuits, sugar and milk. KS to get the remaining Pepsi cans left from the fete. There are enough volunteers to run the refreshment table at this event.</p> <p>Presentation Evening – AW to send an email asking for volunteers to serve refreshments (tea, coffee, squash and biscuits)</p> <p>Summer Disco – JW to organise volunteers for this.</p> <p>Ideas for 2017/2018 events discussed. These included a silent auction with cheese and wine or beer and nachos, curry and quiz night, bingo, beetle drive, and pig racing.</p> <p>Agreed to hold a beetle drive in the autumn term. Village hall to be booked. Food can be jacket potatoes with salad and filling (cheese, beans, tuna, chilli, coleslaw, etc.).</p> <p>KS advised that a movie night was suggested by several parents in the previous disco survey. JW advised that there are licensing issues but we could potentially get round this by not advertising the particular film, and not charging to see the film but charge for refreshments instead.</p> <p>Agreed to book three discos for the year (Halloween, Christmas and summer).</p> <p>Family walk will potentially be held at the start of the school year. NB to review this in September.</p> <p>The next school newsletter is to state that we are looking forward to the following events in the autumn term; Halloween disco, family fun walk, beetle drive, and fundraiser cookbook. RT to include.</p>	<p>KS</p> <p>AW</p> <p>JW</p> <p>NB</p> <p>RT</p>	<p>✓ Jun17</p> <p>✓ Jun17</p> <p>✓ Jul17</p> <p>See Sep Minutes</p> <p>✓ Jul17</p>								
10	<p>Emergency Any Other Business</p> <p>None</p>										
11	<p>Date, Time and Venue of next meeting</p> <p>Tuesday 19th September 2017 (6.30pm to 8.30pm) in the school staff room.</p>										