

# Minutes of the Uffculme Primary School PTFA Committee Meeting

Tuesday 9<sup>th</sup> May 2017 (6.30pm to 8.30pm)

<b>Present</b>	<p><b>Amanda Weldon (AW)</b> – Chair  <b>Polly Hallchurch (PH)</b> - Event Admin  <b>Claire Hayman (CH)</b> - Staff Representative  <b>Emily Fishleigh (EF)</b>                  Zoe Jackson (ZJ)</p>	<p><b>Kelly Smith (KS)</b> – Secretary  <b>Jemma Wilson (JW)</b>  <b>Jenna Phillips (JP)</b>  <b>Maggie Maddicks (MM)</b></p>
<i>Committee members entitled to vote are in bold.</i>		

		Owner	Progress
1	<p><b>Apologies and Welcome</b>                      Apologies received from Jo Dentith (JD) Sarah Squire (SS), Sarah Coulibaly (SC), Nicola Bennett (NB), and Rachel Tucker (RT)</p>		
2	<p><b>Minutes from the last meeting.</b>                      March 2017 Minutes to be amended to state that NB will also help to serve tea and coffee at the new parents meeting on 8<sup>th</sup> June (in addition to SC and JP). KS to make changes and send final version to RT for addition to the website. Minute approval proposed by JW and seconded by CH.</p> <p><b>Actions Outstanding</b>                      RT to add the January 2017 AGM Minutes to the school website.</p> <p>PTFA PR leaflet amended with new Committee roles. CH and RT to send photos to PH. PH to produce the leaflet and include request for fete volunteers on the front.</p> <p>JW to investigate cookbook fundraiser idea. <i>May meeting</i> – JW reported that this is an ongoing piece of work.</p> <p>RT sent details of a fundraising lottery. Further to this AW created an account for the PTFA on easyfundraising.org. This will be communicated to parents. If people shop online, they can register on this website and cashback for the PTFA can be earned as they shop. Money raised is paid to the PTFA periodically.</p>	<p><b>KS</b> <b>RT</b></p> <p><b>RT</b></p> <p><b>CH/RT</b> <b>PH</b></p> <p><b>JW</b></p> <p><b>AW</b></p>	<p>✓ May17 ✓ May17</p> <p>✓ May17</p> <p>See June Mins</p> <p>See June Mins</p> <p>See June Mins</p>
3	<p><b>Matters Arising</b>                      None</p>		
4	<p><b>Chair's Report (AW)</b>                      Since the last PTFA meeting we have had the Talent show and a Fete Sub-Committee meeting.                      Uffculme Primary's Got Talent was a successful evening and AW expressed her thanks to all who helped. AW asked if anybody had any feedback on this event. PH advised that there was some confusion with the cakes. As the canapés were free, people thought the cakes were free too.                      By having an interval, more refreshments were sold, the evening was broken up, and the children were able to stretch their legs.                      JW liked how the event linked with Comic Relief.                      PH and JW said it was nice to have the choir at the event. AW stated that only members of the choir who were performing in the event were present, but we could have the whole choir next time.                      Feedback from staff was that some older children were not sitting with their parents, so behaviour was an issue. Next time it should be advised that children remain with their parents. Staff in attendance could also help to prevent children causing any disturbances.                      All thanked AW and her husband for their efforts at this event.</p>		
5	<p><b>Treasurer's Report (AW)</b>                      Report circulated                      Compost Magic has given us a donation of £26.                      £120 was raised at the talent show for Comic Relief.                      AW thanked MM and SS who produced canapés for the talent show but did not claim any expenses for this.                      AW advised that year 3 love the books we purchased and have written thank you letters to the PTFA.</p>		
6	<p><b>School News and Updates (AW)</b>                      Forthcoming events include the fete, sports day (PTFA do refreshments), Presentation</p>		

	evening (PTFA attend and serve cakes), Key Stage 2 production (PTFA to do refreshments), and school disco's on 20 <sup>th</sup> July (help arranged via email).		
7	<p><b>Requests for PTFA Monies</b></p> <p>Mr Everson requested £326.78 for two team football kits. One kit for the year 3/4 team and one kit for the year 5/6 team. It was suggested that the kits could also be used for other sports (e.g. hockey, cross-country, etc.). AW to check the product design. Agreed to fund this pending the design check: proposed by PH and seconded by JW. EF suggested that we could ask a local company to sponsor the shirts. AW to follow up with Mr Carpanini.</p> <p>Mr Carpanini has requested money for 4 goal posts for use in lunchtime play and sports clubs. These are 12ft by 6ft, are sturdier than the current goal posts, and cost £440 for 4.</p> <p>Agreed to fund 2 goal posts (£220) so that the quality can be checked: proposed by JP and seconded by KS. A request for a further 2 can be presented to the PTFA in the future as required.</p>	<p><b>AW</b></p> <p><b>AW</b></p>	<p>✓ May17 (kits purchased for football only)</p>
8	<p><b>Recent Events</b></p> <p>Uffculme Primary's Got Talent held in March – see <i>Chairs Report above</i>.</p>		
9	<p><b>Forthcoming Events</b></p> <p>Notes from the fete sub-committee meeting were distributed. See PTFA Summer Fete 2017 notes for comments and actions.</p> <p>Kingwood Childcare and Uffculme Pre-School were invited for this section of the meeting, but were unable to attend.</p>		
10	<p><b>Emergency Any Other Business</b></p> <p>None</p>		
11	<p><b>Date, Time and Venue of next meeting</b></p> <p>The next meeting should be in July and has been used in the past to feedback on the fete. However, July is unusually busy with school events. A formal meeting may not be required. AW asked for peoples thoughts on this.</p> <p>KS stated that she finds it useful to feedback on the fete. JW advised that this could be done informally.</p> <p>Suggested a meeting on the 27<sup>th</sup> June, but not to be held at the school. The Bakehouse in Cullompton and the Hickory Inn in Halberton were suggested as possible venues. The meeting will review the fete and look forward to future events.</p>		