

# Minutes of the Uffculme Primary School PTFA Committee Meeting

Tuesday 1<sup>st</sup> May 2018 (6.30pm to 8.30pm)

<b>Present</b>	<p><b>Amanda Weldon (AW)</b> – Chair  <b>Kelly Smith (KS)</b> – Secretary  <b>Jenna Phillips (JP)</b>  <b>Marie Cann (MC)</b>                  Jo Walton (JW)</p>	<p><b>Nicola Bennet (NB)</b> – Vice-Chair  <b>Polly Hallchurch (PH)</b> - Event Admin / Treasurer  <b>Shelley Milton (SM)</b>  <b>Zoe Jackson (ZJ)</b></p>
<i>Committee members entitled to vote are in bold.</i>		

		Owner	Progress
1	<p><b>Apologies and Welcome</b>                      AW welcomed everybody to this meeting and each person introduced themselves.</p> <p>Apologies received from Mel Hector (MH), Rachel Tucker (RT), Rachel Clode (RC), Sarah Squire (SS), Sarah Coulibaly (SC), Hilary Stevens (HS), Mags Keysell (MK), Jo Dentith (JD), Claire Hayman (CH), and Lisa Senior (LS).</p>		
2	<p><b>Minutes from the last meeting.</b>                      The February 2018 Minutes were accepted as a true and accurate record of the meeting. Minute approval proposed by JP and seconded by ZJ. <b>KS</b> to update the actions and send them to the Primary School <b>Administrators</b> for addition to the website.</p> <p><b>Update on Outstanding Actions</b>                      JD requested DBS checks for the new committee members. MC, ZJ, HS and SM to contact RT about this process. <i>May18</i> – believe some still outstanding. <b>JD</b> to check.</p> <p><b>PTFA PR leaflet</b> - Photos required from <b>CH, MC, ZJ, HS and SM</b> (send to PH). <b>PH</b> to update the leaflet with new roles and members and remove members no longer on the committee. <i>May18</i> – action carried forward.</p> <p><b>Easyfundraising.org</b> - bank details have now been submitted and funds will go into our account quarterly (we will receive a notification email). £145 raised for the PTFA so far via Easyfundraising.</p> <p><b>Discos</b> - RC will be taking over the co-ordination of the discos from Jemma Wilson. RC and JW to meet to discuss what is required.</p> <p><b>Cookbook Fundraiser</b> – MC taking over the organisation of this. Since the last meeting, another note went out in book bags to request recipes. 17 recipes received in total (lots of sweet and pasta dishes). MC contacted printer to quote for 100 30-page books; came back at £225. Currently in talks with Crispin Associates to potentially produce this for free. Book needs contributions from children. NB suggested that each member of staff submits a recipe. Aim to produce for Christmas. Deadline of end of June for recipe submissions. <b>JP</b> to put advert for recipes on Facebook (advise to send recipes to the PTFA email address).</p> <p><b>Family walk</b> - <b>NB</b> to organise. <i>May18</i> – action carried forward.</p>	<p style="text-align: center;"><b>KS Admin</b></p> <p style="text-align: center;"><b>JD</b></p> <p style="text-align: center;"><b>CH MC ZJ HS SM PH</b></p> <p style="text-align: center;"><b>JP</b></p> <p style="text-align: center;"><b>NB</b></p>	<p>✓ 04/05/18 See Sep18 Minutes</p> <p>See Sep18 Minutes</p> <p>See Sep18 Minutes</p> <p>See Sep18 Minutes</p> <p>See Sep18 Minutes</p>
3	<p><b>Matters Arising</b></p> <p><b>Bank Account Signatory Changes</b>                      Signatories on the PTFA bank account need to be changed (currently RT, JD, AW and either Alistair Gibbins or Maria Weston). Agreed to remove RT and Alistair/Maria and add PH and JP. Changes proposed by NB and seconded by MC.  <b>PH</b> to get a copy of these minutes agreeing the changes signed by two committee members and then she will take them to the bank alongside the signatory change forms.</p>	<b>PH</b>	<p>✓ May18</p>
4	<p><b>Chair's Report (AW)</b>                      Nothing to report.</p>		
5	<p><b>Treasurer's Report (PH)</b>                      Since the last meeting the PTFA have paid for the goal posts, fete expenses, die cutter, flowers for departing committee members and fete expenses.                      Uffculme Primary's Got Talent raised £562 in total. This consisted of £243 from ticket sales, £123 from the raffle, £98 on drinks, £73 on cakes, and £68 on hot drinks and</p>		

	additional tickets less expenses.		
6	<b>School News and Updates (JD)</b> JD not present at the meeting. PTFA queried progress on the pond work as this was due to start mid-April.		
7	<b>Requests for PTFA Monies</b> None for this meeting.		
8	<b>Recent Events</b>  <b>Uffculme Primary's Got Talent</b> AW thanked everybody who helped at this event. Judges said that they loved the show and it was mentioned on Heart FM! Children and the audience appreciated The Venue as the new venue for this event. A bell is required to end the interval a little earlier next time. People liked the PTFA refreshments in the foyer. JP advised that plastic glasses had to be used for the wine. Queried whether we could loan some glasses from a supermarket for future events. NB suggested buying some Ikea plastic glasses that can be washed and re-used. JP was unaware that volunteers had to get the tables and chairs out and put them away afterwards. AW advised that it would have cost more to get staff to do this. ZJ said it was good to have Martin (Uffculme High School's Technician) present. PH said we need to use the PTFA aprons next time. JW said that as a new parent she didn't really know much about the event in terms of discussing auditioning with her children. AW advised that the children were told in school, but JW replied that the children don't then necessarily tell their parents about it. Agreed that a letter to parents advising them of audition dates would be beneficial next time.		
9	<b>Forthcoming Events</b>  <b>School Fete</b> Latest Fete plan distributed. Volunteers to be requested via letter to parents. NB advised that Lloyd Maunders have been approached to supply the BBQ meat. Sausages are 50p each and burgers are £1 if made at Lloyd Maunders and 50p if made elsewhere (lower quality). Agreed to get the £1 burgers. Freezer is available at a relative of Emily Fishleigh's (adjacent to school) and cool boxes will also be required. <b>JP</b> to put notice on Facebook asking for items for the fete (i.e. cool boxes, etc.) KS1 will be asked for Hamper prizes. KS2 will be asked for bottles. Tickets have gone out for the Big Day Out raffle. <b>KS</b> to laminate the date and time posters to go on the banner. <b>PH</b> to put the banner up at the front of the school. <b>KS</b> to update the Fete Poster competition documents and send to AW and Admin. List of stalls going to staff tomorrow for classes to choose the stalls they will run. PH will arrange floats for each stall. <b>AW</b> to speak to the dance teacher to see if the dance club children will perform at the fete. <b>NB</b> to organise a list of other companies to approach for raffle prizes and distribute to the PTFA for follow up. <b>PH</b> to update posters and BBQ/Café price list to include the banner design. Layout of fete agreed. To source straw bales for seating around the performance area. PTFA aprons required for the café and BBQ helpers. SM to be first aider (based at café / toy stall area). KS to take money for food and cans at the BBQ. PH will bake a cake for 'Guess the Weight of the Cake' stall. SS to organise café staff (MC and SM happy to help). JP to run the pocket money toys stall. NB to do toys/teddy's stall. PTFA staff to be flexible depending on parent volunteers. A4 paper lids to be kept for the hampers.  Another Fete Sub-Committee meeting to be held on 5 <sup>th</sup> June at 7pm at ZJ's house.  <b>New Parents Meeting</b> This will be held on 7 <sup>th</sup> June 2018 at 9.30am. <b>JP</b> and <b>SM</b> to attend, introduce the PTFA, and serve tea/coffee.	<b>JP</b>  <b>KS</b> <b>PH</b> <b>KS</b>  <b>AW</b>  <b>NB</b>  <b>PH</b>    <b>JP/SM</b>	✓ May18  ✓ 04/05/18 ✓ May18 ✓ 04/05/18  ✓ May18 ✓ May18 ✓ May18  ✓ Jun18
10	<b>Any Other Business</b> None		
11	<b>Date, Time and Venue of next meeting</b> Tuesday 3 <sup>rd</sup> July at 7pm at NB's house – <i>subsequently cancelled</i>		