

# Minutes of the Uffculme Primary School PTFA Committee Meeting

Tuesday 7<sup>th</sup> November 2017 (6.30pm to 8.30pm)

<b>Present</b>	<b>Amanda Weldon (AW)</b> – Chair <b>Kelly Smith (KS)</b> – Secretary <b>Polly Hallchurch (PH)</b> - Event Admin <b>Claire Hayman (CH)</b> - Staff Representative <b>Maggie Maddicks (MM)</b> Rachel Clode (RC)	<b>Nicola Bennet (NB)</b> – Vice-Chair <b>Rachel Tucker (RT)</b> –Treasurer <b>Mel Hector (MH)</b> <b>Jenna Phillips (JP)</b> Shelley Milton (SM)
	<i>Committee members entitled to vote are in bold.</i>	

		Owner	Progress
1	<b>Apologies and Welcome</b> Welcome to SM and RC.  Apologies received from Emily Fishleigh (EF), Jemma Wilson (JW), Zoe Jackson (ZJ), Sarah Squire (SS), Sarah Coulibaly (SC), and Jo Dentith (JD)		
2	<b>Minutes from the last meeting.</b> One change requested to the September minutes regarding the village hall potentially lending us their human fruit machine equipment. Other than this change, the September 2017 Minutes were accepted as a true and accurate record of the meeting. Minute approval proposed by PH and seconded by NB. <b>KS</b> to amend the minutes accordingly and send them to <b>RT</b> for addition to the website.  <b>Actions Outstanding</b> <b>PTFA PR leaflet</b> amended with new Committee roles. <b>CH</b> and <b>RT</b> to send photos to PH. <b>KS</b> suggested that we add a reference to the PTFA Facebook page. <b>PH</b> to include.  <b>Easyfundraising.org</b> - <b>AW</b> to amend Easyfundraising leaflet as required, send to <b>RT</b> and this will then go out to parents. <i>Nov17 Update</i> – <b>JP</b> to check the flier and send to <b>RT</b> for inclusion in book bags.  <b>Makro card</b> - <b>NB</b> advised that a letter from <b>JD</b> is required in order for the PTFA to get a Makro card. <b>AW</b> to organise.  <b>2018 Summer Fete</b> - Date for the 2018 summer fete agreed as Saturday 16 <sup>th</sup> June 2018. <b>AW/NB/PH</b> to contact Children of the Forest, Climbing Wall, Morris Dancers, Kentisbeare Drama Group, etc. and ask them to attend. <i>Nov17 Update</i> – Emailed Children of the Forest but no reply, <b>AW</b> to chase. Climbing wall people have concerns over access (may damage path). Tony proposed ramps used. <b>AW</b> to meet them again and agree attendance if possible. Morris Dancers can't attend as they have a festival on this weekend. <b>NB</b> to contact Kentisbeare Drama Group. <b>NB</b> suggested maypole dancing. <b>KS</b> advised that organisers of Uffculme show would like to have closer ties to the school and village and would like maypole dancing there too. <b>KS</b> advised that the Swallow Court (Jct 27) owners will lend us a gazebo for the fete entrance.  <b>Sponsorship</b> - It was suggested that sponsorship is sought for purchasing t-shirts / sweatshirts for the school (choir, sports teams, etc.). <b>AW</b> to send a notice to <b>RT</b> for the school newsletter and the Spotlight magazine.  <b>Sack race</b> - <b>JD</b> will ask Aaron Carpanini to investigate having proper sacks for the duck race (rather than plastic feed bags).  <b>Family walk</b> - <b>NB</b> to feedback on this at the next meeting.  <b>Gambling licence</b> - <b>JW</b> to look into a gambling licence so that we are able to sell hamper tickets at the Snowman Drive. <i>Nov17 Update</i> – <b>JW</b> spoke to gambling commission. OK to sell tickets but they must meet certain standard to be legal; must show name of charity, ticket price, name and address of organiser, date of draw. <b>PH</b> to produce tickets meeting these criteria.	<p style="text-align: center;"><b>KS</b> <b>RT</b></p> <p style="text-align: center;"><b>CH/RT</b> <b>PH</b></p> <p style="text-align: center;"><b>JP/RT</b></p> <p style="text-align: center;"><b>AW</b></p> <p style="text-align: center;"><b>AW</b> <b>AW</b> <b>NB</b></p> <p style="text-align: center;"><b>AW</b></p> <p style="text-align: center;"><b>JD</b></p> <p style="text-align: center;"><b>NB</b></p> <p style="text-align: center;"><b>PH</b></p>	<p style="text-align: center;">✓ 10.11.17 ✓ Nov17</p> <p style="text-align: center;">See Jan18 minutes</p> <p style="text-align: center;">✓ Nov17</p> <p style="text-align: center;">See Jan18 minutes</p> <p style="text-align: center;">See Jan18 minutes See Jan18 minutes See Jan18 minutes</p> <p style="text-align: center;">See Jan18 minutes</p> <p style="text-align: center;">See Jan18 minutes</p> <p style="text-align: center;">✓ Nov17 Sacks ordered</p> <p style="text-align: center;">See Jan18 minutes</p> <p style="text-align: center;">✓ Nov17</p>

3	<b>Matters Arising</b> None		
4	<p><b>Chair's Report (AW)</b> Thanked all those that helped with the recent <b>Halloween Disco</b>. Slightly fewer numbers this year; 128 last year (81 KS1 &amp; 47 KS2), 106 this year (75 KS1 &amp; 31 KS2). May be better to run this event at the end of term next year. Being on a Tuesday and on 31<sup>st</sup> October may have had an impact on attendance. Disco raised £216.80 and spent £116.33 (£100.47 profit). <b>AW/CH</b> to ask KS2 what event they would prefer for Halloween.</p> <p>Information set out regarding <b>hamper</b> donations. Prizes to be in school by 1<sup>st</sup> December then have a week to make up the hampers and draw to take place on 11<sup>th</sup> December. Letter and tickets to go out on Friday 17<sup>th</sup> November. <b>PH</b> to produce a poster for hamper donations and ticket sales letter and put notice on Facebook.</p> <p>RT has looked into producing <b>Christmas cards</b> (A6 card and envelope). Materials cost 2.5p per card and 2p to print. Bags for cards are 2.5p each. Could sell 10 cards for £1 and make a good profit.</p> <p>AW to take to staff meeting and request that each class splits into 5 groups and each group produces a design by 17<sup>th</sup> November. Each class's pack of cards will include 2 of each design (state school and class on back).</p> <p><b>RT</b> to design the order form and send out in book bags, and order the materials. Agreed to make 1 pack per child. Cards will be produced the week commencing 20<sup>th</sup> November and on sale from 27<sup>th</sup>. Batches will be produced for people to take home, fold, and put into bags (RT will email a reminder when they are ready).</p>	<p><b>AW/CH</b></p> <p><b>PH</b></p> <p><b>RT</b></p> <p><b>ALL</b></p>	<p>See Jan18 minutes</p> <p>✓ Nov17</p> <p>✓ Dec17</p> <p>✓ Dec17</p>
5	<p><b>Treasurer's Report (AW)</b> Spooky disco income and expenditure added to the financial statement. Year 6 dictionaries ordered. £131 paid for lunchtime play equipment. Ordered 2 sets of goal posts.</p>		
6	<p><b>School News and Updates (CH)</b> Mrs Wright leading on 'Eco Warrior' work. PTFA may become involved in the future. CH advised that Mid Devon District Council may be able to provide bins for free.</p> <p>No other updates.</p>		
7	<p><b>Requests for PTFA Monies</b> Mr Everson requested £100 for 10 dictionaries. AW advised that the dictionaries used in year 3 are very tatty so she would like to order 5 too (£50). CH believes that money for this may come from elsewhere (not PTFA). This will be looked into further and brought back to the PTFA if required.</p>		
8	<p><b>Recent Events</b> See sections 4.</p>		
9	<p><b>Forthcoming Events</b></p> <p><b>Cookbook Fundraiser.</b> <b>JW</b> to do a notice for book bags to request recipes in January 2018.</p> <p><b>Snowman Drive</b> to be held in the village hall on Friday 1<sup>st</sup> December. Food and soft drink will be provided by the PTFA. People can bring their own alcohol if they wish. Need to know by 24<sup>th</sup> November how many people are coming so catering can be planned. People can pay at the school office. Arrive at 5pm, Snowman Drive to start at 5.30pm, eat at 6.15pm, then Snowman Drive again between 6.45pm and 7.30pm. Raffle to be held on the night. PTFA members to bring small prizes and look in PTFA cupboard. <b>AW</b> will check the earliest arrival time to allow for setting up. <b>NB</b> to get potatoes and see if she can arrange for them to be cooked. Fillings will include grated cheese, baked beans, tuna/sweetcorn (<b>NB</b> to buy at Makro) and vegetable tikka (<b>PH</b> to make). <b>PH</b> to produce a poster. Cost of £5 for adults and £2.50 for children. Snowman themed prizes for the winner and loser. Left over sweets can be given out to the children. <b>KS</b> to do the raffle on the night and get tickets from the PTFA cupboard.</p> <p>AW advised that JW wanted to raise the possibility of having a non-uniform day where children donate raffle prizes/£1 donation (High School do this for their craft fair with</p>	<p><b>JW</b></p> <p><b>AW</b></p> <p><b>NB</b></p> <p><b>NB</b></p> <p><b>PH</b></p> <p><b>PH</b></p> <p><b>KS</b></p>	<p>See Jan18 minutes</p> <p>✓ Nov17</p> <p>✓ Nov17</p> <p>✓ Nov17</p> <p>✓ Nov17</p> <p>✓ Nov17</p> <p>✓ Dec17</p>

	<p>huge success). This could be done before the fete in order to obtain raffle/tombola prizes. Opinions were that this may not be fair on the children whose parents do not wish to donate. Also, how will this be 'policed'? Decided to discuss this further in the January meeting.</p> <p>AW asked if there was any scope to share an event with Uffculme High School PTFA. They do one big fundraiser, which is the craft fair. This is something to think about for the future.</p> <p><b>Christmas Disco</b> to be held on 14<sup>th</sup> December. <b>JW</b> to arrange.</p> <p>PTFA Event calendar distributed. <b>AW</b> to add Snowman Drive to the list and <b>KS</b> to circulate to the PTFA.</p> <p><b>KS1 Nativity Production</b> on 5<sup>th</sup> and 6<sup>th</sup> December. PTFA to serve refreshments and sell hamper tickets at this event. <b>JP</b> to attend both dates. <b>NB</b> and <b>PH</b> can help on 6<sup>th</sup>. <b>KS</b> advised that <b>SS</b> may possibly be able to help with this. <b>RC</b> stated that she is happy to help if she can arrange childcare.</p> <p>New Year <b>Bingo</b> to possibly be moved to Easter (Friday 16<sup>th</sup> March). <b>RT</b> to look into this.</p>	<p><b>JW</b></p> <p><b>AW/KS</b></p> <p><b>RT</b></p>	<p>✓ Dec17</p> <p>✓ Nov17</p> <p>See Jan18 minutes</p>
10	<p><b>Any Other Business</b></p> <p><b>Fete sub-committee meeting</b> arranged for Tuesday 21<sup>st</sup> November and will include <b>MH</b>, <b>NB</b>, <b>JP</b>, <b>PH</b>, <b>AW</b>, and <b>KS</b> (via Skype).</p> <p><b>NB</b> raised the possibility of the PTFA being involved with the <b>Tesco Token Scheme</b> (charities get £1000 even if they don't have the most tokens). Would need a project to raise money for (e.g. ground works) then make the application.</p> <p><b>JP</b> advised that she has some chocolate coins left over from the Halloween disco. She asked whether <b>CH</b> would like these for Accelerated Reading prizes. All agreed.</p> <p><b>JP</b> requested the possibility of the PTFA purchasing a die cutter so that scissor cutting is no longer required (much easier and less time-consuming). <b>CH</b> advised that year 6 would also benefit from having this. <b>JP</b> to obtain cost and quality information and bring to the January meeting.</p>	<p><b>JP</b></p>	<p>See Jan18 minutes</p>
11	<p><b>Date, Time and Venue of next meeting</b></p> <p><b>Annual General Meeting</b> - Tuesday 9<sup>th</sup> January (6.30pm to 8.30pm) in the school staff room.</p>		