

## Minutes of the Uffculme Primary School PTFA Committee Meeting

Tuesday 19<sup>th</sup> September 2017 (6.30pm to 8.30pm)

<b>Present</b>	<p><b>Amanda Weldon (AW)</b> – Chair  <b>Polly Hallchurch (PH)</b> - Event Admin  <b>Jemma Wilson (JW)</b>  <b>Jenna Phillips (JP)</b>  <b>Claire Hayman (CH)</b> - Staff Representative  Mags Keysell (MK)</p>	<p><b>Kelly Smith (KS)</b> – Secretary  <b>Rachel Tucker (RT)</b> –Treasurer  <b>Mel Hector (MH)</b>  Jo Dentith (JD) - Headteacher  Zoe Jackson (ZJ)</p>
<i>Committee members entitled to vote are in bold.</i>		

		Owner	Progress
1	<p><b>Apologies and Welcome</b>  Apologies received from Maggie Maddicks (MM), Nicola Bennett (NB), Emily Fishleigh (EF), Sarah Squire (SS), and Sarah Coulibaly (SC).</p>		
2	<p><b>Minutes from the last meeting.</b>  The June 2017 Minutes were accepted as a true and accurate record of the meeting. Minute approval proposed by PH and seconded by MH. <b>KS</b> to send minutes to <b>RT</b> for addition to the website.</p> <p><b>Actions Outstanding</b>  <b>RT</b> to add the minutes from the May meeting to the school website.</p> <p><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.</p> <p><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. Money raised is paid to the PTFA periodically; <b>AW</b> to investigate how money is obtained.  <b>KS</b> to send newsletter notices to <b>RT</b> regarding Easyfundraising and the PTFA Facebook page.</p> <p><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.</p> <p><b>PTFA Recruitment.</b> <b>AW</b> has emailed all new parents who expressed an interest in joining the PTFA.</p> <p><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.  <b>AW</b> has emailed the climbing wall. Tiverton Town Band have agreed to open the fete. <b>Tony</b> has agreed to make some stocks for <b>Sponge the Teacher</b>.  <b>Amnesty box</b> to be set up to request unwanted Christmas presents which can be used at the fete.  The village hall may be able to lend us their equipment for the Human Fruit Slot Machine.</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>AW/RT</b> <b>AW</b></p> <p><b>KS</b></p> <p><b>AW</b></p> <p><b>AW/NB/</b> <b>PH</b></p>	<p>✓ Sep17 ✓ Sep17</p> <p>✓ Sep17</p> <p>See Nov mins</p> <p>See Nov mins</p> <p>✓ Sep17</p> <p>See Nov mins</p> <p>See Nov mins</p>
3	<p><b>Matters Arising</b>  None</p>		
4	<p><b>Chair's Report (AW)</b>  It was a very busy year last year (especially June and July). <b>AW</b> thanked everybody who supported this.  Sports day was very successful and the refills on tea/coffee worked well.  Summer discos went well with a very high turnout (172 out of possible 220 children attended).  In the June meeting, the PTFA committed to a busy Autumn term (see section 9).</p>		
5	<p><b>Treasurer's Report (AW)</b>  The new goal posts purchased are much better quality. <b>JD</b> requested for a second set to be purchased at a cost of £270. Proposed by <b>MH</b> and seconded by <b>JW</b>. <b>RT</b> to order.  3 new event shelters purchased (now have 6 in total). Would like to have a square gazebo at the entrance of the fete, but we will see if we can borrow one.</p>	<p><b>RT</b></p>	<p>✓ Sep17</p>

	<p>AW will request at a later date for money towards t-shirts/sweatshirts for the choir. It was suggested that sponsorship is sought for this. <b>AW</b> to send a notice to RT for the school newsletter and the Spotlight magazine. JW suggested that the notice includes where the choir have sung.</p> <p>JP suggested that we have proper sacks for the duck race (rather than plastic feed bags). CH said there are hessian sacks in school that were used for <i>Joseph</i>. <b>JD</b> will ask Aaron Carpanini to investigate.</p>	<p><b>AW</b></p> <p><b>JD</b></p>	<p>See Nov mins</p> <p>See Nov mins</p>
6	<p><b>School News and Updates (JD)</b></p> <p>Last year the school looked at improving the grounds. The path will continue to be loaded with bark as required.</p> <p>Somebody is coming to look at landscaping the pond area. The cost of this is unknown at present but likely to be around £500.</p> <p>Mrs Wright is taking on a sustainability drive with the school council. This is the main push this year, plus some events that happened last year.</p> <p>Whole school (except Reception) will be going to the theatre at Christmas. Tickets are £9 per child and coaches will cost £500. In the March meeting, the PTFA agreed to give the school £600 for events that would benefit the whole school. The school can chose how this is spent and then update the PTFA at a meeting. From this £600, JD would like to use £500 to pay for the coaches. MK suggested charging £10 for the trip, giving an extra £1 towards travel.</p> <p>A wooden fence has been put up around the stream and there is a contract in place to maintain this.</p> <p>Over the summer, the school was painted and other maintenance completed.</p> <p>Uffculme's Got Talent is very popular. Next year it will be in the new drama building at the High School. The Presentation Evening will also be held here.</p> <p>Years 5 and 6 have been invited to attend the High School production of the Adams Family.</p> <p>JD is glad that we decided not to go ahead with swimming and there has only been one complaint.</p>		
7	<p><b>Requests for PTFA Monies</b></p> <p>JW requested some money for PE equipment to use in PE and at lunch time (including hockey sets, dance ribbons, outdoor chess set, hula hoops, etc.). There is £250 in the school budget and JW asked the PTFA to match this. Proposed by PH and seconded by KS. <b>JW</b> to purchase.</p>	<p><b>JW</b></p>	<p>✓ Sep17</p>
8	<p><b>Recent Events</b></p> <p>See sections 4 and 6.</p>		
9	<p><b>Forthcoming Events</b></p> <p><b>Cookbook Fundraiser.</b> EF has contacted a publisher/printer who would help us. Her husband will help with the design.</p> <p>Agreed to sell the cookbook at the fete rather than at Christmas as too much of a rush. Children to do food related pictures before Christmas. JD suggested that this be a competition as this usually promotes more response from children. JD will see if ABN Mill are doing a calendar competition. If not, there could be a cookbook design competition instead. JD suggested that ABN Mill may contribute to the printing costs of the cookbook instead of a calendar.</p> <p>RT asked if recipes will be requested from the community. Agreed that this is the case. <b>JW</b> to send an advert for the Spotlight magazine to RT. RT suggested that an advert is also included in Spotlight requesting sponsorship for sports/choir kit.</p> <p><b>Halloween Spooky Disco.</b> Date of 31<sup>st</sup> October agreed. AW to email the disco people to see if they are free. JP asked if we should do goody bags again. They could contain activity sheets, spiders, bat, etc. Agreed for <b>JP</b> to organise goody bags. <b>JW</b> to get prizes for dancing.</p> <p><b>Scholastic book fair</b> is not coming in December. Will be held in February. JP stated there should be more volunteers on the first day as this is always busier. <b>CH</b> to confirm the dates for this.</p> <p><b>New Year Bingo</b> would be nice to fit in.</p> <p><b>Christmas Hampers</b> will be produced. Mix of prizes (not themed hampers as last year). Paper box lids to be saved. Agreed not to produce Christmas cards this year and concentrate on hampers instead.</p> <p><b>Uffculme's Got Talent</b> will be on 23<sup>rd</sup> March.</p>	<p><b>JW</b></p> <p><b>JP</b> <b>JW</b></p> <p><b>CH</b></p>	<p>✓ Sep17</p> <p>✓ Sep17 ✓ Sep17</p> <p>✓ Sep17</p>

	<p><b>Summer Fete</b> sub-committee to meet before the end of this term. <b>AW</b> to organise.</p> <p><b>Sports Day</b> will possibly be at the end of June (will confirm date after Christmas).</p> <p><b>Presentation Evening</b> on 11<sup>th</sup> July.</p> <p><b>Summer discos</b> to be on 19<sup>th</sup> July.</p> <p><b>Leavers assembly</b> on 20<sup>th</sup> July.</p> <p><b>Beetle drive</b> to be held in the village hall. Community family event and fundraiser. <b>AW</b> suggested this be run closer to Christmas (use snowman instead of beetle and decorate the hall). We will take food ourselves to keep costs down (jacket potatoes). <b>JW</b> has a hygiene certificate. People can bring their own alcohol if they wish. Soft drinks will be provided by the PTFA. <b>AW</b> to approach the village hall. Date agreed of Friday 1<sup>st</sup> December.</p> <p><b>Family walk</b> - <b>NB</b> to feedback on this at the next meeting.</p>	<p><b>AW</b></p> <p><b>AW</b></p> <p><b>NB</b></p>	<p>✓ Nov17</p> <p>✓ Sep17</p> <p>See Nov mins</p>
10	<p><b>Any Other Business</b>  <b>JP</b> stated that she still has some red bows from the fete and agreed for these to be used on the Christmas hampers. <b>JP</b> has Christmas paper and there is cellophane in the PTFA cupboard. <b>AW</b> to produce a notice for book bags. No themes, but will include suggestions. <b>PH</b> to produce a poster.  A hamper needs to be ready to display at the KS1 Nativity and Beetle drive.  <b>JW</b> to look into a gambling licence so that we are able to sell hamper tickets at the Beetle drive.  All hampers to be ready by Friday 8<sup>th</sup> December. Draw to take place on the Monday 11<sup>th</sup> December.</p> <p><b>RT</b> advises that she will resign from the Treasurer role at the next AGM. <b>PH</b> is interested in taking on this role. <b>PH</b>'s event admin role (obtaining fete prizes, etc.) to be decided at the AGM. <b>PH</b> will continue to produce posters.</p>	<p><b>AW</b></p> <p><b>PH</b></p> <p><b>JW</b></p>	<p>✓ Sep17</p> <p>✓ Nov17</p> <p>See Nov mins</p>
11	<p><b>Date, Time and Venue of next meeting</b>  Tuesday 7<sup>th</sup> November 2017 (6.30pm to 8.30pm) in the school staff room.</p>		