

**Minutes of the PTFA Committee Meeting  
Tuesday 8<sup>th</sup> November, 2016  
Uffculme Primary School**

<b>Present:</b>	Chair: <b>Amanda Weldon (AWE)</b> , Secretary: <b>Polly Hallchurch (PHA)</b> , <b>Nicola Bennett (NBE)</b> , Treasurer: <b>Rachel Tucker (RTU)</b> , <b>Jemma Wilson (JWi)</b> , <b>Claire Hayman (CHA)</b> , <b>Mel Hector (MHE)</b> , Jenna Phillips (JCP), Jo Dentith (JDE), Kelly Smith (KSM),  NB Committee members entitled to vote are in bold.
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1	<b>Apologies and Welcome</b>	Owner	Date due
1	Apologies were received from Sarah Coulibaly, Maggie Maddicks, Jemma Wilson, Nic Bennett, Sarah Squire.		
2	<b>Previous Minutes and Matters Arising from meeting 27.9.16</b>  Item 4 – Treasurer’s report: Uffculme School has asked for the money for the path, however RTU reported that she has not received an invoice and will await the invoice before paying the amount set aside. Item 6 – JWi has completed a requisition sheet for the equipment requested and is awaiting the order which should amount to £163.00 approx. Item 7 – discos – AWE to request invoices from Lance for our 3 discos for this current academic year. Book fair – the pre-loved books are ready in the Buddy shed with a set of display racks. These are to be sold by PTFA volunteers at the same time as the Book Fair in December. All the monies can be collected together and all cheques must be made payable to the ‘PTFA’ – there will be signs up giving parents this information. No refreshments will be served at the Book Fair but those present agreed to offer refreshments and perhaps mince pies at the KS1 Productions. Item 9 – JDe enquired about the purchase of the gazebos. RTU has traced the original invoice and should be able to order 3 more gazebos asap.	AWE           RTU to order	
3	<b>Chair’s report</b> Very little to report since the last meeting – our only PTFA event has been the Halloween disco which seemed to go very well. The children enjoyed dressing up and AWE thanked all the team who had helped to decorate the hall so quickly on the Friday afternoon and to all the volunteer helpers at both discos. The number of 128 attending, in comparison to 155 attending in the summer, was pleasing. AWE thanked NBE and JCP for the fabulous Halloween bags and MMA for baking the Halloween cakes. It was agreed that the popcorn bags were not really required and took some effort to prepare. Many of the younger KS1 children were a little overwhelmed initially on entering the Hall with the noise, decorations and darkness. PHA wondered if a little ‘lighter’ area could be set aside if there is a similar Halloween disco again. It was agreed that the event was considerably different from the Halloween party/disco held at the Village Hall – this involved parents, several areas for adults and children and several different activities throughout the evening – both evenings had their merits for adults / volunteers and children. AWE suggested that we review both events annually, taking the termly dates into consideration and then decide which style of event is preferable.	AWE	On going                       ASAP
4	<b>Treasurer’s report</b> RTU circulated the Statement of accounts as of 8.11.16. RTU outlined several adjustments that will need to be made to this statement: <i>Cash in hand – Spooky Disco should read £255.50, Expenditure – Playground equipment will be raised from £ 29.94 to £163.00 and Committed funds should also include approx. £350 for the event shelters.</i>		

5	<p><b>School news and updates</b></p> <p>JDe reported that the collapsed curriculum day before half term had been a great success with lots of great ideas raised by the children. The most popular choice for the name of the day and future days was 'A Dirt Day'. Since the day, the pond has been looked at further and work will begin on that in January 2017, a tree surgeon has been consulted and an action plan will be forwarded to the PTFA once it has been received from staff following the day.</p>	JDE to forward action plan	Next meeting on 10.1.16
6	<p><b>Requests for PTFA monies</b></p> <p>No requests have been received.</p>		
7	<p><b>Forthcoming events</b></p> <ul style="list-style-type: none"> <li>PTFA Christmas fundraiser – there was much discussion about ideas for a fundraiser. A recipe book had been suggested and was discussed further. It was agreed that this would be a challenge to organise in the run up to the end of this term but could be launched in January 2017. The format of the book and contributors of the recipes would need further clarification. JCP explained that initial ideas had been for recipes from adults – staff and parents and that pages were decorated by the children – classes might be given a particular type of baking / food and there could be a class picture / portraits and then food drawings and page decorations. The project could be started in January with the goal of completing the books and selling them at the school Fete.</li> <li>JDe suggested trying to run Christmas hampers following the success of them at the summer Fete. This was relatively easy to organise and provided some fabulous prizes. Those present all agreed on this as a suitable fundraiser in the time frame remaining and the following ideas were then discussed and finalised:</li> </ul> <p>Each class will be asked to provide small items that can be put together to create a themed hamper to raffle. The themes chosen were: Toiletries (male and female), Pets, Household items, Condiments, Baking, Biscuits and chocolates, Christmas themed items. The staff will also be doing their annual Hamper to raffle for the PTFA so there will be 8 Hampers to raffle (1 main hamper – staff and 7 smaller hampers from the class donations).</p> <ul style="list-style-type: none"> <li>Each ticket will cost £1.</li> <li>AWE will prepare a letter for parents requesting the class donations. Donations will need to be brought in to classes by 25/11 and then boxes will be stored at the back of the Year 6 classroom. They will be made into the decorated hampers by PTFA volunteers week beginning 28/11.</li> <li>AWE to produce a tear off letter containing 6 raffle tickets that can be bought and money returned to school with the completed raffle ticket information. Letter to be sent to parents during the week beginning 28/11.</li> <li>PHA offered to produce the actual tickets design for inclusion on the letter – on word or publisher. Tickets to include child's name, class, phone number.</li> <li>Adverts / PR for the fundraising hampers to be placed on Facebook and school website by RTU</li> <li>KSM offered to sort out the tickets and cut up, if necessary when she is in school on a Friday afternoon.</li> <li>Tickets to also be on sale at the KS1 productions / Book Fair and at other times if PTFA volunteers are able to sell additional tickets in the playground after school.</li> <li>Tickets to be on sale until Monday 12<sup>th</sup> December at 12pm.</li> </ul>	<p>AWE before end of week 11.11.16</p> <p>AWE/PHA by 22.11.16 or before</p> <p>RTU</p> <p>PTFA volunteers</p>	Feedback at next meeting

	<ul style="list-style-type: none"> <li>• Raffle tickets to be drawn for 8 prizes during Monday assembly on 12<sup>th</sup> December.</li> <li>• JCP and MHE offered to help to box up the items and decorate the hampers as required – Thurs/Frid am or before the end of the school day.</li> <li>• Fruit boxes to be saved for hampers and AWE to also cost out smaller hamper baskets. Hampers will need to be gift wrapped with some external decoration – JCP offered to order some additional decorations for this.</li> </ul>	JDE   AWE	ASAP
10	<p><b>Emergency Any Other Business</b></p> <p>JDe enquired about the PTFA publicity leaflet and including it on our PTFA board with photos. PHA still needs several photos to be sent to her. PHA will email those concerned and forward the completed leaflet to RTU / AWE</p> <p>AWE to update the PTFA leaflet in the Reception area. RTU to consider a PTFA page on the website rather than the current link from the School website.</p>	PHA to email Committee members and the active PTFA volunteers concerned	
11	<p><b>Date, Time and Venue of next meeting</b></p> <p>Tuesday 10<sup>th</sup> January = PTFA AGM at 6.30pm – Uffculme Primary School</p>		

Distribution:

**UPS school website**

**Email to school email to forward to all staff**

**PTFA noticeboard**

Attachments:

**None**