

Minutes of the Uffculme Primary School PTFA Committee Meeting & AGM

Tuesday 9th January 2018 (6.30pm to 8.30pm)

Present	Amanda Weldon (AW) – Chair Kelly Smith (KS) – Secretary Polly Hallchurch (PH) - Event Admin / Treasurer Claire Hayman (CH) – Staff Representative Jo Dentith (JD) – Head Teacher Rachel Clode (RC) Marie Cann (MC)	Nicola Bennet (NB) – Vice-Chair Rachel Tucker (RT) –Treasurer Mel Hector (MH) Jenna Phillips (JP) Shelley Milton (SM) Zoe Jackson (ZJ) Hilary Stevens (HS)
	<i>Committee members entitled to vote are in bold.</i>	

		Owner	Progress
1	Apologies and Welcome AW welcomed everybody to this meeting and each member introduced themselves. Apologies received from Maggie Maddicks (MM), Emily Fishleigh (EF), Jemma Wilson (JW), Sarah Squire (SS), Sarah Coulibaly (SC), and Mags Keysell (MK)		
2	ANNUAL GENERAL MEETING AW asked JD to chair this section of the AGM whereby a new Chair is elected. JD thanked everyone for their hard work over the last year. JD asked if anyone wished to take over the role of Chair. No volunteers forthcoming. AW advised that she is happy to continue this role but will not be the parent of a child at this school from September 2018. Others to consider shadowing the role with a view to taking over in September. AW elected as Chair. Existing committee members asked to step down, then following roles determined (proposed by NB and seconded by MH): Officers Chair – Amanda Weldon (parent and staff member) Vice-Chair – Nicola Bennett (parent member) Secretary – Kelly Smith (parent member) Treasurer – Polly Hallchurch (parent member) Committee Members Claire Hayman (staff member) Sarah Coulibaly (parent member) Jenna Phillips (parent member) Marie Cann (parent member) Mel Hector (parent member) Zoe Jackson (parent member) Hilary Stevens (parent member) Shelley Milton (parent member) This represents a full committee (12 voting members) JW, MM and EF are no longer committee members Constitution circulated and checked for accuracy. JD requested DBS checks for the new committee members. MC, ZJ, HS and SM to contact RT about this process. <u>Approval of Previous AGM Minutes</u> AW summarised the minutes from the last AGM. Minute approval proposed by ZJ and seconded by PH. <u>Approval of Audited Accounts</u> Accounts for January 2016 to December 2016 circulated and summarised by RT. RT explained that the Book Fair appears on the income and expenditure in similar amounts because we make commission on the books sold which comes back in the form of books for the school. Accounts approval proposed by NB and seconded by MH. AW thanks RT for all of her work in the PTFA Treasurer role.	MC ZJ HS SM	See Feb minutes
3	Minutes from the last meeting. The November 2017 Minutes were accepted as a true and accurate record of the meeting. Minute approval proposed by JP and seconded by MH. KS to update the actions and send them to RT for addition to the website.	KS RT	✓ 17.01.18 ✓ Jan 18

	<p>Actions Outstanding PTFA PR leaflet - Photos required from CH, MC, ZJ, HS and SM (send to PH). PH to update the leaflet with new roles and members and remove members no longer on the committee.</p> <p>Easyfundraising.org - AW to submit banking details and we will be paid quarterly.</p> <p>Makro card – JD to produce a letter to authorise the PTFA to get a Makro card. NB to submit letter.</p> <p>2018 Summer Fete – Planning is now being dealt with by the Sub-Committee. In the last meeting it was decided that SS will run the café and Jamie Jackson will run the BBQ (need to source/buy a BBQ for the school). Agreed to book the Morris Dancers.</p> <p>Sponsorship - It was suggested that sponsorship is sought for purchasing t-shirts / sweatshirts for the school (choir, sports teams, etc.). AW to send a notice to RT for the school newsletter and the Spotlight magazine.</p> <p>Discos - AW/CH to ask KS2 what event they would prefer for Halloween. There is no disco at Easter. Summer disco booked. JD advised that due to behaviour at the Christmas disco a separate event for year 6 may be organised (they will be asked what they would like). Proposed to have one disco for reception and years 1 and 2, then the later disco for years 3, 4 and 5.</p> <p>New Year Bingo to possibly be moved to Easter (Friday 16th March). RT to look into this.</p> <p>NB has obtained the forms required to apply for the PTFA to involved with the Tesco Token Scheme (charities get £1000 even if they don't have the most tokens). Ground works will be the project we will raise money for.</p> <p>JP to liaise with RT on the die cutter to purchase for use by the school and PTFA. Agreed to commit £150 for a cutter, templates and scorer – proposed by NB and seconded by ZJ.</p>	<p>CH MC ZJ HS SM PH</p> <p>AW</p> <p>JD NB</p> <p>AW</p> <p>AW CH</p> <p>RT</p> <p>NB</p> <p>JP</p>	<p>See Feb minutes</p> <p>See Feb minutes See Feb minutes</p> <p>See Feb minutes</p> <p>See Feb minutes</p> <p>See Feb minutes</p> <p>✓ Form sent Jan18</p> <p>✓ Jan18</p>
4	<p>Matters Arising None</p>		
5	<p>Chair's Report (AW) Report circulated and summarised by AW.</p> <p>JP advised that MM requested a new PTFA notice board as the current one is very cumbersome and rusty. JD to ask Tony if he can make one.</p>	JD	See Feb minutes
6	<p>Treasurer's Report (RT) Currently there is £5640.03 in the bank. £217 profit from the Snowman Drive. £314 made from the Christmas hampers. Refreshments served at the KS1 Nativity plays raised £29.25. £161.65 profit from the Christmas discos. £268 profit from the Christmas cards. £235 made at the KS1 nativity will be held and spent on KS1. In the last year there has been £1500 more expenditure than income. The £3000 spent on the school path contributed to this. £4900 income overall. Up to £500 was committed for travel to the Christmas theatre trip, but only £368 spent as parent contributions were increased. Approximately £101 to be spent on PTFA subscription.</p>		
7	<p>School News and Updates (JD) Initiatives this year include setting up 'Eco Warriors' and raising the profile of sustainability. An Eco team is in place. Will be developing the school grounds to be an outside learning environment. Looking at the mental health of staff and children (school ground improvements may help with this).</p> <p>We have received a quote of £3490-£3765 to landscape the school pond, including installing tunnels and lining, completing wildlife survey, etc. The quote is from Aquatic Solutions who did the pond at Uffculme High School. JD asked the PTFA for a contribution of £1500 towards this (the High School will be asked to fund the difference). Agreed to commit £1500 for this work – proposed by MH and seconded by KS. NB advised that Tesco Token Scheme could possibly help with further</p>		

	<p>improvements.</p> <p>For World Book day, workshops will be delivered (30 minutes per class). The theatre trip was very successful so JD would like to repeat this next year.</p> <p>NB asked whether netball kits were ever purchased as money was committed to this. JD to investigate if this is still required (the money has been reallocated but can be re-requested).</p> <p>JD advised that a new PE shirt containing the school logo will be introduced. More information will be in the school newsletter.</p>	JD	Issue with sizing. Money not required.
8	<p>Requests for PTFA Monies</p> <p>AW requested £352.50 for hoodies already purchased for the school choir. An additional £157 will be requested in the future for polo shirts for the choir. KS felt that this was quite a large sum of money for relatively few children and would prefer money to be spent that benefits as many children as possible. NB advised that money has been committed to sports teams, so should also be available to other groups. Vote held to decide if request should be approved (8 for, 1 against).</p>		
9	<p>Recent Events</p> <p>Christmas discos, hampers and cards all completed. Snowman Drive – AW stated that this was a good community event. Food and drinks worked well and it was relatively straightforward to arrange and run. KS advised that people were all playing differently so may need to be more explicit with the rules if we hold this event again. NB suggested that if run again, it should not be held at Christmas as this is a very busy time.</p>		
10	<p>Forthcoming Events</p> <p>Fete - Sub-committee meeting arranged for Tuesday 23rd January at ZJ's house (KS to circulate address). AW to send notes from these meetings to the PTFA.</p> <p>Uffculme's Got Talent – This event will be held in The Venue on Friday 23rd March. There will be a small charge as we will need to use the sound and AV equipment (£25/hour to hire the personnel to run this). JD will negotiate on costs with the High School. Children will be advised that they have to stay with their families at the event. PTFA will provide refreshments and hold a small raffle.</p> <p>Cookbook Fundraiser - JW advised via email that she is no longer able to work on this. Work will remain ongoing with the aim of selling the book at the fete.</p> <p>Family walk - NB to organise.</p>	<p>KS AW</p> <p>ALL NB</p>	<p>✓ 17.01.18 See Feb minutes</p> <p>See Feb minutes See Feb minutes</p>
11	<p>Any Other Business</p> <p>AW read out an email from JW regarding JW standing down from the committee. JW will continue to support the school as a parent and may become more involved when her youngest starts school.</p> <p>AW advised that EF is no longer able to commit her time to the committee but hopes to help out more in the future if her working hours change.</p> <p>AW to send KS the PTFA Events calendar, reviewed Constitution and Chair's Report. KS to send out these documents with these minutes.</p>	<p>AW KS</p>	<p>✓ 11.01.18 ✓ 17.01.18</p>
12	<p>Date, Time and Venue of next meeting</p> <p>Tuesday 27th February 2018 (6.30pm to 8.30pm) in the school staff room.</p>		