

Minutes of the Uffculme Primary School PTFA Committee Meeting

Tuesday 27th February 2018 (6.30pm to 8.30pm)

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

		Owner	Progress
1	Apologies and Welcome AW welcomed everybody to this meeting. Apologies received from Sarah Squire (SS), Sarah Coulibaly (SC), Hilary Stevens (HS), Zoe Jackson (ZJ) and Mags Keysell (MK)		
2	Minutes from the last meeting. The January 2018 Minutes were accepted as a true and accurate record of the meeting (date at top to be changed). Minute approval proposed by JP and seconded by MH. KS to update the date and actions and send them to RT for addition to the website. Actions Outstanding JD requested DBS checks for the new committee members. MC, ZJ, HS and SM to contact RT about this process. <i>Feb18</i> - JD to check completed. 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. Easyfundraising.org - AW to submit banking details and we will be paid quarterly. <i>Feb18</i> – AW needs bank account details from PH then action can be completed. £132 raised for the PTFA so far via Easyfundraising. Makro card – JD to produce a letter to authorise the PTFA to get a Makro card. NB to submit letter. <i>Feb18</i> – NB has taken the letter to Makro and will collect the card on her next visit to the store. 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. <i>Feb18</i> – AW has talked to local businesses and sent letters. Plans to approach Richard Chesterton to see if he has any useful contacts. Discos - AW/CH to ask Key Stage 2 what event they would prefer for Halloween. <i>Feb18</i> – this will be dealt with in school. Remove from PTFA actions. RC will be taking over the co-ordination of the discos from Jemma Wilson. New Year Bingo to possibly be moved to Easter (Friday 16 th March). RT to look into this. <i>Feb18</i> – action carried forward. JD to ask Tony if he can make a new PTFA notice board as the existing one is very cumbersome and rusty. <i>Feb18</i> – JD advised that Tony is looking into this. AW to send notes from the Fete Sub-Committee meetings to the PTFA. <i>Feb18</i> – action carried forward. Cookbook Fundraiser - JW advised that she is no longer able to work on this. Work will remain ongoing with the aim of selling the book at the fete. <i>Feb18</i> – Adverts have gone out to request recipes. None received, although some may be in PTFA email inbox. AW asked if anybody was interested in taking this on then to let her know. Book may not be ready for fete but could be sold at Christmas. JP to re-advertise for recipes on Facebook. Family walk - NB to organise. <i>Feb18</i> – action carried forward.	<p>KS RT</p> <p>JD</p> <p>CH MC ZJ HS SM PH</p> <p>AW/PH</p> <p>RT</p> <p>AW</p> <p>JP</p> <p>NB</p>	<p>✓ 28.02.18 ✓ 28.02.18</p> <p>✓ 01.03.18</p> <p>See May minutes</p> <p>See May minutes</p> <p>Will not be held this year</p> <p>On May Agenda</p> <p>See May minutes See May minutes</p>

3	<p>Matters Arising</p> <p>None for this meeting.</p>		
4	<p>Chair's Report (AW)</p> <p>Fete Sub-Committee meetings are ongoing.</p> <p>Uffculme's Got Talent is the main forthcoming event.</p>		
5	<p>Treasurer's Report (PH)</p> <p>RT and PH met to discuss the accounts and hand-over of the treasurer role.</p> <p>The 2017 accounts balanced and are now at Uffculme High School for sign off.</p> <p>In 2017, PTFA made £5015 and spent £6419. Ended with £5640.</p> <p>In 2018, costs so far are annual subscription of £105 and a replacement shelter pole of £34.99.</p>		
6	<p>School News and Updates (JD)</p> <p>Work on the school pond starts on 17th April. PTFA committed £1500 towards this work.</p> <p>JD asked if we decided to buy a BBQ. AW advised that Alistair has kindly offered his BBQ to be used at the fete.</p> <p>World Book Day has been organised and workshops are in place.</p> <p>Pantomime booked for December 2018.</p> <p>The Eco-Team have arranged for Devon County Council's waste Audit Team to visit the school. AW advised that the outcome of this audit may result in requests for money from the PTFA.</p>		
7	<p>Requests for PTFA Monies</p> <p>None for this meeting.</p>		
8	<p>Recent Events</p> <p>No recent events have been held.</p>		
9	<p>Forthcoming Events</p> <p>Book Fair Volunteers are in place to run this and will arrive by 3.15pm to set up.</p> <p>Uffculme's Got Talent This will be held on 23rd March at The Venue. Meeting with the High School to decide how refreshments will be provided is arranged for tomorrow. Will ask about whether we can do our own refreshments and alcohol, and the event structure. They have a team in place to run refreshments, but there will be a cost. JD requested that we find out about parking arrangements and whether there are any out of bounds areas. SS and Maggie Maddicks are happy to serve canapés on arrival. Drink will possibly be offered on arrival. Ticket price may need to increase to cover the increase in costs associated with using The Venue. Will also raise money for Sport Relief during the event (possibly raffle proceeds to Sport Relief if PTFA can raise money by selling cakes). Ticket price agreed at £3 for Adults and £1.50 for children. Tickets will be on sale next week. Tickets are to state that children must be sitting with their responsible adult. Raffle prizes include two obtained from Knightshayes and Willie's Cacao. Volunteers are needed to support this event (backstage, refreshments, raffle, supervising, car parking, etc.). High School staff may do some of these roles.</p> <p>Summer Fete The next PTFA meeting will focus on this event. Layout changed to allow an entertainment area on the field. Stalls will form a U-shape</p>		

	<p>around this area. Café to move further into the playground. MUGA will hold multi-sport activities. Climbing wall, police van and Morris Dancers booked. Raffle will be positioned under the gazebo in the entrance. List produced of the sort of stalls needed at the fete. Classes will pick 2 stalls each and the PTFA will cover the others. Stall holders will be asked to ensure they have enough resources to cover the whole fete (some ran out last year). ZJ's husband Jamie will co-ordinate and run the BBQ. SS will co-ordinate and run the café. JP has written to various companies for raffle prizes. She has received lots of prizes (i.e. approximately 20 days out) so queried if hampers were also required. JD suggested a display of days out and to raffle these separately to the main raffle. AW suggested that people tend to like the hampers. JD suggested that Key Stage 1 are asked for raffle prizes and Key Stage 2 for bottles for the tombola. Fete opens at 11am. Stalls close at 2.30pm and raffle held between 2.30pm and 3pm.</p> <p>Next Fete Sub-Committee meeting will be held at ZJ's house on Tuesday 6th March at 7pm. AW to send an update after this meeting.</p> <p>New Parents Meeting This will be held on 7th June 2018 at 9.30am. JP and SM to attend, introduce the PTFA and serve tea/coffee.</p>	AW	On May Agenda
10	<p>Any Other Business</p> <p>RC wondered why discos were not held directly after school (e.g. 3.45pm) so that parents didn't have to pick up their children, go home, and then come back. AW advised that there may be an issue with the man that provides the disco as he usually takes over an hour to set up. An earlier start time is something to consider for the future though as there are advantages to this.</p>		
11	<p>Date, Time and Venue of next meeting</p> <p>Tuesday 1st May 2018 (6.30pm to 8.30pm) in the school staff room.</p>		