



Committee Meeting
Wednesday 16th January 6pm in school

Present:

Mairead Fernandez, Serena Pitchers, Miss O'Connor, Mrs McSharry, Rachel Duncan, Maxine Hills, Emilie Onyekwe, Yashmin Rawbone.

Apologies:

Neil Walker, Moira Parkin-Moore, Siobhan Muller, Theresa Hancox, Michelle Avery, Natasha Blanco-Dominguez

Congratulations!

Huge congratulations from all PTFA members and committee members to Neil, Maria and Veronika Walker on the safe arrival of their baby boy Dominik this week.

Treasurer's Report:

Yashmin went through the accounts for the year to date from September 2012. Please see attached report [appendix 1].

Top line figures are:

- Profit raised to date (from sept 2012 to jan 2013) - £2269.38

Major profit makers were ;

- Christmas Fayre: £969
- Christmas disco: £410
- Philthebag: £300

The cash figure in the bank, less committed funds is £3843

Mairead commented how beneficial it was to have a detailed breakdown of the Fayre and other events both for current use and for the benefit of future PTFA committees when planning their events.

There are a number of cheques that have written to the school for purchases but have yet to be presented to the bank.

One of these (Jubilee Mugs) has now time lapsed and is invalid.

Mrs McSharry that this could have been due to a problem with the school's payment system which was being changed next week.

The new Funding forms should prevent this happening in the future as we will be able to track projects and payment more easily.

Mrs McSharry requested that Yashmin work through this with Mrs Brown to track these down.

Fundraising Activity Review:

- **Christmas Fayre** – The stall breakdown is included on the treasurer's report. However it should be noted that some of the stall floats were mixed together in the rush to clear up so not all stalls are completely accurate.
- The Christmas Fayre is still our main generator of funds.
- It was agreed that the profit made was incredible, especially as there was so much illness in school which affected both the volunteers and the attendance.
- Very positive feedback from pupils, parents and teachers.
- Fantastic support from new parents.
- The teachers' help and involvement was noted and appreciated by the committee, many thanks.
- The Donkey was very popular and envied by other schools! Perhaps a Reindeer for next year?
- The Grotto looked great, appreciation to the teaching assistants to set the grotto up.
- The clearing up was rushed but it was noted that the Zumba class which followed the fayre is a revenue source for the school.
- It was noted that the overlap in duplicated cake requests in the week of the fayre was an oversight from one class, commissioned by the pupils themselves for a project to raise funds for the Guide Dogs for the Blind Charity. Communication improvement within the school should prevent this from happening in the future.
- There is a co-sponsored event advertised by PTA-UK in conjunction with the Guide Dogs charity which would benefit both our PTFA and the charity.

Serena will collate the information and send to Miss O'Connor.

- **Easyfundraising.org.uk** – has raised £81.96 with only 19 people signed up. It's all extra money though and costs nothing to parents and is little effort. It was agreed that we should continue to promote the signup of parents and teachers perhaps with business cards to use as physical reminders in computers.

Serena will look in to this project

- **Philthebag** – raised £300 in October. The school community have embraced this method of fundraising and everyone can and do get involved. Next Scheduled collection post Easter: 16th April. (Mrs McSharry agreed date).

Serena will book the date with Philthebag

- **Christmas Disco** – Was incredibly successful in both raising profit and the enjoyment of the children. 139 attended with the 3.30 start straight after school being very popular. Profit of £410
- There was a problem with the preparation speed of the hot dogs and the cooking equipment that we usually use to heat the hotdogs was

unavailable at the last minute. It was agreed that perhaps as hotdogs are an added value hot food and very popular we should invest in a cooking device to do this in bulk and quickly.

- It was agreed that the hall was too dark for some of the children so we should light up a section perhaps using fairy light.
- The music volume should be reduced.
- It would be a problem for parents to exclude reception children because of different pickup times.
- The 'chill' out area was really important for the little children.
- Benches should be set up around the hall rather than chairs and tables.
- It was suggested that perhaps parents could have the option of prepaying for a loot bag of sweets etc which would be particularly important for KS1 Children.
- There was some feedback that some parents thought the tickets price of £3.50 per child with 50p discount for siblings was on the expensive side but as attendance exceeded expectation this was not a huge problem. It was agreed that £1.75 an hour for child care including hot food was good value and ticket pricing should remain as is.
- It should be communicated to parents a suggestion of how much spending money will be needed so children don't bring too much.

Funding request from Miss O'Connor:

Miss O'Connor went through her e:safety project which she is working on as it is an essential part of the children's education and is inspected by ofsted. Miss O'Connor is developing a themed approach to the e:safety campaign and would like funding of £150 for props and equipment to help with the training sessions and education.

The campaign is a 360 degree campaign will educate teachers, children and parents and the PTFA committee volunteered our services to help in the implementation and support of the campaign where we can. Miss O'Connor will advise.

A unanimous vote was taken in agreement to the expenditure of £150. The completed funding request form is with the Chair.

Funding of Wish list requested items for this term:

From the collated wish lists surveys that were collected last term, the overriding request is for playground equipment/resurfacing. Mairead proposed that £1500 should be allocated for EACH playground (KS1 And KS2) and with a committee member and another parent, decisions and implementations should be made ASAP so that parents who have helped raise funds benefit immediately. This will also encourage further support by parents.

Yashmin will look into costings for part resurfacing KS1 with wet float near the boat area by the next meeting.

The friendship benches which are now assembled but inside the school will be going out, Mrs Mc Sharry assured the committee, very soon. The delay

has been caused by not being able to screw the benches into the tarmac in the playground as it would simply bring up the surface.

The benches will just be branded with SA on the back with the hope that they are not stolen. **(perhaps they can be smart watered?)**

Mrs McSharry communicated that Jeff (business manager) was the contact to make sure that all purchases by the PTFA work with the plans that the school has and does not duplicate any existing plans. He will also be able to make sure that the fitting and the logistics of any installation will be taken care of.

It was also noted that football already dominates play in the KS2 playground so the installation of goal posts may not be appropriate. The girls requested last academic year that they would like somewhere sheltered to sit.

Mairead will look into the KS2 playground and again report back by the next meeting.

Mrs McSharry will complete an inventory of the playground equipment (e.g, skipping ropes, balls etc.) so that we know what school already has.

Invitation for Teachers to submit funding request forms: -

It was proposed that each class could have the potential of £75 to spend on equipment to enhance their class learning. (£50 for years N, R and 1 as they already have a donation fund).

Each classroom teacher will have to complete a funding request form for their proposal of the usage of funds.

Mairead will write a letter to teachers with this proposal and Mrs McSharry will distribute.

Mrs McSharry will chase where the completed Wish List survey responses from the teachers have gone as the committee did not receive them and we would like the teachers' opinions to be taken in to account.

Future events: -

- Valentines's Disco – 14th Feb, again straight after school. Officers to meet to organise logistics but all help on the evening much appreciated.
- Philthebag – spring clearout **Serena will book for 16th April**
- Sponsored events – **Mairead will look into**
- 100 club reinstate – **Serena will look into**
- Mother's Day craft event – 6th March – Volunteers to help welcome

Mrs McSharry suggested Crafty Crocodiles is an excellent resource

AOB

Margaret Lobo has volunteered to look into Match Funding in more detail

Social Media will have to be discussed in the next meeting

Thanks so Miss O'Connor for her attendance at the committee meeting as her perspective is very valuable.

Yashmin suggested that perhaps if perhaps each teachers attended even just one of the PTFA meetings a year it would be beneficial to all.

Natasha is working on a proposal for cultural days and the integration of different cultural groups within the school community.

There is a PTA-UK run workshop in Southam on the 6th Feb. This is a free event as it is included as part of our membership and there will be discussions about fundraising events, improving volunteer members etc. Please go on to the PTA-UK website for further details or contact Serena ASAP if you would like to attend.

Next meeting to be scheduled ASAP – END-