



Minutes for Committee Meeting held in School: 4th October 2012 2.45pm

Present:

Mairead Fernandez, Yashmin Rawbone, Serena Pitchers, Moira Parkin-Moore
(Mrs McSharry joined meeting at 3.15pm)

Apologies:

Vinay Patak, Neil Walker, Maxine Hills, Theresa Hancox, Dawn Forbes, Emilie Onyekwe

Ongoing Officers Activities:

Since the previous meeting the newly elected officers have been actioning their handovers with the previous officers. These include:

- Verifying that all Insurance and Licenses are up to date and legal.
- Accounts are up to date and in order
- Bank account Signatories are changed over to the new officers

MacMillian Coffee Morning:

The morning was a huge success being excellently supported with cake donations, cake purchases and parent attendance.

£167.76 was raised for MacMillian.

It should be noted however that it has been confirmed with PTA-UK that as a registered Charity, the PTFA should not be raising money on behalf of other charities. This could represent a conflict of interest, does not follow the objectives of the constitution and could be confusing as to which charity all donations are made for.

In the future parents can of course assist the school in raising money for charities but this will be in their role as a parent and not as a PTFA member.

Treasurer's Report:

It was discussed that there should be 4 new signatories for the PTFA bank account. It was agreed that these should be the Chair, Secretary, Treasurer and Head.

Yashmin will co-ordinate identity collection and signatures for the bank paperwork.

Total available funds in the PTFA bank account remain the same as the AGM report at £2150.

The exact financial commitment to the Friendship benches and Flip Cameras will be put to Mrs McSharry by Mairead.

Mairead will also investigate best practice in terms of best quality of cameras and investigating supplier contributions e.g. Donations or discounts.

Mairead will also seek out a quote from a teacher and or pupil as to how useful the flip cameras are so as to communicate on Newsletter to parents.

Yashmin has also submitted the overdue accounts for year ending Aug 2011.

The accounts for year ending Aug 2012 has a further 200 days to be submitted.

Yashmin will ask parent: Margaret Lobo [Qualified accountant] to look over the accounts prior to submission so as to comply with best practice and PTA-UK insurance requirements.

Amendment to Treasurers' report for AGM: The profit from the 2011 Christmas fair was £576 as the Christmas Presents, donated to all children by the PTFA was incorrectly shown as a Fayre expense on the report.

-[Mrs McSharry joins Meeting]-

Christmas Gift:

It has been established that the PTFA have traditionally had the responsibility of purchasing and organizing the purchase of the gift items for the children for Christmas. This is in conjunction with the head.

January Project:

Mrs McSharry put to the committee a mosaic project that she would like the PTFA to contribute to. The mosaic will be on the KS1 Playground wall.

This needs further discussion and details.

Lottery and Grant Funding:

It was discussed that some of the suggested improvements to the playgrounds (inc. resurfacing of KS1) could be covered by a BIFF or SITA grant scheme that we geographically qualify. It needs to be established however if we qualify on other requirements such as access to equipment after hours and 'sole project' etc.

Mrs McSharry will ask the business manager as to whether this is something he can look in to.

Boat Matting

Mrs McSharry has received a quote from a company to comprehensively resurface around the boat area in the KS1 Playground to answer some of the safety issues.

However the costs are prohibitively expensive and exceed the PTFA's average annual fundraising total.

The action for the boat needs further discussion within the school and is linked to the grant-funding project that the business manager may be able to look in to. Mrs MCsharry to keep updated.

Christmas Disco:

Logistics of the disco were discussed.

Moira Parkin-Moore has agreed to put together an action/check list for the event to assist in planning.

Mairead will establish from Dawn whether the DJ has been booked.

Communications:

It was agreed that all PTFA communications should be addressed to Parents, Carers and Teachers.

Mairead will forward to Serena a welcome note for the newsletter.

The newsletter is awaiting picture of pond and easygiving.org info.

Yashmin will ask Mrs Slater to take picture of children in situ.

Easygiving info see below.

Serena will send out a letter to Parents/Teachers a request for fundraising suggestions.

Non-Event Fundraising:

Serena has investigated and the government and PTA-UK supported organisation: easyfundraising.org. It is a preferred partner over The Giving Machine as more money is given to our charity.

Serena will write a description of the school to use on the application form and will submit to Mrs McSharry for approval by Tuesday 9th Oct.

Mairead will confirm that the PTFA account with Yellow Moon is still active.

Yashmin will investigate gift aid to boost funding.

Yashmin will research into cash-for-surveys project.

Parent Reps:

The following action sequence will be applied in regards to the recruitment of Parent Reps:

Mention on PTFA Newsletter
(W/C 8th Oct)

Speak to Parents who have shown interest in position
(W/C 8th Oct)

Letter Home explaining Parent Rep position
(W/C 15th Oct)

Gathering in the evening at the NEW INN to welcome Parent reps
(W/C 5th Nov)

Yashmin to compile list of interested volunteer parents reps to far.

Survey Parents for Wish List:

A letter asking parents/teachers for items that they could enthusiastically raise money for will be sent out with the parent rep letters. – **Serena**

Mairead will investigate with Neil as to whether the PTA-UK survey template can be filled by parents via the webpage.

If so will be in Newsletter or fundraising letter.

Cinema Nights:

Agreed is a fundraiser to continue with as is not in conflict with the school's own film club.

Agreed first night needs to be held in November.

Mairead to ask Maxine Hills to put together an action list for event.

Mairead to establish suitable date for event with Mrs MCSHarry.

Date of Next Meeting: W/C 5th Nov at the New Inn in the evening.

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