



NORTH NEWTON COMMUNITY PRIMARY SCHOOL

PTFA MINUTES

Date: 19th January 2015

Time: 7pm

Location: North Newton School

In Attendance: Helen Coker (Chair), Morni Gauld (Secretary), Mark Grindrod (Treasurer), Nick Arnold (Headteacher), Terri Hillier, Nick Coker, Lisa Brogden, Lee Brogden, Helen Barham, Sue Stone, Carol Becher, Diana Shaw, Ceri-ann Whatley, Claire Draper

Apologies: Rachel Cornish

The Chair opened the meeting at 7pm and the Minutes of the last meeting were read and approved.

Matters Arising:

It had been brought to the attention of the PTFA, that an amendment needed to be made to proceedings, in order to comply with our Constitution.

All agreed that the actions and voting carried out at the AGM should stand and that, in addition, Terri Hillier now be appointed as Vice Chair.

The current Committee are those who were present (and voted in unanimously) at the AGM.

The Position of Offices, as stated in the Constitution, were all passed unanimously.

Chair	Helen Coker
Secretary	Morni Gauld
Treasurer	Mark Grindrod
Rep. of teaching & non teaching staff	Nick Arnold (Headteacher)
Hedgehogs Class Rep.	Claire Woodland
Foxes Class Rep.	Lee Jones
Squirrels Class Rep.	Ceri-ann Whatley
Badgers Class Rep.	Rachel Cornish

Other Committee members are: Terri Hillier, Claire Draper, Sally O'Connor and Penny Smith (who will continue to represent us at the North Newton Village Hall Committee meetings).

Helen Barham will continue to attend meetings as 'Pre-School Rep'.

TREASURER'S REPORT:

A good December, with excellent profits made at the fundraising events.

Mark asked if it would be better to change the Bank we use for PTFA business, as he is not getting the service needed with Santander.

He is still awaiting new cheque books/paying-in books and all applications for new signatories for the a/c have been declined.

Changing banks will not make any difference with Match Funding.

All invoices for PTFA business must be put in an envelope with name, event and who the cheque is to be made payable to, so it is clear for Mark when reimbursing expenses.

Helen Barham asked if we could include pre-school in any future choc bar wrapper fundraisers, with all monies raised going to PTFA. All agreed.

Action to be Taken: Research to be made into Lloyds, Barclays and online banking, as possible alternatives for PTFA a/c.

Person to Action: *Mark Grindrod - Info to be brought to the Next Committee Meeting.*

HEADTEACHER'S REPORT:

Thanks given to all PTFA members, teachers and parents for their help with the many events last term, including:- Christmas Fayre, Wells Cathedral, Panto, Xmas lunch and Xmas plays.

The Christmas tree was deemed to be a huge success, with positive comments coming from the local Councillor, Village Hall Committee and other members of the community. It has been decided that in future, it will be put up outside the Village Hall, for the community as a whole.

New furniture has been delivered for Squirrels and Badgers classes and the sporting events, considered to be very good, including Cross Country, will continue.

Discussions took place as to how to improve the look of the 'old' minibus. Suggestions of a valet or 'wrap' were made. Possible advertising opportunities for companies, which could help with our costs too.

4 new minibus drivers are being trained next week.

Music evening will be held at Robert Blake and the PTFA will run it's usual raffle. Names to be put on the back of tickets and collected on the night. Only those handed in on the night will be eligible for entry into the draw.

Action to be Taken: *Enquiries to be made about prices for minibus Valet.*

Person to Action: *James Barham - by Next Committee Meeting via Helen Barham*

Action to be Taken: *Enquiries for sponsors for the minibus to be made, including EDF and City Plumbing who previously gave us £5,000 towards the new minibus.*

Person to Action: *Diana Shaw and Other Committee members - by Next Committee Meeting*

CHAIRPERSON'S REPORT:

Thanks given for the previous voting and attendance this evening.

Suggested that at the next AGM, anyone interested in standing for an Office, write a short piece about themselves for parents to read and then cast a vote. Agreed this was a good idea.

Thanks to all for their help with the Christmas Fayre, which was a good team effort.

Father Christmas was excellent, confirmed by the many positive comments by the children who visited him in his grotto.

Helen had been unsure about whose responsibility it was to do the hampers for the Christmas Raffle, but this had been resolved and will be clearer next time.

Claire Draper asked if any Thank You cards had been sent to those who had donated prizes.

Action to be Taken: *Terri to provide a list of those who donated prizes, and cards previously designed by the children will be used as a Thank You.*

Person to Action: *Nick Arnold - by Next Committee Meeting.*

FUNDRAISING / FUNDRAISING CO-ORDINATOR:

Terri asked if we would still be doing Non-Uniform day each half term, as this is an easy way to raise money. All agreed.

An Easter Disco was suggested and all agreed that the last day of term would be a good choice, if the Village Hall was free.

A DJ has been booked on a cancellable basis if the hall is not free. The cost for this being £100.

A cost of £3.50 per ticket, to include drinks and food was suggested and agreed. Timings for the event will be confirmed at a later date, but were suggested to be approx 5pm-7.45pm.

Suggestion raised about 'Bag Packing' at supermarkets as possible fundraiser. Morrisons and Asda had been approached. Weekends thought to be best as busier. Mark Grindrod suggested we do this just before a fundraiser, so we can publicise it. All agreed.

Action to be Taken: *Booking of Village Hall*

Person to Action: *Terri Hillier - by Next Committee Meeting*

Action to be Taken: *A letter to be drafted and sent to the supermarkets explaining who we are and what we are raising money for (technology)*

Person to Action: *Nick Arnold to draft and he and Helen Coker to sign - by Next Committee Meeting*

FORTHCOMING EVENTS:- QUIZ NIGHT, RACE NIGHT, MAY FAYRE

The Quiz night has been arranged for Fri 30th Jan.

A raffle will take place, using prizes already donated.

Discussions about a Race Night took place and the idea was agreed by all.

May Fayre is to be similar to last year. 16th March suggested at the best date.

Action to be Taken: *Confirmation of date and venue for Race Night*

Person to Action: *Terri Hillier and Nick Coker - by Next Committee Meeting*

Action to be Taken: *Booking of Village Hall for May Fayre*

Person to Action: *Terri Hillier - by Next Committee Meeting*

Action to be Taken: *Ideas on who may 'open' the Fayre for us.*

Person to Action: *All Committee members - by Next Committee Meeting*

Action to be Taken: *Advertising for May Fayre:-The Link, Apple Fm (?) Leaflets*

Person to Action: *Nick Arnold, Lee Jones, Terri & Claire - by Next Committee Meeting*

A.O.B.

Ceri-ann asked if a previously-discussed letter on Salary Sacrifice had been sent out, explaining that vouchers could be used towards Breakfast Club.

Lee Brogden asked about the situation with the Beer Fest and whether parents would be asked to help again this year, even though the school received no monies. Nick Arnold explained that he and his Finance Committee were to attend a meeting with the Beer Fest Committee to discuss this.

He asked if Helen, Morni and Mark would also attend to represent the PTFA and to air parents' views. All agreed.

A parent has asked whether the PTFA could fund some aprons for Hedgehogs class to use during lunches. It was decided that this wasn't really applicable to the PTFA.

Action to be Taken: *Letter to be sent to parents about Salary Sacrifice Scheme.*

Person to Action: *Ros Hodge - by Next Committee Meeting*

Action to be Taken: *Meeting with Beer Fest Committee*

Person to Action: *Nick Arnold, Finance Committee, Helen C, Morni & Mark - March '15*

Action to be Taken: *Discussion with Hedgehogs Class Teacher about the PTFA decision on aprons.*

Person to Action: *Nick Arnold - by Next Committee Meeting*

DATE OF NEXT MEETING:

The next Committee meeting is Thurs 5th March at 7pm.

There being no further business, the Chair closed the meeting at 8.20pm.