



NORTH NEWTON COMMUNITY PRIMARY SCHOOL

PTFA MINUTES

Date: Monday 24th April 2017

Time: 7pm

Location: North Newton School

In Attendance: Lee Jones (Chair), Rachel Grant (Vice Chair), Morni Gauld (Secretary), Mark Grindrod, Helen Coker, Abby Taylor, Sarah Bult, Helen Barham, Dean Quinn, Helen Hunter, Sue Stone, Ros Hodge, Nicky Contreras.

Apologies: Kathryn Long (Treasurer), Nick Arnold (Headteacher),

The Chair opened the meeting at 7pm and the Minutes of the previous meeting were discussed and approved.

MATTERS ARISING:

None.

Treasurer's Report (Read by Chair):

INCOME:

Easter Disco	Sleepover (so far)	Movie Night (so far)	Freezepops (so far)	Music Magpie
£119.94 (expenditure £117.56)	£100	£55	£40.40 (expenditure £12)	£15.68

EXPENDITURE:

Foxes Easter Eggs	Hedgehogs Easter Eggs	Badgers Easter Eggs	May Fayre Chocolates (prizes)
£15	£15	£23	£6.52

Total spent on Easter Eggs: £83

The current a/c balance (as of 24th Apr'17) is £6,004.15

Current cash held: £248.48

Head Teacher's Report:

No report given due to illness.

Chair's Report:

Thanks to all who helped with the Easter Disco. Apologies from Lee Jones that he could not attend.

The children seemed to enjoy themselves, but, looking at the Treasurer's Report, this event only made £2 profit. Do we still want to continue with this next year?

The idea of sweets instead of hotdogs, etc was a good idea to keep costs down and also less work to do.

It was suggested that we do the disco again next year, but a week or two before, so that it doesn't happen at end of term, when people may be going on holiday. A 'Spring' or 'School' disco, rather than an 'Easter' disco.

It was also suggested that we try a different DJ, as there may be others who are cheaper.

Fundraising:

Movie Night - We currently have 31 signed up.

Ali Crow and Heidi Tucker will represent the staff and Rachel, Kathryn and Helen H will attend on behalf of the PTFA.

Sleepover - Currently have 35 signed up.

Ali Crow (and hopefully Claire Larcombe) will be in attendance for the staff and Dean Quinn, Sarah Bult and Abby Taylor for the PTFA.

Morni & Helen C will assist in the evening and will return (with Helen H and Sue Stone) to help with breakfasts at 7am.

Hot chocolate and biscuits for evening snack. Cereal and toast for breakfast.

May Fayre - We need more help with running stalls at May Fayre. Class Reps. to merge their lists in time for Badgers Cake Sale on Friday, so that parents can be approached to sign-up then. 1 gem per adult who helps (if both parents help, each gets a gem). These are only to be rewarded to those who sign-up before the day.

Staff to organise and run refreshments.

In the absence of Nick Arnold, it has been decided that Mark Grindrod and Lee Jones will comper the event.

The judging of the Fancy Dress and Miniature Garden Competitions will be offered to the Chair and Vice Chair of the Board of Governors (Sarah Cook and Andrew O'Connor) and Ros Hodge.

It was decided that we will still continue with The Stocks and ask other members of staff to volunteer, to encourage children/parents to the stall.

AOB:

Easter Eggs - It was reported that there was 1 child who was dairy intolerant and so couldn't eat her chocolate egg. PTFA agree that we must obtain a list of intolerances/allergies from the school office for next year, so that we may provide an alternative if necessary.

Newsletter - Morni has produced a PTFA Newsletter, to send to parents, via bookbags, as and when the Committee think necessary (at least once a term).

PTFA events are advertised on our noticeboard and facebook page already, but this was agreed to be a fun way to announce our news too.

It was suggested that we add a 'Kids Competition' to this each month, with gems awarded for all entries and a small prize for the winner. This month's competition will be for children to send in their favourite joke. Winner announced in the next issue.

Tote Bags & Calendars - These were again discussed and it was decided not to introduce them until the Autumn term, to give more time for designs to be produced.

Tote bags will cost approx. £4 each to buy, with discounts for multi-purchase orders

e.g. 1 = £4, 2 = £7.50, 3 = £10.

They can be of the same design or a mix of class designs for those with children in different classes.

Children can each do their own hand-drawn picture.

It was decided to use the Blue writing for the calendar, as this is school uniform colour.

The finished designs can be printed, on an individual order basis, at school and Sarah Bult's father will kindly bind them to complete the calendar.

The school and the PTFA logos are to go on the front of the calendars.

These are to be advertised from October onwards, in time for Christmas.

It was suggested that both these items also become part of a much bigger "Black Friday" event this year, with discounts/incentives given, along with purchase of Santa's Grotto tickets, to those who order early.

Community Defibrillator - After previous discussions with the PTFA, and agreement that we will fund the purchase of smarties tubes for all children within the school (so they can return tubes filled with money towards the purchase of the defib.) Helen B can now purchase the smarties.

Approx. running costs of the defib. maintenance are £1 per day when hired.

Minibus Grant :- We have now, finally, heard back that the school's application for a grant towards a new minibus was unsuccessful. Further discussions at future meetings will take place to discuss how the PTFA can help with this.

It was suggested that we try and approach a business for sponsorship to purchase another minibus, with business logo on the minibus for advertising. The staff are currently looking into other options.

Playground Equipment & Technology:- Although the equipment is 'looking tired' and perhaps it may be wise to try and replace/update it within 18 months, it did have a safety check last week and passed, so this is not a priority for PTFA funds at the current time.

Due to school budget cuts, PTFA funds will need to be used for many things now, so the purchase of lots of new ipads at once is not realistic. These and laptops will have to be replaced on a rolling programme (as and when vital).

It was discussed whether we could use discount gift/store cards to purchase ipads, but the school buy them through an IT provider contract, who maintain aftercare and who 'price match' anyway.

New Parents Evening: - Lee Jones or Rachel Grant to do a talk at the New Parents Evening on 20th June (supported by Morni). Sarah Bult will provide the welcome gingerbread gifts for the new children, as in previous years.

It was agreed that PTFA will now fund the purchase of bookbags for the new Hedgehog intake of pupils. Our logo is to be advertised on them somehow.

Leaver's Presents: - Confirmed that PTFA will again pay for Year 6 photo and frames as a leaving gift to those who are going to secondary school.

Buy & Sell: - The new Buy & Sell facebook page will be set-up in time for 'launching' at May Fayre. Nicky Contreras will be admin. on this and ensure the site runs smoothly and professionally.

There are to be no photos of children displayed, or comments about the school or its business on this site, as this will be a 'public' page. The PTFA is a registered charity and all profits (or pre-agreed percentage of sales) will be donated to this charity, to help boost funds needed to help the school.

Nicky will distribute leaflets at the May Fayre, advertising this.

Discussion on Any Other Business: - It was suggested that any Committee member wishing to discuss a certain issue at meetings, should forward their topic to the PTFA Secretary 10 days in advance of the next meeting, so that it can be added to the Agenda as a point to discuss, thus allowing only last minute business to become 'AOB'.

This was suggested so that people had a chance to view the things to be discussed in advance.

It will be trialled at the next meeting.

<u>ACTION TO BE TAKEN:</u>	<u>PERSON TO ACTION:</u>	<u>AGREED ACTION DATE:</u>
Purchase/Organise provisions for Movie Night	Rachel Grant & Kathryn Long	By Thurs 27th April
Purchase/Organise provisions for Sleepover	Morni Gauld	By Fri 28th April
Ensure Kit List for Sleepover is displayed on Class Doors/Noticeboard/Gate	Morni Gauld & Ros Hodge	By Thurs 27th April
Send texts to parents about Movie Night/Sleepover requirements	Ros Hodge	Wed 26th/Thurs 27th April
Put Movie Night/Sleepover posts on ptfa facebook page	Morni Gauld	Thurs 27th/Fri 28th April
May Fayre sign-up sheet for playground	Sarah Bult	By Fri 28th April
Sign up volunteers for May Fayre	Class Reps.	ASAP
Banner/Bunting to be found. Date changed.	Helen C & Helen B	ASAP
Banner/Bunting to put on fence	Lee, Dean & Mark	By Tues 2nd May
Staff to organise refreshments for May Fayre	Ros Hodge & Sue Stone	By May Fayre
Staff volunteers to be sought for The Stocks	Ros Hodge	ASAP
Governors to be approached about May Fayre Judging	Ros Hodge	ASAP
Texts to be sent about collections/competitions for May Fayre	Ros Hodge	The day before each collection
Non Uniform Day poster to be displayed on noticeboard & post to be put on ptfa fb page.	Morni Gauld	Tues 2nd May
Newsletter to be finalised, photocopied & distributed via bookbags	Morni, Lee & Ros	By Thurs 27th April
Committee to be present on collection days	Morni Gauld Nicky Contreras Helen Hunter Rachel Grant	Fri 5th May - Sweets/Choc - for non uniform Tues 9th May - New & 'Unused' Wed 10th May - Bottles & Tins Thurs 11th May - Bottle Run Fri 12th May - Cakes/Produce & Miniature Garden entries
Booklet for New Parents to be updated and Ptfa Newsletter, Buy & Sell leaflet & Volunteer form to be included.	Lee Jones & Ros Hodge	By NCM
Any items for discussion at next meeting to be forwarded to Secretary	Committee	By Fri 26th May

* NCM - Next Committee Meeting.

DATE OF NEXT COMMITTEE MEETING:

MONDAY 5TH JUNE @ 7PM

There being no further business, The Chair closed the meeting at 8.50pm.