

## 24/9/24 PTFA Meeting Minutes

### Item 1 - Attendees

Nicola Phelps - Admin  
Rachel Coleman - Parent  
Chloe Pritchard - Parent  
Sarah Morris - Parent

### Apologies

Gina Matthews - Admin

### Item 2 - Recap of previous term's events

- Cake sale and uniform swap raised £90.00.
- Summer fair raised £390.00.
- Ice cream sales raised £325.00.

The PTFA funded leavers hoodies for 11 children at a cost of £20.00 each.

### Item 3 - Current financial status

- The PTFA account balance is £958.52.
- £450.00 is committed for the school's panto, to be held at the Village Hall for all children from Reception to Yr 6.
- Little Dormice will have a Christmas party on the same day which will also be funded by the PTFA. Costs will be food and a small present for each child.

The school has expressed a desire for the PTFA to fund the following:

#### 1. **Aprons for KS2** to wear in art/D&T.

Likely cost of £105.00 for 30 aprons. **Agreed** to be appropriate - school to order. **ACTION** - Admin.

#### 2. **Art supplies.** Pens, paper, paint etc.

Costs tbc based on need which should be clarified by class teachers.

**Agreed** to be appropriate. Order not to be placed until need is clarified - **ACTION** Admin to prompt teachers to report their needs.

#### 3. **Stage** for school performances.

Quote received for £2,811.00.

Discussed at length. A Facebook poll of parents last autumn indicated that this was not considered to be a value for money investment and the same opinion is held by all members of the PTFA. **Discounted.**

#### 4. Pond refresh.

The school pond's liner is damaged and the fence around it requires attention. It needs to be drained, cleaned, a new liner installed and either a new fence erected or the existing fence repaired. School admin have already applied for a grant for this work via Tesco's Token Scheme with an estimated overall cost of £3,500.00 but no response received to date.

**Agreed** that a genuine need exists for the work to take place and methods of funding and conducting the work were discussed. No issue with the PTFA part funding the work but investigations to take place before any commitment is made.

Need to consider:

- Would a local company perform the work free or for a subsidised rate as part of a community outreach initiative? Need to approach various companies to test their appetite. Suggested companies are:
  - MKM, Newent;
  - Travis Perkins;
  - Beechams;
  - Co-op;
  - Big Dug;
  - (Post-meeting addition) The Original Factory Shop.
- Would any environmental organisations or scheme support or part-fund the work?  
Suggested approaching:
  - Wildlife Trust;
  - Nature in Art.
- Would any parents be interested in volunteering their time and skills to help with this project in their own time if sessions were organised?
  - Interested parents should contact the school admin to express an interest and if sufficient interest, we'll look to organise a date.

**Post-meeting ACTION** - Chloe to contact companies and draft a note to parents to go in the Newsletter.

#### Item 4 - Planned events

Panto - date tbc

Little Dormice Christmas party - date tbc

#### Item 5 - Suggested events and activities

1. Halloween **film night** at school. **Agreed.**

To run from 3:30 to 5:00 on Tuesday 22 October, replacing after-school club/wraparound care and open to all students from Reception to Yr 6. No parents required.

Cost of £4 per child to include a milkshake and popcorn (parents to advise dietary restrictions when booking and alternative provisions to be made as necessary). Tickets will be sold through Parent Pay. Booking will close on 16 Oct or when hall capacity is reached (whichever comes first).

Film TBC but will be U rated.

School has a good supply of Nesquik and a stock of cardboard cups, supplied by Gina Nell Creates, but PTFA will need to fund milk, popcorn, straws and paper snack bags.

## **2. Wear something Christmassy day. Agreed.**

Children to bring a prize to school in exchange for wearing something Christmassy of their choice. All prizes will be used to create hampers and raffle tickets will be sold to win the hampers. Date of event Monday 2 December.

## **3. Breakfast with Santa. Discounted.**

Continental breakfast in school/village hall with a visit from Santa. Pay per person, probably on a weekend morning. Discussed but probably not practical noting it's a busy time of year.

## **4. Christmas jumper day. Agreed.**

Date TBC but likely to be last week of term. £1 per child to wear a Christmas jumper to school.

## Item 6 - Fundraising ideas

### **1. Christmas art competition. Agreed.**

Voluntary participation only and no entry fee. Children from all year groups including preschool to draw a Christmassy self portrait to submit for judging. Prize to be awarded to the winning entry in each class.

All submitted images will then be uploaded to a gift company for parents to purchase personalised gifts (cards/mugs/tea towels/etc) with a proportion of sale proceeds being donated by the gift company to the PTFA's budget.

**ACTION** - Chloe to identify a suitable gift company and create an advert for the competition.

### **2. Christmas present wrapping service. Discounted.**

Parents to bring in presents to be wrapped for a cost per present. PTFA members to wrap. No appetite for this suggestion so discounted.

#### Item 7 - Any other business

- The school used to have Parentkind membership which costs £109 per year but gives our PTFA insurance for any events it holds, access to subsidised and fully funded schemes, a network in which to access new ideas, support and general guidance. **ACTION** - Chloe to investigate benefits of Parentkind membership and disseminate among PTFA attendees with a recommendation.
- **ACTION** - Sarah to release a letter encouraging more parents to join the PTFA.
- PTFA Facebook page needs to be advertised - all parents encouraged to join, not just those wanting to volunteer. **ACTION** - Rachel to provide info to Admin to be included in the Newsletter.
- School to be entered into the Sunshine Radio Santa competition (**ACTION** - Chloe).

#### Item 8 - Date of next meeting

The next meeting will be held at 2:30pm on Thursday 17 October to discuss preparations for the Film Night. Another meeting will be agreed at this point to prepare for Christmas activities.