

CALOW CHURCH OF ENGLAND (VC) PRIMARY SCHOOL

Parent, Teachers and Friends Association

Minutes of Meeting

Wednesday 22nd April 2015

Present:	S. Martin (Chair)	J. Oldale	S. Sherlock
	A. Harding	B. Franklin	H. Cagnasso
	C. Savage	E. McDonald	N. Fullwood (minutes)
	C. Gaunt	M. Thacker	C. Winter

1. **Apologies for absence**

C. Rolt

2. **Minutes of the previous meeting**

It was agreed that these were a true and accurate record.

3. **Matters arising**

Computing Equipment

The governors liaised with 3 companies re purchasing new computer equipment, i.e. laptops / notebooks. "CBC Computers" has been identified as the company where initially a laptop trolley and 6 laptops will be purchased for the sum of £2400. The PTFA will contribute £1500 towards the overall cost; the remaining £900 will be supported via the governors. The order should be arriving very shortly.

Year Six leavers' gifts

Mrs Martin shared literature from Pixy Treasures re purchasing T-shirts for year 6 pupils as a leaving gift. These have been well received by previous year 6 pupils. All agreed that the PTFA would fund specially printed T-shirts for current year 6 pupils too. Mrs Martin is to approach a parent who is a photographer to take pupil photographs.

Summer Fair - 13th June 2015

Mr Thacker has enquired about the Archbishop of York or Bishop of Repton opening the summer fair this year, but neither person is available. The Archbishop of York has existing commitments and his availability is now only for local events within the York area. The Bishop of Repton has recently changed roles and is therefore no longer available either. (Re: later in minutes for further update re summer fair.)

Bingo Night – 15th July 2015

Doors open at 6pm, bingo commences at 6.30pm. This event will be further discussed at next PTFA meeting.

4. **Treasurer's Report**

A very comprehensive breakdown of PTFA accounts was provided for all to see by current treasurer. (Re separate document attached to these minutes.)

In summary:

- Easter disco
Income increased compared to last year, primarily due to sales of glow-sticks and reduced costs of tuck shop items. Overall net funds raised £344.35 which Treasurer described as a fantastic result.

114 pupils attended and on average spent £3.70 per person. Query raised why only approximately 50% of pupils attended and how this can be improved upon? It was acknowledged that the event was held on a Friday due to parent consultations occurring the same week and perhaps a higher attendance will occur if event held on Thursday again (as some families went away for the Easter period on the Friday after school). Also additional / more frequent advertising of event is required.

It was suggested that events should be spread out more, posters could go on the nursery / reception area walls, as well as on the notice boards, and that at least 3 reminders should be sent out in some format to families. It was also discussed that possible future dates could be included in the calendars to help remind parents.

- Previous PTFA donation
Cheque released in January to partly fund new IT equipment and also subsidise upcoming school trips. As the reception class balance bike trip was cancelled by the event organiser, funds were re-distributed to subsidise the reception class Butterfly House trip and Class 3 visit to Tesco, plus the upcoming Class 5 trip to London.

Since September 2014, the PTFA has raised £2572.36. Taking into account monies held back for predicted costs for Bingo Night, Summer Fair, School Calendars, and subsidising future school trips by £600, the PTFA account balance will be £594.43 (plus any income raised from the Summer Fair / Bingo Night).

It was agreed that £600 would be used to subsidise Class 2 attending the Magna Project and Class 6 attending a residential trip.

5. **Summer Fair**

Mr Thacker advised that the High Sheriff of Derbyshire Oliver Stephenson is to open the Summer Fair. This event will occur on the 13th June 2015, 2-4pm. PTFA members can have access to the school on Friday 12th June 2015 after school and from 1pm on Saturday 13th June 2015 to 'set up'. The PTFA has allocated £500 costs for this event. The PTFA Secretary / Chairperson are to apply for Temporary Events Notice and Mrs Sherlock will provide risk assessment for event.

Confirmed:

- The Hallamshire Military Band will be performing.
- The school choir will perform as this will be the last opportunity for the current year 6 pupils to participate in the choir.
- Raffle – top prize to be £50 cash. PTFA secretary to write to businesses to source other raffle prizes. Mrs Gaunt to approach local businesses for raffle donations too.

Proposed:

- Katie Brooks – Zumba instructor will be asked to participate. Mr Thacker to follow this up.
- A parent, Mr C, has said he would be willing to be part of the wet sponge stall. Chairperson is to confirm this and research where stocks (or something similar) can be obtained; e.g. approaching the Somerset pub, etc. Mrs McDonald will paint / restore equipment if possible.
- Refreshments to be provided by church volunteers – Mr Thacker to follow up.
- Parent Mrs N has expressed interest in having a 'Paper Cuts' craft stall. Mrs Harding to follow this up.
- Utility Warehouse (utility bill advisory service) has enquired about having a stall. The company would be charged a 'pitch fee' (amount to be decided). Chairperson to follow this up and ensure that the company has its own insurance in place.
- Emergency services e.g. fire engine or police car to be present as a point of interest for families. Mrs Sherlock to follow up via her existing employment links.

Other proposed future events

- Craft Fairs – suggested to be held separate to the summer fair which is a school community event. Each stall would be asked to pay a 'pitch fee' (amount to be decided) and they would have to have their own insurance. Mrs Gaunt has experience of such events and describes them as popular, income generators, particularly as loyal customers tend to 'follow' the stall holders around different venues.
- Family Quiz Night – to be discussed at next PTFA meeting.
- Pamper Nights – Perhaps to be held around Mother's Day or in the autumn when nights 'draw in'. PTFA members to make enquiries about local businesses that may wish to participate and update at next meeting.
- Race Night – Would require a Temporary Events Notice and will discuss further at next PTFA meeting.

No alcohol would be permitted on the premises if the above future events did take place.

6. **School Calendar.**

Letters re purchasing the school calendars have been sent out to families today. Mr S. Poole has agreed to produce the calendars and photographs will be taken of children in school from 2nd June 2015 onwards. Mrs Harding and Mrs Sherlock will

take the lead in approaching local businesses to advertise their services for £30 per academic year. Calendars will cost £6 each to purchase and Mrs Harding will collect all monies and maintain records of who has purchased and which pupils are part of a sibling group. All calendar orders to be received by 8th May 2015.

(Christmas Fair date will be 21st November 2015 and will be inserted in the calendar.)

7. **Summer Disco 23rd July 2015**

Key Stage 1 children's disco will occur first (where parents / guardian must attend). Key Stage 2 disco will follow afterwards. Year 6 pupils do not have to pay an entrance fee, plus when the disco ends at 7.30pm, Year 6 pupils can remain behind until 8pm for a final celebration. Miss Franklin will make individual cupcakes for each year 6 pupil.

8. **Correspondence**

Pixy Treasures leaflet referred to earlier in the minutes.

9. **Any Other Business**

Mrs Sherlock is in the process of obtaining Booker wholesaler cards specifically for use by PTFA committee members, 3 cards will be issued and circulated to designated personnel. Update will be provided at next PTFA meeting.

10. **Next PTFA meeting on Thursday 25/06/15 at 7pm.**