

CALOW CHURCH OF ENGLAND (VC) PRIMARY SCHOOL

Parent, Teachers and Friends Association

Minutes of Meeting

Thursday 25th June 2015

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

1. **Welcome and introductions**

Chair welcomed everyone, in particular a new member to the PTFA.

2. **Apologies for absence**

C. Winter (Chair of Governors)

3. **Minutes of previous meeting**

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

4. **Matters Arising**

Mrs Sherlock confirmed that she has now opened a Calow Primary School PTFA account at Bookers wholesalers. Currently she has a temporary card but the PTFA will be allocated 3 cards to use for PTFA purchases.

5. **Treasurer's Report**

A very comprehensive breakdown of PTFA accounts was provided for all to see by the current treasurer.

In summary:

- **Summer Fair**

Summer Fair raised a net total of £966.99. Despite the poor weather, this was only approximately £40 less than the money raised last year. The treasurer highlighted that the raffle had very generous prizes and raised a large proportion of the money. The tombola and bric a brac stalls consisted of donated items – therefore the money raised by these stalls was pure profit and also contributed significantly to the overall amount raised. The quality of the donated items by pupils and their families was extremely good and it was recommended that families be thanked in writing for this.

The Treasurer queried what the 'Fondant Art' stall was which had been present in the Summer Fair 2014. Chairperson and Mr Thacker clarified that a staff member Mrs Jones had overseen this stall and the treasurer highlighted that this had been financially successful so may be worth re-visiting at future events too.

PTFA members were informed that the expenses were less for this summer fair and as quite a lot of stock still remains; upcoming events' expenses are likely to be lower too.

Treasurer commented that her observation on the day was that the event was busy for the 1st hour and then numbers dwindled considerably. It was acknowledged that the weather may have contributed to this, as there was nowhere to go outside. PTFA members identified that there needs to be a programme in place with a plan A and plan B for activities taking place depending upon the weather. It was acknowledged that having Santa at the Christmas Fair is a big success and that considering characters e.g. Olaf, princesses, superheroes, etc. at other events may also be financially successful. Families could be asked to pay a small fee for their child to have their photo taken with the character. All present agreed that this should be explored further as well as other options, e.g. Punch and Judy, etc.

- Accounts to date

Since September 2014, the PTFA has raised £4252.85 of which £3000 has already been allocated back to the school. Treasurer reported that currently there is £3904.92 in the PTFA bank account. Following the deduction of £600 which was agreed at the last meeting (a cheque will be provided to Mr Thacker today to subsidise educational visits) and future summer term costs for bingo night, calendars, school leavers disco / gifts, the balance will be £2506.92.

Treasurer recommended £1000 be released to fund the purchase of new laptops which will replace the older style netbooks. This funding was agreed by PTFA members. £1506.92 remains in the PTFA account at present.

6. **Summer Fair**

Mr Thacker thanked PTFA members for their hard work both prior, during and following the event. He added that the High Sheriff of Derbyshire who opened the event was very complimentary, participated fully in the occasion – even buying a raffle ticket and positively 'tweeted' about the summer fair, on his Twitter account. Mr Thacker was thanked by the Chair for organising the attendance of the Hallamshire Military Band and agreed that this had been a positive community event.

7. **School Calendars**

Mrs Harding provided feedback that the children's photographs had now been taken. Mr Poole is now processing them and is in frequent text / telephone contact with Mrs Harding. There are 8 confirmed advertisers although 1 (The Cycle Shop) has yet to provide their business card but will have done so by the final deadline of 6th July. It is planned that the completed calendars will be received by the school by no later than the 17th July 2015. Mr Thacker confirmed that he would provide the list of term dates, relevant school events, etc. to be inserted into the calendar to Mrs Harding, following this weekend.

In total, 92 calendars have been ordered and a sum of £728.50 has been raised (which is likely to increase to £758.50 upon receipt of the final advertiser payment).

8. **Bingo Night** 15th July 2015

Doors are open from 6pm and bingo commences at 6.30pm. Mr Thacker will call out the numbers. Current treasurer is to liaise with the previous treasurer regarding how prize money was calculated. Confirmed that should a child participate and 'win', cash prizes can only be given to their accompanying adult due to gambling legislation. Refreshments of tea, coffee, juice and biscuits will be available for purchase and school personnel will staff this. Lining paper is to be used to cover / protect the tables. Chairperson is to show committee member Mrs Sherlock where Bingo Night products are purchased from.

9. **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.

- Mrs Sherlock will purchase refreshments
- Mrs Sherlock and Mrs Cagnasso will check existing stock for disco items and purchase new items e.g. glow necklaces, perhaps inflatable guitars, etc. Although the children enjoyed the whistles, some PTFA members requested no whistles be purchased on this occasion, therefore alternative items to be sourced instead.
- Mrs Fullwood to do reminder notice and also free entry passes for year 6 pupils
- Mrs Martin will oversee planning for year 6 party

10. **Leavers' Gifts**

The class photograph has now been taken to insert on each child's leaving T-shirt. Mrs Martin has sent everything to the printers and has been informed that they will be returned in time for the end of term. Mrs Martin to provide invoice to treasurer for payment for t-shirts and printing costs.

11. **Fashion Show** 24th September 2015

Ladies only event (minimum age 11 years). £100 booking fee is refundable if over 80 tickets are sold. Tickets can be purchased in advance for £3 each and monies raised from ticket sales are retained by the PTFA. Monies raised from clothing sales is retained by the fashion company. Refreshments will also be on sale too.

12. **Other Proposed Future Events**

Family Quiz Night – to be discussed at next PTFA meeting.

13. **Correspondence**

None.

14. **Any Other Business**

- Availability of PTFA meeting minutes

Query was raised about if the PTFA meeting minutes can be circulated sooner than at the next meeting and also be made available for parents to see in a timely manner. It was confirmed that once the PTFA Chair Mrs Martin and Headteacher Mr Thacker had agreed the contents of the minutes, then they can be circulated to PTFA members, can be uploaded onto the school website (by emailing the minutes to the school receptionist) and also can be displayed in the school notice boards. A disclaimer will need to be added to the minutes due to the fact that the minutes have not been formally 'signed off' as accurate at a PTFA meeting and therefore, may be subject to change.

- PTFA email address

PTFA members expressed that when liaising with local businesses, Charity Commission, etc. they have had to provide their personal email addresses as the PTFA does not have an email address. Mr Thacker confirmed that the school email address info@calow.derbyshire.sch.uk can be used, but that it would be helpful for incoming emails to always highlight which PTFA member the email should be forwarded on to. This was agreed by all.

15. **Next PTFA meetings:**

Wednesday 23rd September 2015 at 7pm (AGM)

Thursday 22nd October 2015 at 7pm

Disclaimer

These minutes are believed to be accurate. However, they remain subject to amendment until formal ratification occurs by PTFA members on 22nd October 2015.