

PTFA Meeting Minutes – Thursday 3rd December 2009

Present: Damian Marsh, Alison Barnes, Helen Walker, Sandy Harvey, Teresa Withington

Apologies: Marie Graves, Louise Barnes, Sarah Taylor, Samantha White, Cathryn Walmsley

1. Welcome and chairpersons report

Alison welcomed everyone to the meeting and gave feedback on the recent Ladies Night.

The evening went well and good feedback was received from all.

Alison raised the possibility of combining the Ladies Night with a Christmas Fair next year.

All agreed it was a good idea but further discussion should be deferred until the next meeting.

2. Treasurers Report

Helen circulated the accounts to date and suggested it would be a good idea to keep 2-2.5k in the bank balance to allow for payments to be made for each event.

All agreed with Helen that a float of £100 should be kept for adhoc payments.

There was much discussion on the current safe which is only authorised to hold £1000. In the event of a theft, any school funds such as lunch monies would be covered but any amounts for PTFA that were over the £1000 limit would not. This could create problems as the summer fair regularly raises over that limit.

Damian suggested the possibility of using a night deposit box at the bank. This would mean monies would have to be counted after each event but all agreed this would be possible.

3. Head Teacher Report

Damian started by thanking the PTFA for the new server and went on to discuss the need for a projector in the hall.

All agreed it would be a useful addition to the school and all would benefit. Sandy suggested it could add a new event of movie nights to the calendar.

The decision was voted on and the meeting agreed that Damian should get a number of quotes for the PTFA to consider.

Post meeting addendum: All quotes should be itemised so discussion can take place re how much the PTFA may contribute.

Damian highlighted that new decorations had been bought for the Christmas tree which is now up in the hall.

Damian thanked Helen Walker for her support as Treasurer and highlighted that her role was more involved than his.

4. Forthcoming Events

- **Tea Towels** - The KS1 towels have arrived and look lovely. Letter to be prepared for Helen to send out asap. **Action:** Teresa Withington
- **Valentines Disco** - This is scheduled for 11th February 2010.
- **Dinner Dance** - Alison met with a group of reception parents who have agreed to organise the Dinner Dance. They will provide an update for the next PTFA meeting. The date is likely to be May 2010.
- **Easter Egg Bingo** - A date of 25th March 2010 was pencilled in. Licence required. **Action:** Teresa Withington
- **KS2 Cake Sale an Easter Colouring Competition** - The cake sale is scheduled for 24th March 2010. Details for colouring competition to be finalised closer to the date. **Action:** Teresa Withington
- **Top to Toe Fashion Event** - Alison Barnes still looking into this.
- **Treasure Hunt / Race Night** - Alison updated the meeting on this. Sarah Taylor and Catherine King are to run the event. A tentative date of 21st May 2010 was mentioned. Licence required. **Action:** Teresa Withington
- **Summer Fair** - A tentative date of 18th June 2010 was suggested. Licence required. **Action:** Teresa Withington
- **Summer Disco** - It was suggested this event be held week of the 9th July 2010. This will require a DJ and licence. **Action:** Teresa Withington

5. Any Other Business

There are still presents to be wrapped. Volunteers welcome.

Jason Rawlinson has suggested another event – Gentleman's dinner. **Action:** Teresa Withington to ask Jason for more details.

Alison informed the meeting on her idea for a flyer for all new parents. This would detail all events to take place throughout the year with a small piece of information on each. **Action:** Alison Barnes / Teresa Withington

Alison informed the meeting of a fault with the curtain tracks in the hall. The PTFA provided funds for the curtains but the track is now damaged. Alison asked that the school consider replacing the track.

Next meeting date: to be advised

Meeting closed at 9pm