

## **PTFA Meeting Minutes – Tuesday 10 March 2009**

**Present:** Alison Barnes, Alan & Suzanne Stenhouse, Caron Evans, Samantha White, Louise Barnes, Nick Salter, Cathryn Walmsley, Dianne Ellithorn, Sarah Taylor.

**Apologies:** Samantha Kay, Jane Bailey, Helen Walker, Damian Marsh, Hayley Farrell, Joanne Clements.

### 1. Welcome and chairpersons report

Alison welcomed everyone to meeting and gave apologies for the cancellation of the last meeting. Future ideas for PTFA fund raising were discussed at length – PTFA would like a big project to work towards, with the potential for a visual thermometer display of how much has been raised.

### 2. Headteachers report.

Louise Barnes had received further information about the plant sale. The company have dramatically increased prices, and it was agreed not to use that nursery this year. Dianne knows of another nursery, and will investigate what their plant prices are.

Louise also briefly mentioned the recent Ofsted visit, and told the meeting of the Diocesan visit to school on Thursday 12 March 2009.

Future ideas for fundraising/spending were discussed by the whole meeting – these included a playground project, allotment area, wet play boxes, sports equipment, new reading scheme for KS2, also contributing to equipment for a possible new Y4 classroom.

Vouchers for schools and book tokens were discussed. School are going to send out a letter to clarify which vouchers we collect, and encourage everyone to collect them. Suggestion - collection box in local shop, for donations of unwanted vouchers from the public.

### 3. Treasurers report

Cathryn reported that the Valentines disco raised £176. Christmas Funmats raised £558.50

Bank balance is currently approx £8500.

So far since Sept '08 the PTFA have raised £1800 – a fantastic amount as we have only had the balloon launch, funmats and the KS1 cake sale so far.

Cathryn has no financial details for the Christmas CD that was produced a few years ago – she reported that school organised it, so details may be available from school records.

**Charity registration** – Nick reported that the PTFA is now a charity. He discussed that now a donation of £10 can be turned into £12.82 without costing the donor any more money – all the donor needs to do is fill in a gift aid form. (See attached handout)

We need to think carefully about the planning of future PTFA events in line with the charity registration. Will need to ask for donations rather than entrance/ticket fees, and future sponsored events could be PTFA linked to enable the claiming of the tax.

Nick is undertaking the task of claiming tax back, and will liaise with Cathryn about past donations/auctions to enable this process to happen. Trustees have already been nominated – Dianne, Alan, Suzanne and Damian.

Nick will shortly be sending out a letter to all parents explaining the new Charity status, and asking for people to complete Gift Aid declarations.

### 4. Forthcoming events

- **Masquerade Ball** – Sat 25<sup>th</sup> April 2009 at Ramsbottom cricket club. Ticket invitation letter has gone out. Next subcommittee meeting on Wed 18<sup>th</sup> March, 8pm at Alison Barnes.
- **Easter Egg Bingo** – Fri 27 March 2009 – Thanks to Dianne who is providing the egg prizes. Bingo machine being borrowed from Grundy Centre, Bury (£50 refundable deposit) - Samantha White to get it. Children's activity on the night – decorating hard-boiled egg – prizes for the best decorated eggs. Sandwiches for the bingo night – Alison Barnes co-ordinating.
- **Cake sale** – Monday 30<sup>th</sup> March 2009 – need to do flyer/poster to remind children to bring cakes in on the Monday morning. Sam to ask Helen if she could do. Helpers needed please to set up and sell – Sarah Taylor and Alison Barnes can help. Alison is going to ask Julie Souter if she can help. Any other volunteers please?
- **Circus** – Sat 16<sup>th</sup> May 2009 – Dianne is co-ordinating this event. Dianne will do letter and tickets. Please send email copy of letter to Sam White for PTFA records.
- **Summer Fair** – need to set up the subcommittee for the Summer Fair. Thanks to Joanne Clements, Sarah Taylor, Dianne Ellithorn for volunteering so far. Please can anyone else help? Cathryn and Alison Barnes also offered their support, and Nick offered to organise the raffle tickets and be Treasurer on the night. Thanks to all who can help. The first subcommittee meeting will be organised for April 2009 – date to be agreed

#### 5.Unplanned events

- Sponsored run, jog, walk – no date agreed yet, possibly May 2009.School are going to look to link this into the already planned circus week.
- Top to Toe events – these events put on hold at present.

#### 6.Any other business

- AGM – Dianne and Sarah have volunteered to help as officers for the PTFA. Alison has asked them if they will consider being Vice-chair and Vice-secretary. They have agreed, so this can be formalised at the AGM if everyone is in agreement.
- PTFA would like to thank all the staff for running the Valentine's discos and tuck-shop. Meeting discussed future introduction of healthy tuck shop treats, and also making up £1 bags of sweets for the KS2 children.
- Sam White wanted to thank Helen Walker for all her help with notices, photocopying etc, which has really helped reduced PTFA Secretary workload.
- Discussed Bag-2-school scheme. The clothes collected is not given to charities, but sold to make a profit. Therefore it was decided not to pursue this scheme.
- Summer fair jars – suggestion not to fill jars with sweets as some jars smelt and tainted the sweets. To be discussed further at the sub-committee meeting.
- Texting to parents – a system where school can text parents essential info, reminders etc. Widely used in other schools. Suzanne getting info for school to consider.

Next meeting date 7:30pm Wed 22 April 2009

Meeting closed at 9.10 pm