

Minutes from PTFA Meeting held on 8th February 2024

Attendees: Heidi Griggs (HG), Sam Cook (SN), Hayley Owen (HO), Shannon Irwin (SI), Danielle Markham (DM), Sue Bardetti (SB), Steph Croot (SC)

1. **Apologies** were received from Tom Anderson.
2. **Minutes of the previous meeting** were agreed as an accurate record of the meeting held on 11th January 2024. It was noted that at the end of the meeting the end of term BBQ was discussed and agreed that it would not be possible due to lack of volunteers and both the Chair and Vice Chair being unable to do the date due to personal commitments.
3. **Actions from Previous Meeting**
 - Mother's Day. To be updated later in the meeting.
 - Preloved. A date had been sorted for building the shed. It took longer than expected so will be finished soon. Then HO to fit it out. Deadline end of Easter Break.
 - Shopping List. Bits had been purchased for the preloved shed. DM briefed the committee of the prices she had found, and it was agreed that SN would order four of these from B&Q at a cost of £41 each. SN had checked the list and had updated the spreadsheet. It was agreed that the old trolley would be replaced with two beach wagons, SN to order.
 - Bank accounts. DM investigated prepaid cards and found equals money to be the best. It was agreed DM would investigate how each it is to sign up for these cards. It was agreed that we would have 3 – one for the Chair, Vice-Chair and Treasurer.
 - Safeguarding. HG had purchased the safeguarding courses for HG, HO and SN to complete by the end of the Easter Break. It was agreed that in future it would be worth all the trustees of the PTFA to attend the school's safeguarding training day in September.
 - Persona Homes. Action to be updated later in the meeting under School Wish List.
 - Noticeboards. They are in the same location as the preloved shed was kept. SB asked if HG could write instructions as to where the noticeboards are to be located for the caretaking team to action.
 - Bin. The preloved bin had been collected by SN. A brief discussion took place about getting the bin sign wrapped – it costs £12-15. It was agreed for HO to action this. It was agreed the bin could be kept near the school office.
 - Volunteer letter. HG had heard no feedback from the letter and explained that she done the letter and posters only as guide and felt that now both SB and SN had made comments in the newsletter that it superseded the need for a letter which won't be read by the majority no matter how long or short it is. HG to send the calendar of events crossed off to SN and HO to be placed with the what's on via Mrs Nightingale, our webpage and Facebook.
 - LOtC Meeting. To be discussed later in the meeting.
 - Website. HG had provided the login details to both HO and SI to update this and keep it regularly updated.
 - Fundraising Totals. SN has asked SC to complete this task asap and ideally by the start of the next half of term.
 - Give as you live was ruled out.

4. Mother's Day Shop

Items have been counted (on 28th January) and additional items have been ordered and are due soon. It was agreed not to get living plants.

The demountable will be used for the event. SB going to look into being able to set up the demountable on the Wednesday after 2pm and will let SN know. SC and SI offered to help set up the room.

The letter is going out on 13th February with a text reminder on 26th.

5. Easter Disco

Agreed for it to be a silent disco again with the same timetable as Halloween disco. HG to do letter to go out after the half term break. Deadline for tickets the day of the disco with a side note that if we reach capacity before the event, ticket sales will close. £4.50 to remain the price. There will be no food or sweets. Drinks will be available. SN has ordered the headsets.

Instead of goody bags it was agreed that SN would purchase a craft activity for children to take home and do.

6. Updated School Wish List for Approval

The annual wish list had been adapted to raise EYFS money each year to £1,000 from £500. To include the previously approved addition of £2,500 for year 6 to attend the Young Voices. Additionally, we approved to pay for the LKS2 recorder lessons at a cost of £500.

HO to check with Mrs Humphrey when payments for the additions are due and arrange payment as necessary.

SB asked the committee if we would reimburse the school for the addition of 2 cooker hobs for the DT room. The committee agreed. SB to ask Mrs Keary to purchase these and send HO an invoice for payment.

7. LOtC Meeting Feedback

HO informed the committee that our silver award was on a back seat until after our Ofsted inspection has been completed – due soon.

8. Next Meeting

It was agreed that the next meeting will be on Thursday 14th March 2024 at 3.30pm.

9. Any Other Business

Tesco Blue Tokens Scheme. We should hear back by the end of the 2nd week of March at the latest with the amount we have been granted.