
Stoborough School CE VA PTFA Minutes

11th January 2018

Committee Trustees: Chair: Frank Gratton
Secretary: Jo Gratton
Treasurer: Jenny Street

Apologies: Victoria Meadway

Present: Frank Gratton, Joanne Gratton, Jennifer Street, Deborah Corbin, Anne Derrick, Jill Johnson, Wendy Clarke, Michaela Smail. Wendy Long and Jennifer Tubbs joined us later in the meeting.

Welcome: Frank thanked everyone for coming along,

Approval of the last minutes: The minutes were approved for 15th November 2017 meeting.

Previous Business:

- Debbie C confirmed that there is now a link to PTA-UK on the School website so all PTFA members can access and see the resources available.
- Jenny S gave a breakdown of the Christmas Fayre and seasons fund raising events. This is available if anyone would like a copy.
- Joanne G has taken 20 calendars to the library in Wareham and they are happy to sell them on our behalf. The lady in the library said she would have sold them before Christmas so we must remember to do this if we repeat the calendar competition this year. We have currently sold 65 calendars, not as many as we hoped as we had 200 printed. We decided that if we repeat the calendar for 2019 we would only print 100 then take orders.

Jenny S requested anymore outstanding receipts for the Christmas Fayre.

PTA Business:

- The PTA is now known as the Parent, Teacher & Friends Association of Stoborough School – (PTFA). FG advised that all documentation, cheque books and accounts etc. will require the change of name; Jill J said we will need a letter to the bank to change the details and signatories for the account. Jenny S will write a letter to the bank on school headed paper.
- Jenny S is to check that the PTFA Insurance has been paid (PTA UK – Zurich, via D/D) renewal fee of £106/year.
- Jenny S confirmed that the small lotteries licence fee payment is in place.
- Frank began the discussion regarding the request for a Minibus. Frank has begun to investigate hire/lease/purchase options – we discussed options and previous findings:
 - Leasing
 - Hire
 - Purchase
 - Share

It was agreed that the use of a mini bus once or twice a week is not viable as a purchase or lease hire option. Therefore, we discussed sharing a mini bus with other schools, clubs and groups. Anne D will ask Colin Appleton and Jenny S thought we could find out if Sure start had their own minibus. Anne D will also email The Purbeck School about any arrangements they have in place. If sharing is not an option, then preferential hire rates could be considered, any decision will be debated fully at a later meeting.

Wendy Long arrived at the meeting.

Victoria M had a great idea about providing a first aid course for parents at the school. Victoria was unable to attend the meeting today but we will liaise with her further to obtain more details about this opportunity. Frank said he had posted a note on the PTFA school face book page but there

had currently been no response. When we have more information on this Debbie C said she will send letters out to parents to gauge the level of interest.

Jenny S asked if anyone knew anymore about the planned installation of the defibrillator at the village hall next door, as you may remember from our last meeting we voted to donate £200 to the WI for this. Debbie C will find out when this is planned.

Debbie C will find out if any teachers have ordered any art materials, £100 per class was promised on 18th October.

Debbie C expressed the need for a new PE shed and possibly a new PTFA shed, various committee members are looking into the options.

Frank G will survey and measure the sheds, it has been suggested that the PE shed should be 5mx4m. Debbie has already looked at suppliers and prices, Anne D will ask her husband for a ball park figure for brick built sheds and Frank G will enquire to Purbeck council regarding planning permission. Jenny S also said she would obtain a quote for wooden sheds.

Debbie C is going to provide a forecast for school expenditure (for items outside normal school funding) Frank G asked if we could average out over the last 4 years what the PTFA fundraising events generate so we can match this with Debbie's forecast thus providing the school with the resources it needs for our children, when they are most needed, and maintain a healthy account balance for emergencies.

Jenny S asked about the funding for the computers. Debbie thinks the school may lease the computers as this may be a more cost-effective option than purchasing outright.

We have been waiting for the new constitution to be finalised before Emma B can go forward with the crowd funding; Jill J confirmed we have a crowd funding account.

Debbie C asked if she could have the details of the amounts in all PTFA accounts for the next governor's meeting, Jenny S will provide the information.

Jill J suggested that we all need to start planning for the Summer Fete, Frank G confirmed that the last agenda item for this meeting is to arrange the next PTFA meeting which will concentrate on the Summer Fete

arrangements, (the Summer Fete will take place on 7th July), however we need to start booking a band and asking for donations for the bidding wall, ahead of the next meeting to confirm availability.

Frank advised that the swimming pool has had extensive investment over the last few years and he would like to check the guarantees that are in place so we can forecast the PTFA budget for the swimming pool expenditure and other school items over the coming years. Debbie C will obtain these details from Anna D.

Debbie C would like the learning house moved from the front of the school to the back, Frank will survey the learning house this Saturday to find out if it can be easily moved without damage.

We all decided to do a family bingo night on Friday 23rd February 5.30-8pm. There are many things to discuss and organise for this. Debbie C will ask Anna D about food; Anne D thinks we have enough bingo cards; we will need a bingo caller and volunteers to help with food. Debbie C will send a list of what is needed to Frank and Joanne.

Jennifer Tubbs arrived at the meeting- she confirmed the book fayre is booked for 8th June.

We discussed buying a PA system Frank G and Joanne G will look into the cost and options.

Jennifer Tubbs will ask Clive if he is available for the summer Fete and Frank will ask contacts if they know of any other bands.

The agreed date for the next meeting will **6th February 2018**

Joanne Gratton
PTFA Secretary
Stoborough School CE VA