
Stoborough CE VA Primary School PTFA Minutes

27th February 2018

Committee Trustees:

Chair: Frank Gratton, Treasurer: Jenny Street, Secretary: Jo Gratton,

Co-Opted Committee Member: Anne Dereck.

Apologies: Michaela Smail, Wendy Clark, Racheal Taylor.

Welcome Frank Welcomed and thanked everyone for coming.

Approval of the last minutes:

The minutes were approved for the 6th February 2018 meeting.

Financial report:

Jenny confirmed the balances of all the PTFA accounts. On 31st December 2017 the savings account holds £4,647.37. On 11th January 2018 the current account holds £9,355.87 and the swimming account holds £3,758.50.

The bingo night raised £445.00 gross, we don't yet know the net profit of this event as all the receipts for bingo tickets, prizes and food are not yet in.

There are four prizes left from the bingo night.

Jenny gave Debbie a cheque for £700 for art materials to be spent by each class.

Joanne gave Jenny the calendar sales money from the local library who sold a number of calendars for us.

Previous Business:

Frank briefly went over previous business acknowledging the following points that were discussed in the last meeting:

- The new 'Constitution' and Charity Commission documents will be uploaded to the school website for public access, Debbie confirmed this.
 - Conflict of interest, all committee members have now signed this and it has been filed in the PTFA file.
 - Reserves policy, this needs some further discussion between the trustees and will then be uploaded.
 - Financial controls to be finalised by the trustees and uploaded.
- Frank produced a Spring term newsletter and welcomed any suggestions for the Summer term newsletter.
- PA system: Joanne has sent all the information on PA systems to Tommy of the band 2UNZ, (they are playing at the Summer Fete) Tommy kindly offered to look over everything and comment / advise, on what we might need.
- New PE shed, PTFA shed & Summer House:
 - Planning – Frank will deal with the planning application, OS map, drawings etc. (FG will not charge any fee (therefore no conflict of interest), however the OS map, planning fee, and any other LA related fees will need to be paid by the PTFA - Planning fee is £234, OS map licence fee is circa £30.). The learning house will also need to go on the planning application.

Townsend Timber have surveyed the summer/learning house and given a quote which all present felt was excessive, Frank has already made other enquiries and Triston Emery is going to take a look this afternoon. Frank will endeavour to make a few more enquires to obtain a realistic cost for the summerhouse relocation.

PTA Business:

We all agreed that the Bingo night was a great success. Jennifer said we could do with **an additional** caller next time and Frank suggested a calling

rota, we all thought this was a good idea. Many of us thought that serving cakes might be a good idea and we need more bingo dabbers next time as the children like them. Anne said the Market Gallery in Poole is closing down and may have some dabbers on offer, Anne said she would have a look.

- Mother's Day – Lizzie has got some bulbs from the garden centre and she will do something with them to present as a nice gift. Jill has a Poundland leaflet with gift ideas, Jennifer confirmed that Wendy C had already been into Poundland and said the gifts were not good enough. Jill suggested getting some bunches of daffodils. Jennifer said we usually buy about 60 gifts. We agreed to wait until the money is all in on Tuesday 6th March then Jenny S, Wendy C and Anne D will do the gift shopping to source some nice gifts for mums.

Jennifer will do gift tags and bows, Anne will get the wrapping paper, Jenny will give a list of all children that have paid to Jill and then Jill will produce a list for each class room. Jennifer, Jill and Wendy L will wrap the gifts. Debbie will send a letter out to parents letting them know about the Mother's Day shop. We will need two helpers per time slot on Friday 9th March to run the shop. Frank and Joanne will set up and run the shop from 9.15 until 10.30. Wendy L will do 10.30 until 12pm, we need one or two more volunteers to help Wendy, Jo will put a request out on Facebook for a few more helpers. Jill and Jenny S will run the shop from 1.30 until 3pm.

- Easter

We all suggested various events for Easter, a Quiz, Film, egg decorating competition. We decided to do a quiz and film night later in the year. So, for Easter we have decided on Egg Decorating. We already have four Easter egg prizes left from bingo but we will need a couple more so we have one for each year group. There will not be a theme we agreed on "FREESYTLE" or "FREERANGE"! There will also be a parent's category with one winner! (come on mums, dads and grandparents!). We decided on £1 per entry for children and £2 per entry for adults.

Debbie will sort out the judging of the competition, all entries must be in by the morning of Tuesday 27th March and the winners will be announced on

Wednesday 28th. Debbie confirmed that there will also be a school Easter Raffle on 28th - staff will organise this. (Anne is considering dressing as an Easter Bunny – but she needs lots of encouragement). Jill offered to do a poster for the Easter Egg Competition and Anne will sort entry forms. Jenny S will buy a couple more chocolate eggs for prizes, and one bigger chocolate egg for the adult category.

- **The summer fete – 7th July:** Jo has booked the band, we need to pay them £250 on the day, no deposit required. Jill said she will start the letters for the raffle donations. Jenny has a few Hall & Woodhouse vouchers left and will bring them to the next meeting. Frank asked if we could check for any other prizes that we have left. Jill said the hook a duck and small stalls were very popular. Jennifer asked if we should get a face painter in for the fete, Debbie is going to ask the staff at school. Lizzie said the Eco stall was good and the crafts, we agreed that it would be good to do more of this, Debbie suggested plant pot painting, Lizzie suggested sculptures made from things found on the beach. Jennifer asked if the WI could help run refreshments, but it was decided to keep the refreshments within the PTFA, Debbie wondered if grandparents would like to help. Jill has a list of stalls and will email it to Frank and bring it to the next meeting. We need to request help from parents, friends and grandparents earlier so we can make the Summer Fete a great day out for everyone. Frank asked about the hog roast, Debbie confirmed that they will be there. Jo asked Jennifer about the TEN licenses, we will apply for this on-line 6 weeks before. Anne has provisionally booked the inflatables this will come to £315. We decided we need to check if the freezer works in the PTFA shed, Anne will look into the May Pole dancing as everyone enjoyed this. We will find out about Dance Displays and Debbie will talk to teachers and Mrs Charters about various performances that we could put on such as African drumming. We will continue with the Fete organising on our next meeting.

[Any other Business](#)

- Ink cartridge, Phone, Battery – collections – Jill gave Frank a leaflet. Frank will look into this and arrange. Jo wants to do a Bags 2 School collection, Jo will send the details over to Debbie about this. There are still a few things to discuss but we are out of time so the following will be addressed in the following meeting: -
- School funding requirements (school wish list).
- Fund raising forecast for the year (based on previous years)
- PTFA ring fenced funds required – FG / JS / committee
- Set out the year's financial aims for fundraising and spending etc. possibly in an interim newsletter – TBA, also invite parent's comments and suggestions on fund raising and spending.

Date for the next meeting:

To discuss the organising of the summer fete, ideas, volunteers, resources etc. and fundraising ideas for the spring / summer.

Wednesday 14th March 2018

Joanne Gratton

PTFA Secretary

Stoborough School CE VA

Date completed 2nd March 2018