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# Stoborough School CE VA PTFA Minutes

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**13<sup>th</sup> June 2018**

**Committee Trustees:**

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

Co-Opted Committee Member: Ann Derrick.

**Present:** Frank Gratton, Joanne Gratton, Jennifer Tubbs, Michaela Smail, Wendy Long, Jenny Street, Anne Derrick, Jill Johnson

**Welcome:** Frank thanked everyone for coming along.

**Apologies:** Deborah Corbin, Wendy Clark

**Approval of the last minutes:** The minutes were approved for 15<sup>th</sup> May 2018 meeting

**Financial report:**

- Jenny Street and Jill Johnson confirmed that the book fayre sold £862.00 worth of books of which Jennifer Tubbs confirmed we have 25% of this (£215.50) to spend with the Book People on new books for school. The book fayre refreshments made £47.70 through donations. Sports day PTFA refreshments made £136.30 profit.

**Previous Business:**

- Frank confirmed that the following documents have been completed and sent to Deborah C for approval, and uploading: Safeguarding in Charities, Data Protection GDPR, Reserves Policy, Conflict of interest and a Summer term newsletter.
- Book fayre- how did it do? We were all happy with the result of the book fayre and how it was organised; we agreed that selling books at lunch time on sports day was very worthwhile.
- Sports Day: Refreshments and book selling went well.
- ETA for the new sheds? We have an email from Louise Speer to say that the sheds estimated arrival time will be 7<sup>th</sup> August. We need to plan the removal and disposal of the existing sheds.
- Father's Day pop-up shop: Jennifer Tubbs has made a rota for running the shop and Jenny Street has organised the wrapping of the gifts.

- **The Pool** We agreed that Frank Gratton would produce a letter to offer parents a proportional refund for any parents that are unhappy that the swimming pool was a few weeks delayed due to awaiting a new pool cleaner. We all acknowledged, being parents ourselves, that the money is still needed to run the pool: cleaning, heating, chemicals etc. but we agreed that although the pool is a great asset to the school and provides as much swimming as possible for each and every child. Some parents may be feeling a little disappointed at the delayed start, therefore we agreed that a refund can be obtained by writing to the PTFA requesting a refund for 4 weeks swimming,;the PTFA will issue a cheque. The deadline for this is Friday 6<sup>th</sup> July

### **PTA Business:**

- **The summer fete – 7<sup>th</sup> July Stalls / Events:**
- Frank confirmed that he has obtained the TEN license for the fete. Anne said she would check with Nicky for the Gazebos, Jill said she would make some enquires regarding moving the Chilli wagon, putting put the water splash and the generators. (Jill is off to watch tennis) Frank read out emails from Wendy Clark and Rachael Taylor. Wendy Clark has a bag of 60 pebbles donated by Bradfords and many of the prizes for the games. Rachael Taylor has offered to help all day at the fete. We will start setting up on Friday after school and on our next meeting next week we will make a list of all the jobs that need to be done to set up. Jennifer confirmed that we have a sponsor for our fete programme (Goadsbys) Frank agreed to raise an invoice for £100 for them to include our charity number. Jennifer said she will let everyone know on Facebook that there will be business advertising space on a board at the fete. £10 for an A4 advert, £20 for an A3 advert, we have 10 A4 spaces and 5 A3 spaces to sell on a first come first serve basis. Jill has done the fete posters and has the raffle tickets she will also order cakes from Williams of Wool and will enquire about a keg of Ale. We agreed that the freezer needs to be turned on the night before to get it to the right temperature ready for the ice-cream stall. Jennifer will check with Wendy about going to Macro for drinks and food, Anne will ask Anna about food and will sort out the lifeguarding for the pool sessions. Wendy Long has also obtained many donations of prizes; and requested a thank you letter that she can hand deliver to all the businesses who have kindly donated.

### **Any other Business**

The following are on-going, to be discussed at upcoming meetings:

- Fund raising forecast & finances.

### **Date for the next meeting:**

22<sup>nd</sup> June 2018 at 3.15 pm

*Future agenda items:*

- *The fete*

Date completed 14<sup>th</sup> June 2018

Joanne Gratton

Secretary