



Clyst St. Mary Primary School PTFA meeting 27th January 2016

Present

Lauren Heath (co-Chair)
Clare Werry
Steph Maynard
Carole Price

Louise Herbert
Kirsten Cleveland (co-Treasurer)
Sam Allen (co-Treasurer)
Sarah Harmer

Ellie Wilkinson
Lucy Topliss
Simon Mullens
Gill Clavey (co-Secretary)

Apologies

Trupti Desai (co-Secretary)

Steve Heath (co-Chair)

Helen Mitchell

1. **Sam Allen** was welcomed as new co-treasurer and **Clare Werry** was thanked for her time and hard work as co-secretary up to this point.
2. **Expenditure and treasurer's report**
 - **Computers and whiteboard** - these have now been installed and are proving very popular with the children. The whiteboard is interactive, HD quality and although expensive (£3000) was desperately needed. Clare suggested sharing these purchases with parents via a newsletter in order to make known the importance of fund-raising and how our children benefit.
 - **£10,700** in PTFA bank account of which £7000 has been allocated to future purchases.
 - **School disco** – raised £200
 - **Raffle** – raised £251
 - **100 Club** – raised £660 (half of which will be used as prize money)
 - **Secret Santa** – this ran at a cost of £75 – first time PTFA have had to fund the event as in the past each child contributed £1 (as well as two presents). It was felt by staff that this charge was too much for parents who were being asked to contribute to other events at the time. Some gifts were left over and used for the raffle or kept for future events.
 - **Charity Commission** - annual return will be needed soon.
3. **Funding requests**
 - **Camera** – this had been approved in past meeting. Lucy C will be ordering it. Sarah Harmer offered to request funding from her employer for further cameras.
 - **Boys' loos** – the possibility of painting the loos was discussed. LH to talk to Mike about starting during the Easter holidays. KC offered to help. Mural would ideally be repainted – graffiti artist (parent) would be approached to ask for help with this.
 - **Minibus** – Louise spoke of the increasing number of sporting events attended by children and the accompanying problem of arranging transport. She felt a minibus would be very useful and would help the school to access more events. Louise agreed to investigate the costs involved in buying and leasing. The cost of a minibus could possibly be the aim of a big fund-raising event. To trigger interest, a leasing company could be asked to bring one to have on show.

4. Future Events

- **World Book Week and Reading Breakfast** – Louise to liaise with Kate to provide breakfast for the children. PTFA agreed to pay for the breakfast at an estimated cost of £1 per child. The children will be in fancy dress for this day. Louise is keen to find story tellers for the World Book event. This would be relatively cost effective compared to paying for visiting authors. Date to be confirmed.
- **Valentine's Disco** – Kirsten has booked the DJ for **Friday 12/2** (last day of term). Cost is the same as last year. Crisps have already been bought! Kirsten offered to buy drinks and cups. Tickets will be sold in advance (£2) and on the door on the night (£2.50). KS1 times are 5.45 – 6/45; KS2 7-8. The event will be held in the school hall as the village hall was not available. Imperative that children are matched to a responsible adult when leaving although it was decided that using lists (to check children in and out) was a hindrance and not necessary.
- **Sponsored Walk** – PTFA agreed to buy Easter eggs for each child and as prizes for this event. Mandie Rose to co-ordinate this event for the school. Date to be confirmed. Carole and Kirsten offered to buy eggs. This cost approximately £100 last year. The event raised £1140.
- **Music and Dance Evening** – Easter eggs will be collected for a raffle for this evening. Kirsten offered to put buckets outside classrooms so that parents can start bring in contributions for this. Date to be confirmed.
- **Summer Fete** – Sunday, June 25th – Lauren volunteered to co-ordinate the silent auction.

5. AOB

- Carole agreed to arrange a new Bag2School collection.
- It was indicated that a contact email address would be useful in PTFA newsletters and on the website. Simon offered to look at updating the website.
- Lauren has set up a PTFA facebook page. This is to be a closed group. Comments posted are to be approved before being displayed. Parents will be told about this soon and encouraged to join.
- Simon suggested a sponsored abseil as a fundraising event. He would be happy to organise this although a volunteer from the school would be needed as an official contact. He also suggested a temporary climbing wall for school events or even a permanent wall in the school. Time, space, supervision and health and safety would all be considerations. Ellie has considered training for this and, although extremely keen on the activity, she indicated that a local school has a climbing wall but that it is rarely used. This could be discussed at a future meeting and investigated further.
- PTFA domain address has been retained.

6. Appointment of new PTFA secretary

- Trupti and Gill are stepping down from this role as their children will be leaving the school at the end of this academic year. Lucy Topliss and Sarah Harmer agreed (with minimal arm-twisting!) to become the new co-secretaries. Many thanks to them for volunteering! The committee wishes to thank Trupti and Gill for their hard work over the last few years.

Next PTFA meeting is to be held at 7.30 on Wednesday, 20th April at 7.30 in the Half Moon.