

Minutes of PTFA meeting held on 22 May 2008 at The Old Schoolhouse, Coppershell, Gastard

Attending

Peter Dove, Nick Skeet, Paul Arrowsmith, Rachel Hills (for Mr Loftus), Elinor Anderson, Alison Graham, Pippa Moores, Isabella Meaden, Margaret Gill, Andrea Hunt

Apologies

Lis Skeet, Letitia Bradley, Sarah Taylor, Fiona Dowling

Minutes of last meeting and matters arising

The minutes from the meeting of 10 March 2008 were agreed as accurate.

Review of the actions from 10 March

Nick to convene a meeting with RMc to refresh the funding required and agreed spend list along with discussing other issues - **completed**

Miss Day to ask RMc to communicate to parents the reasons for decisions on split and use of class tea funds - **completed**

Paul to investigate use by PTFA of The Giving Machine portal – **completed, see Treasurer's Report below**

Peter to convene a meeting of class reps - **completed**

Nick to ask Amanda F to go ahead with organising the special class tea – **completed**

Nick to ask RMc to discuss with teachers and provide PTFA with guidance as to a suitable sponsored event theme - **completed**

New parents' welcome event & uniform

Peter briefed the meeting on the purpose of the new parents' welcome event organised by the school and scheduled for the morning of Thursday 5th June. This is aimed specifically at those parents whose children are joining Reception the following school year and the PTFA are invited to raise awareness and promote involvement with a 15 minute slot at the end of the main presentation by Mr Loftus, Miss McLoughlin and Mrs Hunt.

Nick explained that he and Paul would be representing the PTFA and Elinor said that she would be showing parents samples of the uniform and providing information to help them place orders. Parents will be asked to return their order form in time for their child's induction day in which case a bulk delivery will be made in time for the school summer fete on 12 July.

The meeting reviewed the uniform price list and agreed some modest increases to address the fact that a small loss was being incurred on some items.

Evie Coulston has offered to organise and run a second hand uniform stall at the summer fete. The PTFA recorded its thanks to Evie and it was agreed that a newsletter article would need to be arranged after half term asking for donations.

Sports day

It was confirmed that PTFA would provide ice lollies, sweets, crisps and drinks at this year's sports day. Margaret Gill kindly offered to organise this and run a similar stall at the summer fete. The group thanked Margaret for this help.

Treasurer's report

Paul presented his report of the PTFA finances and this will be circulated with the minutes and placed on the website. The bank balance is healthy with the Race Night in March having made a £1400 profit. A number of donations have been made to the school recently funding purchases of reading scheme supplies, bibles, role play materials and CD/tape players. Other purchases have been agreed but are in the pipeline, these include outdoor play equipment and storage shed for the early years outdoor area.

Paul also presented promotional posters and further information on The Giving Machine, a portal to many online retailers, such as Amazon, that provides a small commission to the PTFA every time someone places an order having accessed the retailer's site via the portal. It is simple and everyone agreed that given how popular online shopping is now, it presents a good fundraising opportunity. Paul has registered the PTFA with the portal.

Paul agreed to ensure that a newsletter article is published through the school after half term accompanied by posters and a drive to register people for the site at events like the summer fete. A link would also be placed on the PTFA website and Nick said he would approach the school about getting a link via the school's home page if possible.

Action: PA and NS

Paul registered thanks to Andrea Hunt for organising a bowling evening as a thank you for Jo White who was stepping down as a class rep.

Head teacher's report

On behalf of Mr Loftus Rachel Hills thanked the PTFA for all of the support provided for Spanish Day which all agreed had been a great success. Thanks were also passed on for the recently purchased reading scheme supplies, CD players and bibles.

The teaching staff agreed that the sponsored event for mid July would be a 'reading treasure hunt' tailored for each Key Stage. Paul will be the main PTFA link and Nick will re-circulate the Gift Aid declaration to the parent body. Paul agreed to liaise with the school over arrangements for the event.

Action: NS and PA

Chair and Vice Chair's report

Peter reported that the class reps get together evening had been a great success but reflected that a number of the good suggestions made had yet to be acted on. All agreed that the communication issues need to be cracked and that trying to build a larger group of class reps to spread the work load would be helpful. Andrea and Peter agreed to collate all the existing class rep details and identify where the gaps are.

Action: PD and AH

Nick explained the final details for the wine tasting evening, scheduled for Thursday 19th June and circulated a promotional poster. Tickets are priced at £10 and the evening will be hosted by an expert vintner at Chapel, etc in Corsham. Full advertising takes place after half term and tickets will be going on sale through the school office, the class reps and Chapel,etc.

Any other business

A special planning meeting for the summer fete took place at the close of the PTFA mtg.

Actions list

1. Nick and Paul to sort out promotional activity in support of The Giving Machine.
2. Paul to liaise with the school regarding the sponsored reading treasure hunt. Nick to re-circulate the gift aid declaration.
3. Peter and Andrea to explore ways of increasing the number of class reps