

PTFA GENERAL MEETING minutes



DATE: Tues 25 Feb 7:30pm – 9:20pm Newbottle and Charlton School

Present: Chair: Vanessa Kelly, Treasurer: Sarah Alexander, Secretary: Liz Peel-Yates, Assistant Secretary: Vicky England, Head Teacher: Sarah Smith, School Staff: Pete Smith, Lucy Kennerley, Claire Edwards Kennedy, Louise Coopman
Apologies: Sarah Jane McLaren, Nicola Watson, Lianne Palmer, Caroline Robinson, Sam Williams

AGENDA	NOTES
<p>1. Welcome and signing of previous minutes</p>	<p>Chair: Welcome and review of minutes and actions from January 2020. Minutes of previous meeting signed</p>
<p>2. Treasurer's Update</p>	<p>Review of cashless payments (school money) Film Night £236 Quiz Night £280 ticket money (approx. £300) money got muddled in box Amazon: £22 Uniform: (some owe money still LPY, VE, LC) Mufti: £76 This is almost 30% not paying From September we are going to upload mufti on school money It will show 5 PTFA mufti for the year as individual dates so they can be paid individually or in one hit. This will hopefully increase income The overall balance is healthy £11,147. With some actions still to be paid for</p> <p>PTFA would like to give each teacher £50 as it is apparent that they spend their own money on some small items. Someone will need to draw up a policy so that receipts cannot then be reclaimed through school. The office will also be given a budget for stationary etc petit cash pots as Sarah Smith said this used to happen. The office will receive £50 too.</p> <p>School Money. This was used for film night with a large percentage of parents paying with this system. A few teething problems as to where to find it but generally it is going well. It seems a positive way forward. Next events to go on are film night. The flyer needs to be adapted so that the emphasis is to pay on school money. This approach will be required for all future flyers. This will be in place for Sept (Liz to speak to Gemma) School money goes straight into school bank account rather than via ptfa.</p> <p>Items to come: 3D printer £1340, There are issues with paying for credit card and having to pay for it before it arrives. Sarah Smith is pursuing Cycle Shelter: Sarah Smith advised of recent company visit and quote of</p>

	<p>£5000, another company is quoting next week. It was decided that Sarah S will approach Governors and diocese for refurbishment fund and PTFA will then pay 10% of the cost.</p> <p>PTFA will fund SumDog (requested by Pete) at a cost of £180</p> <p>(£9000 in reserve when all above and some summer events and extra accounted for)</p> <p>Sam to add in receipts for banners</p>
<p>3. Review of Events:</p>	<p>Quiz Night: This was a great event and very successful. £45 owed for food to Ali Klein. Sarah's Dad was a great quiz master. It was an easy event to run and we would like to repeat this next year. Thanks to everyone involved. LPY to pay</p> <p>Film Night: It was tricky organising without the use of the hall. There was trouble downloading the films, as they change in price and availability. The next film night films have been decided and organised, the hall will be available.</p>
<p>4. Forthcoming Events</p>	<p>Coffee morning / WBD / uniform: 14 people have booked in, we are expecting more. Vanessa and Liz have donated uniforms for the WBD swap. This has been slow to get off the ground with 1 parent signing up to swap. £3 per outfit. Glee will be performing at 9:10am.</p> <p>Film Night: This is the last one for the year. Farmageddon and Dora and the lost city of gold. Vicky to collect sausages, Vanessa will do jelly but cannot attend. Claire and Louise can help. Liz to check with other volunteers, someone needs to coordinate this event. A risk assessment will need to be emailed to helpers and made available on the night. Vicky to complete</p> <p>Fashion Show: 25 March: all to be paid on school money. We need to sell 60 tickets so please can everyone promote and sell. It is on the front page of the link so this will promote interest. £5 adult tickets with a glass of prosecco. A hairdresser from Brackley has volunteered to do all the hair for models, 2 hairdressers will be present. Models are required and a form has gone home (Sheila will have list of children to model). Vicky and Liz offered to model, volunteers needed Pete to circulate staff. Raffle prizes to be organised, Vanessa to ask the hairdressers for a raffle. Alcohol license required. Waitrose glasses to be collected (Louise Coopman) 48 flute and 24 wine. Purchase of alcohol by Sarah Alexander. Posters to be distributed, Sam to amend poster to add brands</p> <p>Mothers Day Shop: flowers were very successful last year. Vanessa will order pots and stickers. Vicky suggested to ask Sarah McLaren if her sister can get wholesale daffodils / bulbs. Otherwise we all need to look out in Morrisons, Aldi etc for cost effective bulbs. Pictures to be added to classlist for best prices, to be bought Wed before shop. Pre School will be invited too. We really need to do this on the Thursday</p> <p>Louise, Liz, Vicky, Claire, Debbie can all do Thursday 9 March. A whatsapp group will be set up to organise times and details (Liz)</p> <p>Liz to sort flyer £3 via school money</p>

	<p>31 May Charlton open gardens, this is difficult for us to get cakes and helpers as it is school holiday. We will do what we can to assist.</p>
<p>5. PTA policies</p>	<p>Updates:</p> <p>Vicky: risk assessment. All agreed to have a generic risk assessment for all events and then specific details for specific events, fashion show . The risk assessments need to be emailed to helpers prior the event and then signed on the event day.</p> <p>First Aid: A first aider needs to be present at the event, Sheila and Jenny are school first aiders, Emma is also trained, as is Vicky. We need to ask who is trained in parent community and who would be willing to attend events if no one else is present. Vicky to continue risk assessments and ensure one is available for film night and fashion show.</p> <p>Sarah A: expenses policy. Receipts required for costs +£10. Committee members = all who attend. Trustees = Vanessa, Sarah A, Liz, Vicky. 3 bank signatories will be required on cheques. Sarah Smith signatory will need to be replaced in May.</p> <p>All happy to accept this policy</p> <p>Sarah S: safeguarding procedure: no 7 discussed about who has a DBS. We are going to ask all PTFA members if they are happy to have a DBS completed free of charge. Sheila to compile a list for Vanessa. Policy agreed</p> <p>Liz: Equal opps, Volunteering, Conflict of interest. Liz has reviewed 2 of the policies so far, she is happy with them but is concerned about procedure if if something happens. Liz will add a paragraph to each policy regarding this process.</p> <p>Class list: This is where we will attach documents and risk assessments once completed and formatted. For each event the project manager will take on risk assessment</p>
<p>6. AOB</p>	<p>Bike store: as above</p> <p>Shed update: we want this concluded before end of term. Liz to work on</p> <p>Cupboard tidy: A good sort and tidy of the cupboard will help storage This will be attempted during the next film night. Liz to donate plastic boxes.</p> <p>Village fete (teas) 18 July 2020 we should consider saying no to this event as school has broken up? Vanessa to discuss.</p> <p>Murder Mystery night? Vicky to ask Bev Hemsley for more information</p> <p>Lianne Palmer: suggested a summer party /disco Fri 6 July is a potential date for this.</p> <p>Easter Fayre: 31 March this will mainly be enterprise stalls. There was discussion regarding PTFA providing hotcross bun??</p> <p>Mud Run Date: Friday 12 June</p> <p>May Day: Louise will negotiate with Aynho committee regarding our involvement with this</p> <p>Open farm Sunday 7 June. This was great fun last year and generated a good income</p>
<p>7. Date of Next Meeting</p>	<p>21 April 2020</p>