

Minutes from PTFA Meeting

25th November 2022, School

Classroom, Swallowfield Primary School

Attendees

Amy Hayes (AH) - *Co-Chair*
 Amy Kershaw (AK) – *Vice Chair*
 Tori Fletcher (TF) - *Treasurer*
 Kate Corke (KC) - *Secretary*
 Kim Brewer (KB)
 Greg McGill (GM)
 Daniela Bennett (DB)

Ariann Albans (AA)
 Charlotte Hale (CH)
 Katie Warren (KW)
 Celia Mardon (CM)
 Andrew Guentert (AG)
 Rebecca Ridgeway (RR)
 Sherrie Fuller (SF)

	Agenda item	Action
1	<p><u>Introductions (AH)</u></p> <p>Meeting chaired by AH. A warm welcome to all present at the meeting.</p>	
2	<p><u>Apologies and formalities (AH)</u></p> <p>Danielle Preston (DP) and Katie Fraser (KF)</p>	
3	<p><u>Minutes of the last meeting</u></p> <p>Last meeting was the AGM September 2022 – no actions from that meeting. Review of outstanding actions from previous minutes</p> <p>ACTIONS FROM PREVIOUS MINUTES:</p> <ul style="list-style-type: none"> ● Thank you cards – previously agreed in June 2022 that DP and KF were to order 60 cards and quoted cost agreed. Needs to be completed as lots of thank yous to be sent to businesses and individuals. ● Birthday cards -have been printed and invoice paid. ● Bricks update – samples shown to meeting. Agreed that the red brick colour and light colour should be used. Agreed they will be placed in a visible location accessible to all and make clear that is the “legacy wall”. Agreed by all present to fund the cost of the recommended adhesive and costs of labour. Noted that 2 year groups new to school will not have been aware of this fundraising project. <p>ACTIONS:</p>	<p>DP / KF (previous owners)</p>

	<ul style="list-style-type: none"> Mr Plumbly (RP) to email those who have already purchased re: the form of the “bricks” with pictures of samples / intended location and ask for feedback. If no feedback, place order January 2023 for those donations already received and get them installed on display. update order form and advertising to refer to slips rather than bricks before next release. 	RP (1) ? owner (2) ? owner (3)																						
4	<p><u>Treasurer’s report (TF)</u></p> <table border="1" data-bbox="284 595 1241 1451"> <tr> <td>Current act:</td> <td>£30341.11</td> </tr> <tr> <td>Savings act:</td> <td>£3111.47</td> </tr> <tr> <td>Total:</td> <td>£33452.58</td> </tr> <tr> <td colspan="2" style="text-align: center;">Designated funds</td> </tr> <tr> <td>Bricks</td> <td>£8000.00</td> </tr> <tr> <td>Christmas Cards</td> <td>£1406.00</td> </tr> <tr> <td>Panto</td> <td>£6000.00</td> </tr> <tr> <td>Schools for future</td> <td>£16500.00</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Total</td> <td>£31906.00</td> </tr> <tr> <td>Total available to us</td> <td>£1546.58</td> </tr> </table>	Current act:	£30341.11	Savings act:	£3111.47	Total:	£33452.58	Designated funds		Bricks	£8000.00	Christmas Cards	£1406.00	Panto	£6000.00	Schools for future	£16500.00			Total	£31906.00	Total available to us	£1546.58	TF
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5	<p><u>110 Club (CM)</u></p> <p>Winning numbers drawn by those present as follows:</p> <p>August 22</p> <ol style="list-style-type: none"> 1) 5 2) 95 3) 41 <p>September 22</p> <ol style="list-style-type: none"> 1) 47 2) 77 3) 83 																							

	<p>October 22</p> <ol style="list-style-type: none"> 1) 95 2) 24 3) 97 <p>November 22</p> <ol style="list-style-type: none"> 1) 9 2) 30 3) 17 <p>ACTIONS:</p> <ul style="list-style-type: none"> ● Contact owners of winning numbers. ● Advertise numbers currently available: 49, 59, 66, 71, 108, 109 ● Provide payment information to AG, SF and RR re: numbers 12, 76 and 80. 	<p>CM</p> <p>CM</p> <p>CM</p>
6	<p><u>Update from school (KB/GM)</u></p> <p>a) Expansion –</p> <ul style="list-style-type: none"> ● Recently shared information with parents re: progress so not much more to update. ● From September '23, Reception will be in the rooms currently used by year 4. New toilets installed and lovely. Year 4 will move to the current reception block which will be refurbished. ● Building works for the new year 5 / 6 building on track and should be ready by end May '23. ● MUGA is being fully funded by CBC. Potential income stream from hire of MUGA / Swimming pool / hall space. ● Early years play space. Two quotes received. High expense activity. Canopies will be installed over the Christmas break alongside the current Year 4 classrooms (Reception from September '23). ● The new temporary classrooms (current year 5) would cost £50,000 to purchase. If it was possible to keep it, it would be used as classrooms and current reception block could be used for staff room / meetings / SEN activities etc. <p>ACTION – consideration of special fundraising sub-committee for the purpose of raising funds to purchase the block. Consider seeking sponsorship from businesses.</p> <p>b) Classroom requests</p> <ul style="list-style-type: none"> ● No classroom requests to consider currently. ● Science week – RP requesting funding for Sublime Science to attend during science week. Previous science week activities paid for through PTFA. Consider at next meeting – either PTFA fund in full or PTFA fund 	<p>AG/KB/GM/ KW/TF/AH/DP</p> <p>Next meeting</p>

	<p>half to subsidise cost to parents.</p> <p>Library bus (TF)</p> <p>Hoped that the work required on the library bus will be completed w/c 18th December 2022.</p>	
7	<p><u>Update on external fundraising (KW)</u></p> <ul style="list-style-type: none"> • Coop community fund <ul style="list-style-type: none"> - received over £1,700 towards early years nature area. - awarded a place on a new COOP fund already started in october this will go towards school trips and in school experiences. Further advertising to be done to make sure everyone updates their cause. • Current grant priority is IT equipment Applications in with so far - <ul style="list-style-type: none"> ○ MK Community fund/ leap - towards 15 ipads (for PE) ○ Woburn sands town council - any funds towards year 5 IT equipment ○ Tesco grant - towards IT equipment • Waiting to hear from Aspley Guise town council on the reallocation of funding promised for MUGA to early years playground (£5K). <p>ACTION – contact parish clerk to follow up on this as no response to emails.</p> <ul style="list-style-type: none"> • Climb quest partnership going well at last count had 32 places towards free climb for a class. Teachers had a complementary evening there too (more flyers coming out before christmas holidays with increased offer now covering parties) • White on Blue photographers 26-27 November 2022 is the Swallowfield offer - will know more next week about funds raised. • Clothing bin, original supplier not engaging. Alternative supplier from Northampton contacted last week and awaiting an update on availability. • Lots of local support for raffle prizes (particularly John lewis) • Ottoman Kitchen keen to host an event in February/March along the same lines as Nonna's. <p>ACTION – lead needed for this event as KW will not be available (although she will help set up admin and finance arrangements).</p> <p>ACTION –enquire whether Waitrose have grants / community funding schemes we could apply to.</p>	<p>AH / KW</p> <p>KW</p> <p>??/KW</p> <p>TF</p>
8	<p><u>2022 Events and campaigns (all)</u></p> <p>a) Events planner</p> <ul style="list-style-type: none"> • Events planner for 2022/23 school year required so that PTFA events don't clash with school events. <p>b) Break the rules day – need to fix a date.</p>	<p>GM/AH/DP</p>

	<p>c) Christmas cards</p> <ul style="list-style-type: none"> • 175 orders received. Expect that Orders will be received w/c 051/12/2022. • Trying new company – profit shares good to PTFA. Company sends spreadsheet re: orders received which we can reconcile against payments made. We will chase payments if required but any unpaid orders won't be printed. • Hope to use PrintCellar again next year. <p>d) Secret santa</p> <ul style="list-style-type: none"> • Last day for orders, then need to check payments received. • Will take place at school 15/12/2022 and there are enough elves – all DBS checked. • KB and GM agree heavy boxes can be delivered to school the night before. • AA offers donations from The Body Shop either for secret santa or raffle. <p>e) Mulled wine</p> <ul style="list-style-type: none"> • Lots of helps and donations. • RP will be selling his books from the stall. Separate payments for RP. RP has offered to give a percentage of his sales to PTFA. • Will also be offering the house water bottles for sale. <p>Other activities:</p> <ul style="list-style-type: none"> • Stockings – donated to the school. Will give one to each child on 14th December 2022 (when Christmas dinner is scheduled). Agreed that any spares should be shared with Larchfield and / or other local nurseries. • Coffee and cakes at carol concerts / performances. DP and AK can cover some, but other volunteers needed. Will sell mince pies if any left over from mulled wine stall, otherwise might need to seek cake donations. Drink sales / donation buckets to be used to fundraise at these events. • Pantomime – All present agree to pay for both the Pantomime at the MK Theatre (Years 1 – 5) and for a visiting theatre company performance of Sleeping Beauty at school (Busy Bees and Reception). • Uniform sale – will schedule one early 2023, which will be last selling the Lower school logo / uniform. • Ottoman Kitchen – similar event to that held at Nonna's. Need to liaise with OK re: date / numbers etc. Also need to have "hosts". 	AK/KW
11	<p><u>Any other business</u></p> <p>Gift Aid</p> <ul style="list-style-type: none"> • AG proposed that the PTFA register for Gift Aid – funding from government for every £1 raised. • Discussion about how to administer and workload involved. 	

	<ul style="list-style-type: none"> ● Agreed in principle that worth doing – AG can provide support but need for a named person to register with HMRC etc. ● Noted that there would need to be a confirmation slip completed by parents (can be quite basic) with a register kept. ● Monies can be claimed on sales of tangible items <p>ACTIONS:</p> <ul style="list-style-type: none"> - Amend bricks form to include gift aid declaration - Registration with HMRC to start the process. - Check rules re: Charity trustees and liabilities - New treasurer required – add to Things to Ping in the New Year if no volunteers come forward. No qualifications required – working alongside TF until the Summer (taking over from September 2023). <p>QR codes</p> <ul style="list-style-type: none"> ● Create QR code to link to paypal to make payments easier. Agreed to use for donations only (not payments for activities / sales) <p>Raffle</p> <ul style="list-style-type: none"> ● Sales going well. <p>Recordings of Christmas performances</p> <ul style="list-style-type: none"> ● Agreed to offer downloadable recording of performances for a minimum donation. (Noted that no charge being made in respect of the live performances given the disruption of the past 2 years). <p>Shed by Year 4</p> <ul style="list-style-type: none"> ● KB requested update (rebuild incomplete). AK will arrange - her dad has volunteered his time to assist with cladding the shed. Only cost for shed to date was the laying of the base for it which was £500. All materials for the cladding had been donated. <p>Reminder re: approval of expenses</p> <ul style="list-style-type: none"> ● Expenditure up to £300 can be approved by Chair, Vice-Chair and Treasurer. ● Anything over £300 requires approval within a meeting. 	<p>RP/AG</p> <p>TF/AG</p> <p>KC</p> <p>KC</p> <p>KW/TF</p>
12	<p><u>Date of next meeting</u></p> <p>Thursday 26th January 2023 – evening – time and venue TBC</p>	