

# Minutes from PTFA Meeting

26<sup>th</sup> January 2023, School

Staffroom, Swallowfield Primary School

## Attendees

Danielle Preston (DP)- *Co-Chair*

Amy Kershaw (AK) – *Vice Chair*

Tori Fletcher (TF) - *Treasurer*

Kate Corke (KC) - *Secretary*

Kim Brewer (KB)

Greg McGill (GM)

Jessica Foy (JF)

Emma Fryer (EF)

Gilly Stafford (GS)

Jo Lever (JL)

Celia Mardon (CM)

Andrew Guentert (AG)

	Agenda item	Action
1	<p><b><u>Introductions (DP)</u></b></p> <p>Meeting chaired by DP. A warm welcome to all present at the meeting, especially Gilly Stafford, new to the school.</p>	
2	<p><b><u>Apologies and formalities (AH)</u></b></p> <p>Amy Hayes (AH), Katie Fraser (KF) and Katie Warren (KW)</p>	
3	<p><b><u>Minutes of the last meeting</u></b></p> <p><b>ACTIONS FROM PREVIOUS MINUTES:</b></p> <ul style="list-style-type: none"> <li>• <b>Thank you cards</b> – DP confirms ordered and paid for – same company as did Christmas cards. Need to track them down (not delivered to school with Christmas cards). JF printed a few for urgent thank yous to be sent.</li> <li>• <b>110 club</b> – winners of last draw have been notified. Need to check payments before next draw.</li> <li>• <b>External fundraising</b> – KW chasing up AGPC re: grant application. Query whether anyone liaising with Waitrose re: community funding team.</li> </ul> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• <b>Gift aid</b> – Look into further re: registration and administration.</li> </ul>	<p>DP</p> <p>CM</p> <p>KW</p> <p>DP / AK / AG (KC)</p>
4	<p><b><u>Treasurer’s report (TF)</u></b></p> <p><b><u>Details as at end December 2022</u></b></p>	TF

<b>Current act:</b>	<b>£35238.95</b>
<b>Savings act:</b>	<b>£3112.05</b>
<b>Total:</b>	<b>£38351.00</b>
Designated funds	
Bricks	£8000.00
Christmas Cards	£1400.00
Panto	£6000.00
Schools for future	£16500.00
BB Panto	£700.00
<b>Total</b>	<b>£32600.00</b>
<b>Total available to us</b>	<b>£5757.00</b>

Agreed funding commitments:

- World book day events for Early Years, KS1 and KS2 (£1400)
- Science week (£1296)
- Funday - end summer term (approx. £2000)
- TTRS day – Thanks to Shilpa who owns Partyrama who supports the event and provides the hairspray / fake tattoos etc to help the children be rock stars!

Panto this year came in under budget.

Amazon smile is ending. Provided £393.00 last financial year.

Agreed need to remind families about using the easy fundraising site for online purchases. No cost to users but raises money for the PTFA.

Donations raised from coffee / tea sales at the Christmas performances have not yet been calculated.

5	<p><b><u>110 Club (CM)</u></b></p> <p>Winning numbers drawn by those present as follows:</p> <p><b>December 22</b></p> <p>1) 99 2) 3 3) 90</p> <p><b>January 23</b></p> <p>1) 54 2) 4 3) 29</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>● Contact owners of winning numbers.</li> <li>● Check payments before next draw.</li> <li>● 7 numbers available on the 110 club.</li> </ul>	CM
6	<p><b><u>Bricks</u></b></p> <ul style="list-style-type: none"> <li>● RP has ordered the bricks already paid for. 3-4 week delivery time (we pay after engraving). One colour has been ordered.</li> <li>● Legacy wall will be outside reception so visible to all.</li> <li>● RP will take the lead with advertising and may link with social media campaign.</li> <li>● Consideration to be given / enquiries made about payment by instalment / how to make accessible to more families.</li> </ul>	
7	<p><b><u>Update from school (KB/GM)</u></b></p> <p><b>a) Expansion –</b></p> <ul style="list-style-type: none"> <li>● Walls are going up. Builders have made holes in the hoarding so children (and parents) can see progress.</li> <li>● Builders will be doing some workshops with the older children.</li> <li>● New scooter racks have been chosen. Confirmed they fit bikes as well.</li> <li>● There will be a new gate for access via the recreation ground (to the side of the new building). Should help reduce congestion at pick up and drop off times. There will be a new path in the recreation ground to the gate.</li> <li>● Path in front of the school is still to be fixed / finished.</li> <li>● Yellow lines are being enforced and tickets issues.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Proposal has been put forward to CBC re: keeping the grey temporary building (as well as the current green one which is owned by Swallowfield).</li> </ul> <p><b>b) Classroom requests</b></p> <ul style="list-style-type: none"> <li>• No classroom requests to consider currently.</li> <li>• <b>Bug man – reception</b> - Request to fund the annual Bug Man visit. Awaiting information from Mrs Wisson.</li> </ul> <p><b>Library bus (TF)</b></p> <p>Hoped that the work required on the library bus will be completed w/c 18<sup>th</sup> December 2022.</p>	Next meeting
8	<p><b><u>Update on external fundraising (KW)</u></b></p> <ul style="list-style-type: none"> <li>• <b>Costa Match funding</b> - Rebecca Ridgeway wonderfully secured £1,500 from employer Costa against the very successful Mulled Wine stall.</li> <li>• <b>Baker Brothers Community fund - awarded £500 towards sponsoring year 5-6 sport kit.</b> (Helen Woodman is taking discussions forward to finalise kit design, sizes etc)</li> <li>• <b>Woburn Sands Town Council</b> - No towards IT equipment is coming back to us this week with a decision on one for the following (hopefully) <ul style="list-style-type: none"> <li>○ A contribution towards Swallowfield Team sport kit for years 5 and 6 to fit age 9-12, swallowfield colours for the children to wear when representing school at tournament. - Cost circa £600 ( application in elsewhere for contribution also)</li> <li>○ 30 school dictionaries - Cost £200</li> <li>○ Sand and water storage for the early years nature area (our new foundation playground) - Cost £153</li> <li>○ A 'Play Tray' for our Early years Nature area (Foundation playground) - Cost £65.20</li> </ul> </li> <li>• <b>Aspley guise parish council</b> - (£5,000 towards early years, pledged) no response on email but according to agenda of next meeting - (this week or next) a new clerk is to be appointed so presuming delay in correspondence is due to a lack of clerk ....</li> <li>• <b>Coop community fund</b> - we are there again this year towards school trips and in school activities - need to publicise this more with the new cause, currently stands at £55 (lots of other things going on), will discuss posters with qr codes up around school maybe in windows where parents wait?</li> <li>• Approached by <b>COOP (another scheme) to set up a crowdfunding page for a “keep warm” campaign</b> they could match fund - idea was IT equipment for an after school homework club (of course IT equipment would be used throughout school and not just in a homework club) - crowdfunding campaign to go live on friday (payday) and application in for match funding.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Amazon smile is no more</b> .... Last payment should come through the end of feb and could be an average of 6 months.</li> <li>• <b>Affiliate schemes</b> we still have a number of other affiliate schemes including climb quest, easy fundraising, stikins (all on website).</li> <li>• <b>Tesco grants</b> - for IT equipment no response yet, will chase again.</li> <li>• <b>MK Community fund</b> - towards ipads no updates, will chase again.</li> </ul>	
9	<p><b><u>2022 Events and campaigns (all)</u></b></p> <p><b>a) Events planner</b></p> <ul style="list-style-type: none"> <li>• Events planner for 2022/23 school year required so that PTFA events don't clash with school events.</li> </ul> <p><b>b) Mother's day</b></p> <ul style="list-style-type: none"> <li>• Agreed to run as afternoon tea event. Three dates to cover all year groups. Dates to be agreed.</li> </ul> <p><b>c) Break the rules day</b></p> <ul style="list-style-type: none"> <li>• 24th February 2023. Purely a fund day.</li> <li>• Need to agree a selection of school rules which can be broken for a suggested donation.</li> </ul> <p><b>d) King's coronation</b></p> <ul style="list-style-type: none"> <li>• Discussion re: fundraiser e.g: tote bag through company who did Christmas Cards. Agreed not to proceed with that idea.</li> </ul> <p><b>e) Discos</b></p> <ul style="list-style-type: none"> <li>• Need someone to take ownership of disco event for all year groups.</li> <li>• Whoever takes on to research alternative entertainers for different years.</li> </ul> <p><b>f) Pre-loved uniform sale</b></p> <ul style="list-style-type: none"> <li>• Need to book a date in. It will be the last sale with Swallowfield Lower uniform. Future events will be Primary only.</li> <li>• Need an owner for this activity.</li> </ul> <p><b>g) Ottoman Kitchen</b></p> <ul style="list-style-type: none"> <li>• Event scheduled for 2<sup>nd</sup> March 2023. They are closing the whole restaurant for us.</li> <li>• To be advertised on Facebook etc</li> <li>• £15 per ticket. 2 courses.</li> </ul> <p><b>Future events</b> Suggested that Quiz / Bingo style events should be held in the school hall in the future. Future partnerships with local businesses (like the Nonnas and Ottoman Kitchen events) can simply be social events.</p>	<p>GM/AH/DP</p> <p>DP/KB/GM</p> <p>DP/AK</p> <p>??</p> <p>AH/DP/AK</p> <p>AH/ DP/ AK</p>
10	<p><b><u>Any other business</u></b></p> <p><b>Shed by Year 4</b></p>	

	<ul style="list-style-type: none"> <li>• AK's dad has completed the work.</li> <li>• MKM Building supplies donated all of the featherboard for the shed.</li> <li>• Agreed to display their advertising board on school fence in return.</li> <li>• Agreed there should be a thank you to MKM on Facebook as well.</li> </ul> <p><b>Book donation stamp</b></p> <ul style="list-style-type: none"> <li>• Stamp for book donations to be used to give recognition to those who donated them.</li> <li>• Check with NL where the stamp(s) is/are.</li> </ul> <p><b>Funding split</b></p> <ul style="list-style-type: none"> <li>• Discussion re: split of funding between year groups (e.g. whether funds from a year group specific coffee afternoon / performance should be allocated only to that year group). Concluded by agreement that there won't ever be a specific division of funding from PTFA. Requests for funding (activities / supplies etc) are open to all school years.</li> <li>• Staff to be reminded that requests for funding can be made to KB / GM or direct to the PTFA email account.</li> </ul> <p><b>Volunteer days</b></p> <ul style="list-style-type: none"> <li>• JL raised that the OU have team building volunteer days where they help with practical activities such as painting or gardening. If there is something needed (planting or shed painting for example), we could fix a date and reach out to the OU for a team to help.</li> </ul> <p><b>Printer / photocopier need</b></p> <ul style="list-style-type: none"> <li>• School in need of printers / photocopier. Current print centre needs replacing.</li> <li>• Agreed to do a shout out on FB to see if any individual or companies connected to the school have a spare printer they could give to the school.</li> </ul> <p><b>Playground surface</b></p> <ul style="list-style-type: none"> <li>• A parent has raised a query about whether the playground can be resurfaced. Enquiry passed to the senior management team – not an issue for the PTFA to address.</li> </ul> <p><b>PTFA Stock</b></p> <ul style="list-style-type: none"> <li>• Coffee, tea and sugar were donated by Woburn Sands Co-op in November (when we ran the mulled wine stall).</li> <li>• Stock take to be completed. All items stored are in date and can be used for future events.</li> <li>• Need cups etc – KB suggests we visit the scrap store and see if they can provide any supplies.</li> </ul>	<p>AK / KW</p> <p>KC / AK</p> <p>DP / GM</p> <p>DP / AK</p>
11	<p><b><u>Date of next meeting</u></b></p> <p><b>Wednesday 29<sup>th</sup> March 2023</b> – evening – time and venue TBC</p>	