

Minutes from PTFA Meeting

29th March 2023, School

Staffroom, Swallowfield Primary School

Attendees

Danielle Preston (DP)- Co-Chair

Amy Kershaw (AK) – Vice Chair

Kate Corke (KC) - Secretary

Kim Brewer (KB)

Rob Plumbly (RP)

Andrew Guentert (AG)

	Agenda item	Action
1	<p><u>Introductions (DP)</u></p> <p>Meeting chaired by DP. A warm welcome to all present at the meeting.</p>	
2	<p><u>Apologies and formalities (AH)</u></p> <p>Amy Hayes (AH), Katie Warren (KW), Tori Fletcher (TF), Gilly Stafford (GS), Celia Mardon (CM) and Jess Foy (JF)</p>	
3	<p><u>Minutes of the last meeting</u></p> <p>ACTIONS FROM PREVIOUS MINUTES:</p> <ul style="list-style-type: none"> ● Thank you cards – Still unable to trace the previously ordered thank you cards. Agreed that we will go back to the Print Cellar for a new set. ● Gift Aid – work in progress. Need to prepare the declaration and send it out to parents and establish what is required for record keeping / applications for the rebate from the tax man. Could be very beneficial for the school. ● 110 club – winners of last draw have been paid. ● External fundraising – KW chasing up AGPC re: grant application. Query whether anyone liaising with Waitrose re: community funding team. ● Events – World Book Day and Science week activities funded by PTFA were a big success, as was TT Rockstars Day. 	<p>DP /AK</p> <p>DP/AK/KC/AG</p> <p>KW</p>
4	<p><u>Treasurer’s report (TF)</u></p> <p><u>Details as at end February 2023</u></p>	

Current acct:	£29751.26
Savings act:	
Total:	£29751.23
Designated funds	
Bricks	£7353.75 (**allocated £3163 to EYS playground)
Busy Bees World Book Day	£400.00
Summer Fun Day	£2000.00
Schools for future (EYS playground)	£16500.00 **
TTRS match funding	£200.00
Bricks labour cost (display)	£350.00
Total committed funds	£27003.75
Total available to us	£2747.51
<u>Agreed funding commitments:</u>	
<ul style="list-style-type: none"> Quote for EYS playground is more than originally set aside. Some of the monies raised by Brick sales to date set aside to meet this additional cost. 	
<u>Campaign updates</u>	
<ul style="list-style-type: none"> Ottoman kitchen evening raised £227.52 Mother's Day event donations raised £625.22 Christmas concert donations (tea and coffee) raised £387.62 	
<u>Activities delivered by PTFA fundraising in recent months</u>	
<ul style="list-style-type: none"> Last Summer's Alton Towers trip Busy Bees Summer Party and Books / Cards Water bottles Pantomime for all years World Book Day performances Science week (sublime science) presentations Glockenspiels (enough for a full class set) 	
<u>Succession planning</u>	

	<p>Gilly Stafford has agreed to take over as Treasurer from 01/09/2023 (subject to approval at AGM vote). She has previous experience as a PTFA treasurer including the planning of large events and is also an accountant. Gilly brings a wealth of ideas and experience to the role. Welcome Gilly!</p> <p>Agreed by vote at meeting that bank mandate can be updated to add Gilly.</p> <p><u>End of year audit</u> Our upload commitment is 30/06/2023. A volunteer has come forward (a parent) and we hope they will be able to assist.</p> <p><u>Voting on spending</u> Our PTFA rules say that funds under £350 can be agreed by the Chair, Vice Chair and Treasurer to assist speedy decisions to help the school.</p> <p>All other spending has to be agreed by committee and recorded. Audit trail is required for transparency and integrity.</p> <p>Recent communications via committee facebook page (which is the elected committee plus parents who are active within the PTFA) only got responses from less than half of the members despite being “seen” by all but three members. Agreed there is a need to review the method of engagement for funding arrangements.</p> <p>Discussion in meeting as to whether we should consider a change so there is a three tier process for funding approvals. Up to £350 as currently. £350 - £amount to be decided via online means within the fuller committee. Anything over than to be voted upon in meetings (held every other month). KC to discuss with TF and GS / put proposal to vote online or at next meeting.</p> <p><u>Forthcoming funding needs</u> The new building will house years 5 and 6 and have a designated library / SEN / support working space. That room will need to be fully equipped and fundraising is likely to be required to support that. School have both Amazon and Ikea business accounts and are in the process of setting up wishlists on both.</p>	<p>TF</p> <p>TF</p> <p>KC/ TF/ GS</p>
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5	<p><u>110 Club (all present)</u></p> <p>Winning numbers drawn by those present as follows:</p> <p>February 23</p> <ul style="list-style-type: none"> 1) 28 2) 85 3) 81 <p>March 23</p> <ul style="list-style-type: none"> 1) 32 2) 97 3) 60 <p>April 23</p> <ul style="list-style-type: none"> 1) 88 2) 54 3) 76 <p>ACTIONS:</p> <ul style="list-style-type: none"> ● Contact owners of winning numbers. ● Check payments before next draw. ● 7 numbers available on the 110 club. 	CM
6	<p><u>Bricks</u></p> <ul style="list-style-type: none"> ● RP confirmed that a year 2 parent Ian Clegg has agreed to help put up the display of bricks received so far. It will be entitled the Swallowfield Legacy Wall and it is intended that it will be lit. ● Will be readvertising the bricks campaign. Can offer installment payments and highlight that bricks can be shared by multiple families to split costs. ● ACTION – call for help from an electrician to instal the lighting needed 	DP / AK
7	<p><u>Update from school (KB/GM)</u></p> <p>a) Expansion –</p> <ul style="list-style-type: none"> ● Roof went on the new building 29th March 2023. ● Update from builders was shared via Ping. ● Building is on schedule and thoughts are turning to equipment and resources required in the classrooms. One issue is how to store anything ordered at this stage. ● Clarified that CBC have paid for construction. No additional funding is provided for equipment. School making purchases through Amazon business etc. 	

	<ul style="list-style-type: none"> • Classes have been using the money they raised at Enterprise week for various things. Year 4 chose some books and have had a cinema night. • Early Years playground on schedule to be completed by end May 2023. Frosts have donated some hedging plants for privacy screening round the new EYS playground. Need to call for volunteers to help planting. <p>b) Classroom requests</p> <ul style="list-style-type: none"> • No classroom requests to consider currently. • Bug man – reception - Request to fund the annual Bug Man visit. Awaiting information from Mrs Wisson. <p>Library bus</p> <p>KB confirmed that someone has come out and it is understood that door seals and downstairs windows fixed. Not sure about upper windows. Update needed and details so PTFA can offer proper thanks for the help</p> <p>Upholstery – AK and her mum have offered to complete the upholstery. Need to ensure fabric meets required fire retardance standards. Suggested that consider reflective film for the upper windows.</p>	<p>AK /KC / TF</p> <p>AK</p>
8	<p><u>Update on external fundraising (KW)</u></p> <p>External Fundraising - March 2023 update</p> <ul style="list-style-type: none"> • Mk community fund application in for additional 10k towards early years nature area (on top of what we're already funding from grants and fundraising) - they met with Helen woodman at school on tuesday this week, decision in May • Baker Brothers Community fund - awarded £500 towards sponsoring year 5-6 sport kit. Helen Is liaising and waiting for quotes/ costs. • Aspley guise summer fayre in touch for a stall in May - Danielle liaising Discussion in meeting that this will only be viable if we can get volunteers to cover a stall. Parent engagement with events (volunteers to help events run) has been very low recently and often the same handful of people helping / organising events. • Lorriane Hearn in touch for Golfdays/coronation party - We are one of their chosen charities - Danielle in touch and liaising • Woburn Sands Town Council - was a no as we're not in their catchment. • Aspley heath parish council - recurring grant of £300 received. 	

	<ul style="list-style-type: none"> • Aspley guise parish council - (£5,000 towards early years, pledged) still no response. However the chair has unofficially told AH we are still getting the 5k and it is ring fenced ready... • Coop community fund -half way through this year towards school trips and in school activities - need to publicise this more with the new cause, currently stands at £162 (lots of other things going on), will send posters with qr codes over to be put around school maybe in windows where parents wait? • Approached by COOP (another scheme) to set up a crowdfunding page for a “keep warm” campaign - The crowd funding campaign raised £838 (+170.25 of gift aid) - this is for IT equipment - no news on match funding yet - presuming unlikely now. • Woburn Fort - Indian willing to do an evening event for school (meal / social). • Deep Blue in store competition raised £37 - this is to go towards the IT fundraising. • Volunteer days - obviously there is a huge opp for the King's coronation in May, but also many employers offer paid days for their staff to volunteer for local charities. Is this something we can play on?, not just with parents helping with events but also larger corps or the community coming in and for example planting gardens, or painting walls etc etc. • Amazon smile is no more Last payment should come through the end of feb and could be an average of 6 months. • Affiliate schemes - we still have a number of affiliate schemes including climb quest, easy fundraising, stikins (all on website) am currently looking into more. • Tesco grants - for IT equipment no response yet, will chase again • On the list to look into this month, Dobbies, Waitrose, only active school needs are IT equipment but as always will run any opportunities past school. • School have been offered 30 laptops – they need to be collected from Birmingham and for there to be certificate of deletion. ACTION – someone to arrange to collect 	DP / AK/ RP
9	<p><u>2023 Events and campaigns (all)</u></p> <p>a) Aspley Guise funday 4th June</p> <ul style="list-style-type: none"> • Aspley Guise Parish Council have offered the school / PTFA a stall. Issue is the need for volunteers to run the stall. If we can't get volunteers, we won't be able to take up that fundraising opportunity. 	DP / AK

	<p>b) Meet and greet social</p> <ul style="list-style-type: none"> Agreed to run a social at school one Friday evening. PTFA presentation about volunteering and then socialising (music, possibly karaoke). ACTION – fix date and advertise <p>c) Father’s Day</p> <ul style="list-style-type: none"> Event needs an owner. To be further discussed at next meeting <p>d) Discos</p> <ul style="list-style-type: none"> Hayley Crosby willing to take ownership re: Discos and has an idea of a new vendor / entertainer for them. Plan to take place summer term – need to fix dates. Whoever takes on to research alternative entertainers for different years. <p>Future events Suggested that Quiz / Bingo style events should be held in the school hall in the future. Future partnerships with local businesses to be arranged as social events (current offer from Woburn Fort). Agreed that in future years Mother’s Day will be run as a cream tea in a box with prebooking, purchasing and order filling to make the event run more smoothly.</p>	<p>DP/KB</p> <p>DP / KB / HC</p> <p>DP / AK / KC</p>
10	<p><u>Any other business</u></p> <p>Book swap</p> <ul style="list-style-type: none"> RP proposes finding something like an old phone box or similar to use as a community library for the school – to be placed by the school library bus. Works on a “take one, donate one” basis. Discussion re: possibility of using an old upright freezer or drinks fridge and converting. Needs to be water tight and shelves for books. <p>Book donation stamp</p> <ul style="list-style-type: none"> NL has advised the stamp was given to GM. <p>Ice Cream Van</p> <ul style="list-style-type: none"> Agreed to invite the ice cream van to the school on Fridays after Easter. Owner has offered to pass 20% of takings to the PTFA <p>Pre-loved clothing</p> <ul style="list-style-type: none"> No further sales will include the Swallowfield Lower uniform. Agreed that clothing in shed should be bagged up and taken to cash for clothes. Some may be kept aside (if in very good condition) for future uniform sales. 	<p>RP / AK / DP</p> <p>KW / DP / AK</p>

	<p>PTFA Stock</p> <ul style="list-style-type: none"> • Coffee, tea and sugar were donated by Woburn Sands Co-op in November (when we ran the mulled wine stall). • Stock take to be completed. All items stored are in date and can be used for future events. • Need cups etc – KB suggests we visit the scrap store and see if they can provide any supplies. <p>To be discussed at next meeting:</p> <ul style="list-style-type: none"> • Sports Day (if running – decision to be made by KB and school) • Usborne books event • Father’s Day • Discos • Meet and greet event • Bingo / quiz night event • Woburn Fort event • PTFA shed roof repairs • PTFA stock update / shed clean 	AK / KC
11	<p><u>Date of next meeting</u></p> <p>Friday 19th May 2023 – Swallowfield Primary School – morning (9:00 a.m.)</p>	