

Minutes from Swallowfield PTFA Meeting

6 July 2023, Nonna's restaurant

Attendees

Danielle Preston (DP)- *Co-Chair*
 Amy Kershaw (AK) – *Vice Chair*
 Kate Corke (KC) – *Secretary*
 Gilly Stafford (GS) – *incoming Treasurer*
 Katie Warren (KW) – *external fundraising*
/social media
 Jo Lever (JL)

Rebecca Ridgeway (RR)
 Celia Mardon (CM)
 Rob Plumbly (RP)
 Andrew Guentert (AG)
 Samm Wall (SW)
 Jess Foy (JF)
 Sarah Penman (SP)

	Agenda item	Action		
1	<p><u>Introductions (DP)</u></p> <p>Meeting chaired by DP. A warm welcome to all present at the meeting, including SP who has recently become the chair of the Fulbrook PTA.</p>			
2	<p><u>Apologies and formalities (AH)</u></p> <p>Tori Fletcher (<i>treasurer</i>), Kim Brewer (<i>headteacher</i>), Nadine Lynch</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 – DP has collected. DP and KW to liaise about sending to the list of donors / supporters asap. • Small Lottery Licence – now received. 	DP /KW		
4	<p><u>Treasurer's report (TF)</u> <u>Details as at end June 2023</u></p> <table border="1" data-bbox="284 1906 1246 2011"> <tr> <td>Bank acct:</td> <td>£36363.62</td> </tr> </table>	Bank acct:	£36363.62	
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Committed funds:	£31293.14
Total available to spend:	£5070.48
Details of committed funds	
Bricks	£7353.75 (**£3136 from this fund allocated to EYS playground as quote above monies previously set aside)
Schools for future (EYS playground)	£16500.00 **
MK Community Grant	£3000.00 specifically for EYS outdoors space (separate to playground noted above)
Busy Bees World Book Day	£400.00
Busy Bees end of year party	£250.00
Summer Fun Day	£2000.00
Drumming workshop	£300.00
Labour costs (displaying bricks)	£350.00
Crowdfunding money	£739.39 specifically allocated for IT equipment
TTRS match funding	£400.00
Total committed funds	£31239.14
<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 as noted above. 	
<u>Campaign updates</u>	
<ul style="list-style-type: none"> Loraso ice cream (donation from sales at school) £90.00 to date Aspley Guise Fun Day raised £198.50 Father's Day breakfast raised £755.54 	

	<ul style="list-style-type: none"> • Disco (monies to end June) raised £975.50 <i>note: this is income only and doesn't take account of expenses paid for the event</i> • Christmas concert donations (tea and coffee) raised £387.62 <p><u>Activities delivered by PTFA fundraising in recent months</u> Agreed that we will send out information to parents about the activities and resources funded by the PTFA in the 2022-2023 academic year to publicise better what the fundraising achieves for our school and children.</p> <p><u>Other notes:</u></p> <p>PTFA are keeping a float in the school safe for use at events as we can now take cash (after hiatus due to Covid).</p> <p>Treasurer needs the school to invoice the PTFA for promised monies re: BB World Book Day (£400), TTRS (£400) and Drumming (£300) for those funds to be released before the end of the PTFA accounting year. Failing that (if those funds aren't, in fact, required) those sums will cease to be reserved and will be released to the general "pot" available for PTFA to spend.</p> <p>The invoice for the Chrome Books (from the Crowdfunding monies) has been paid, £106.39 remains). Agreed that school will look at an IT use for this money – discussions re: either more Chrome Books (if needed) or headphones for student use or similar. <u>Must be</u> connected to IT activities for the students.</p> <p>Agreed at meeting that the remaining £4190.75 raised through the sale of the Swallowfield legacy bricks can be reserved towards funding the Panto for the 2023 / 2024 school year.</p> <p>Consideration needs to be given to adding another operating member of the PTFA as a Trustee of the charity. Current trustees are the PTFA Treasurer; Headteacher and Deputy Headteacher. Suggested this should be the elected Chair. Need to check against PTFA constitution and Charity Commission rules so any required vote can take place at the AGM.</p> <p>Massive thanks to GS for setting up the Sum Up and Square online shops which have made a huge difference to processes for accounting and month end reconciliations.</p> <p>Proposed future spending – Mrs Woodman has raised the need for a minibus for the school. Being a primary school with years 5 and 6, there is a need for sports teams to be able to travel to other schools for competition. Need to look into this in detail – should we be looking to buy or to lease? Can we get sponsorship or specific donations for this? How do we target fundraising for this? Discussion re: having a visible tracker for large fundraising items (e.g: a thermometer to show progress).</p> <p>Use of Square for future events – charges 25p per transaction. Agreed that we will add that 25p to the fees charged for items sold through this platform and will make clear that it is to cover costs.</p>	<p>KW</p> <p>KB/RP</p> <p>KB/RP</p> <p>TF/ GS</p> <p>KC</p> <p>DP/AK/TF/GS/ KC/KW/KB/RP</p>
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	Agreed – will continue to use Sum up for payments on the day of events (alongside accepting cash).	
5	<p><u>110 Club (drawn 20 July 2023 at Swallowfield school by KC and TF)</u></p> <p>Winning numbers drawn as follows:</p> <p>May 23</p> <ol style="list-style-type: none"> 1) 77 – Lynsey Mander 2) 100 – Gemma Chubb 3) 60 – Jackie French <p>June 23</p> <ol style="list-style-type: none"> 1) 03 – Kelly Brewer 2) 19 – Lyndsay Charles 3) 45 – unallocated – to be redrawn at next meeting <p>July 23</p> <ol style="list-style-type: none"> 1) 87 – unallocated – to be redrawn at next meeting 2) 76 – Lindsey Mcilvaney 3) 24 – Andrew French <p>ACTIONS:</p> <ul style="list-style-type: none"> ● Contact owners of winning numbers. ● Check payments before next draw. ● Advertise available numbers for purchase. 	CM
6	<p><u>Update from school (RP)</u></p> <p><u>Expansion</u></p> <ul style="list-style-type: none"> ● RP confirmed all going well with build and the builders have promised full access in time to set up for the new term in September. Fantastic building. Spacious and well laid out. ● The portable building (grey) – ongoing negotiations with CBC about whether it can remain long term. As now a full primary school DfE sets expected levels re: sports facilities etc. There needs to be sufficient space for the MUGA to be installed. Building will be used as year 4 teaching space for as long as possible and green portable building will be used for staffroom and SEND space. ● Furniture for multi-use space in new building: IKEA refused request for assistance. Kallax units would be useful. A parent has offered library wall equipment. SEND equipment is needed. SW suggested asking Network Rail if they can assist with furniture – need to identify if any parents work there and able to assist. <p><u>Bricks</u></p> <ul style="list-style-type: none"> ● All bricks purchased / received to date have been installed. There were two duplicates and they have been installed. Two queries raised – RP aware and addressing. 	RP

	<ul style="list-style-type: none"> • New brick sale to be launched in September 2023. There will be the option of instalment payments. Gift aid declaration to be available for this. • AGREED – PTFA will fund (from the Brick income from original campaign): a plaque to go above the bricks and lighting for the display. No figures discussed at meeting. After meeting: RP submitted quotation for Welsh Slate Sign as the plaque for the legacy wall. Put to vote on the committee Facebook page. FUNDING OF up to £760.00 (inc VAT) approved by committee vote which ended 19 July 2023. Agreed that RP will order through school and then submit invoice to PTFA. <p><u>Classroom / in-school events</u></p> <ul style="list-style-type: none"> • Science week went well in 2022/2023 year. RP planning for 2023/2024 school year. Same supplier. Different topic. 45 minutes per class including Busy Bees. FUNDING OF £1296.00 agreed at meeting. • VR event will be repeated for Years 3 – 6 on 18 and 19 September 2023. Funded by parents – no PTFA funding request. • No classroom requests to be considered. 	<p>RP / GS / KC</p> <p>RP / TF / GS</p> <p>RP / GS</p>
7	<p><u>Update on external fundraising (KW)</u></p> <p>External Fundraising - July 2023 update</p> <ul style="list-style-type: none"> • Mk community fund application £3000.00 awarded towards specific items in the early years area. The money is in the PTFA account. Report back is due to be completed before the end of term. • Baker Brothers Community fund - awarded £500 towards sponsoring year 5-6 sport kit. Mrs Woodman is liaising and kits have been ordered. We need to publicise once the kits have been received with specific details as specified by Baker Brothers as a condition of the grant. • Aspley Heath parish council – we have received the recurring £300 grant. • Aspley Guise parish council – Grant of £5,000 previously pledged towards MUGA. CBC then indicated would fund MUGA so application made to reallocate the grant to the early years playground. This application was refused. Application made for their 2023 grant bids – seeking £1500.00 towards a nurture area. • Co-op community fund – over halfway through this year (finishes October 2023). Monies to be put towards school trips and in-school activities. This needs to be publicised more with a reminder to parents to switch to the current cause. Funds raised currently stand at £250 for the 2022-2023 year. 	

	<ul style="list-style-type: none"> • Next year’s Co-op community fund – application is in for 2023-2024 period for funds towards the nurture area under the heading of support for mental health. Decision will be made October 2023. • Screwfix – Application has been made for supplies to fix the PTFA shed or buy a new one. • Crowdfunding campaign for IT equipment – raised £838 (+£170.25 of gift aid) – once Chrome Books received we need to publicise and say thank you as members of the local community pledged funds as well as school families. • Woburn Fort – Indian Restaurant has offered to do a social / meal with us. Planning is required. Could be a “winter warmer” but care needed so it is not too close to Christmas. • Deep Blue – in store competition raised £37.00 for the PTFA. • Stikins labels – PTFA earned commission of over £300 in 2022. • Ice Cream Fridays – raised £165.00 in May. More monies should be forthcoming for June and July. • Friday coffee – would like to set up a coffee van for a regular Friday morning visit for the winter terms. Have contacted Really Awesome Coffee but they do not wish to join us with this. Another firm to be contacted. • Climbquest – new scheme starting before the summer holidays. Will be advertised. Year 4 have now used the spaces won from enterprise day. RP will do a thank you on social media. • VOLUNTEER DAYS – Many employers offer staff paid days off work in order to volunteer for local charities. We should look into doing this – perhaps for our events but also for bigger activities such as fence painting / improving the school environment (a garden or similar). We know the Open University, Starbucks and Network Rail all offer this for employees. 	<p>KW</p> <p>RP</p>
<p>8</p>	<p><u>2023 Events and campaigns (all)</u></p> <p>a) Woburn Sands community market</p> <ul style="list-style-type: none"> • We have been offered a stall at Woburn Sands community market at short notice. Agreed to sell off the soft drinks in the PTFA shed; sell sweeties and books. GS has ordered 250 bookmarks with Swallowfield logo. Agreed to have crafting area for children to decorate the bookmarks. 	<p>DP/AK/CM/KC /GS</p>

	<p>b) Disco</p> <ul style="list-style-type: none"> • HC is leading the disco for the children. Forms have been returned from the classes with song requests. <p>c) Summer Reading Challenge</p> <ul style="list-style-type: none"> • Letters and challenge sheets will go out via school towards the end of term. GS will set up Square to receive donations and will include the Gift Aid wording. RP will create a padlet for the photos of challenges to be uploaded to (will be eligible for prize draw for £10 book token for each of the two categories). <p>d) Grand opening celebration</p> <ul style="list-style-type: none"> • School suggested that there should be a grand opening event for parents to be able to see the new facilities after the build completes. • PTFA ask whether it could be made into an event such as a fete (like the 2022 family fun day) to help raise funds given that neither sports day or summer fayre were possible this year (significant funding streams missed). KB to be asked about this. • Whoever takes on to research alternative entertainers for different years. <p>e) Adult social</p> <ul style="list-style-type: none"> • Discussion re: social early in new term for parents. Suggested a BBQ and drinks. Discussion about 22/09 as a suitable date *post-meeting this idea was postponed due to the date set for the AGM*. • Discussions about having another bingo night or a music quiz. Such events have been popular in the past. Agreed that any such event should be held at school if possible to maximise fundraising opportunity. <p>Future events</p> <p>Mulled wine stall – KF used to book. DP to take the lead. KC will be available to mull the wine.</p> <p>Christmas cards – JF will own this and deal with as early as possible in the new school year to minimise risk of delay and help with spreading costs. Aim is to have them out to parents to consider buying by October half-term.</p> <p>Pre-loved uniform – agreed to have a sale before the end of term – donations only. To be held on the 14 July 2023 alongside the disco so parents can visit when dropping to / collecting from disco.</p>	<p>HC</p> <p>KC / GS / RP</p> <p>RP/AG</p>
9	<p><u>Any other business</u></p> <p>AGM – needs to be held in September – date later agreed for 20 September 2023.</p>	<p>Whole committee</p> <p>Whole committee</p>

	<p>Future meetings – agreed to continue bi-monthly and hold in the evenings. Will use different days of the week to maximise opportunities for parents to attend. Dates to be set to be announced by AGM.</p> <p>Book swap / school community library</p> <ul style="list-style-type: none"> • Had sourced a drinks fridge for use. All agree this no longer suitable, particularly after all the publicity recently re: AG lower school’s book vending machine. Need to consider an alternative (narrow shed /toolshed type structure suggested); where it would be placed; and how to keep it weatherproof. 	
10	<p><u>Date of next meeting</u></p> <p>AGM – Wednesday 20th September 2023 – school hall Doors 7:30p.m. AGM to start at 8:00 p.m.</p>	