

PTFA GENERAL MEETING Minutes



DATE: Tues 14 Jan 7:30pm – 9:10pm 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. Sarah McLaren, Claire Edwards- Kennedy, Louise , Lucy K
 REPS: yrR: Louise CoopmanYr1: Cathy Hamer, Yr2: Lianne Palmer, Yr 3: Liz Peel-Yates, Yr4:?, yr5: Vicky England, Yr6: Nicola Watson
 apologies: Sam, Nicola, Lucy Stock, Katrine,

AGENDA	NOTES
1. Welcome and signing of previous minutes	Happy New Year! Vanessa welcomed everyone back
2. Treasurer's Update	Winter disco: £531 profit, compared to £439 last year. Christmas fayre: £2064 Nativity: £131 profit. Film Night £232 profit Bags to School £44. Amazon smile: £9, easy fundraising £29
3. Review of Events:	<p>Winter disco: Thanks to Lucy S for co-ordinating. £531 profit, compared to £439 last year. A lovely event, Thanks to DJ Mr Smith. Lucy K to hand receipt for tuck shop sweets. Feedback from parents: to send prices out earlier to give an idea.</p> <p>Christmas fayre: Thanks to Vanessa and Nicola for co-ordinating. £2064 (wow!) including secret shop, Sam to put in receipt for banners. Actions for next year: signage needs to be clearer eg for café. The café ran out of mulled wine so more required next time. Accessibility (Wheelchair/ pram) needs to be factored in next time in risk assessment. Stall holder feedback: most stall holders were pleased with the event. The variety and amount of stalls was good. The Secret Santa shop was hard work with only a few PTFA helpers at a very busy time of the year. Next time we could plan in date earlier and we need more £5 presents as a lot of money was returned to parents. We can consider buying in presents. Positive feedback given from parents.</p> <p>Nativity: £131 profit. Thank you to Chris Edwards for photography. Consider snap-fish next year for cheaper prints.</p> <p>Film Night £232 profit. Thank you to Louise Coopman for coordinating.</p> <p>Bags to School £44. To advertise around the village(s) next time.</p>

	<p>Cashless payments. Sarah S investigated school money. PTFA can go onto the shop element, but someone in the office would have to put it on. Participants can buy an event. If we choose this, it is unlikely 100% of parents will use it and it could put people off. The decision has been made to trial parent pay on the next film night, as an additional option to pay. The cut off is the Wednesday before film night. The form will need amending (Sarah S to investigate form) Next film 7th February</p>
<p>4. Forthcoming Events</p>	<ul style="list-style-type: none"> • Quiz Night: 1st February 2020. URGENT Sam to coordinate. Liz to ask Ali Klein for a meat chilli and veg chilli. Additional food: bread, cheese, nachos, sour-cream, soft drinks. Food to be eaten at the start. Teams bring own alcohol and glasses. Tickets £10 / person max of 4 / team. Everyone to ask for raffle and prizes. Rose and Crown –Vanessa, White Horse – Claire. Vanessa to advertise on Charlton chat, Vicky: Evenley residents. Sam to produce a poster to advertise the event, everyone to share on social media. 7:30pm start- . Sarah A, Liz, Vicky, Sarah S, Sarah Mc • Fashion Show: Vanessa has emailed but has not had response for 25 March, Vanessa to confirm. Sell tickets to include glass of wine. Pete Smith to coordinate stage. Vanessa to get drinks license. No mobile phones. • Film Night: 7 February 2020. Film choices. List to Lou (Liz) similar finish times required. Secret life of pets 2 + horrible histories. Food to be served somewhere else as Badminton in hall. HotDogs. School council to keep an uptodate list of films for PTFA. Jelly+popcorn: Vanessa. Helpers: 6 Vanessa, Sarah A, Louise C, • Film Night: 6 March 2020
<p>5. PTA policies</p>	<p>Sarah submitted accounts and was issued a list of questions about what policies we do and don't have. Parent-kind pays for our insurance etc and they have draft policies we can follow. Liz recommended looking more carefully about what policies we do need to have in place as whatever policies we have we must adhere to, sometimes it is easier to have less! Policies include Safeguarding, privacy policy, equal opportunities, conflict of interest, volunteering. Liz is researching further through a colleague.</p> <p>We need to consider risk assessments for events and not assume we are covered through school if it is a PTFA event: Pete is EVC at school and can offer some advice with this. Only one Risk assess required for each event: disco, film night, Christmas fayre, cycle ride (school) mud run (school)</p> <p>VE to make a start on risk assessment. (use templates on parentkind) Sarah A to look into expenses policy Sarah S to look at safeguarding Liz to look at rest of policies and oversee.</p>

	<p>Templates are on parentkind</p> <p>All to report progress at next meeting</p>
6. AOB	<p>Liz: Shed update. Liz has been quoted for a shed from a local supplier £____ Does this include supply and fit? We still need to consider a base</p> <p>Vanessa: There will be a 2nd hand uniform sale on 24 Jan all day in library.</p> <p>Set up Thurs pm library / breakfast room</p> <p>VE to ask Katrine Penman about yr 4 / rec rep</p> <p>Sarah A: We owe £500 to school for Peterborough trip</p> <p>Sarah S: is looking into scooter/ bike racks. There maybe grants available (Sarah A to advise). The 3D printer will be launched in science week.</p>
7. Date of Next Meeting	Thurs 27 Feb