

Minutes of the Parent, Teachers and Friends Association meeting

Tuesday 20th February 2024

Present – Jenny Wilson, Laura Thompson, Sam Ambrose, Leona Harrison, Rachel Shepherd, Megan Pain

Apologies – Elizabeth Coultherd, Nicki Crabtree, Andrea Bush, Kate Fryer

Review and accept minutes from the previous meeting

Minutes reviewed and accepted by all in attendance.

Banking update and Treasurer role

JW is having issues with the required signature to open the Lloyds bank account. EC is looking into this issue. SA confirmed that she would be happy to also be a signatory to facilitate the opening of the bank account if needed.

SA sent a message to Stephen Lippit to enquire if the SumUp account the PTFA holds has a yearly subscription. Stephen replied during the course of the meeting and confirmed that there is a fee for each transaction made through the SumUp device. EC to check if the Lloyds bank account will issue the PTFA with a card reader device. This will determine whether the SumUp account is still required to enable card payments at events.

EC has volunteered to take on the role of treasurer of the PTFA, all in attendance agreed with this appointment.

Easter Egg hunt – Friday 15th March

LT has been unable to locate the PTFA bunny suit required for the event. Those in attendance agreed that EC can purchase a new bunny suit, chosen in the meeting, on behalf of the PTFA.

John Roberts Holdings Ltd have donated £100 towards the purchase of some Easter eggs for this event.

Arla have been able to donate 12 eggs for this event .

The remainder will be funded by the PTFA group.

There will be a donation bucket out at the event for those that wish to offer any donation to the PTFA. LT has sourced wooden egg decorations to be decorated and kept for all future egg hunts.

JW reminded the group that a thank you needs to be issued to those that have supported the event.

LT mentioned that this could be done through the school Facebook page.

Set up for this event will be from 2.30, LT has devised a timetable for volunteer roles needed for this event. A copy of which will be put up in the School entrance for people to sign up to help.

Dress Down Day – Friday 15th March

Families will be asked for an Easter chocolate donation in return for children coming to school in clothes of their choice. The chocolate collected, and anything left over from the Easter egg hunt, will be collected up and be prizes for the Easter bingo being held the following week.

Easter Bingo – Thursday 21st March

EC has made posters for this event, LT will ask that these be shared through the School Facebook page and displayed in school.

Monday 18th and Tuesday 19th March will be the days that the bingo books are pre-sold for this event. EC, RS and LH have volunteered to organise this. They will set up from 3.20 on the aforementioned days with a table outside the main entrance to school. The bingo books will be sold for £3.

LT has devised a rota for the bingo evening and will be put up near the main entrance for people to volunteer to help at this event.

Volunteers will be needed to set up on the day from 3pm.

EC will be collecting chocolate donations together and making the bundles of bingo prizes. LT will ask if any of the PTA group are available to help with this task.

Update on PTFA finances

Nothing to report at this time due to the bank account and Treasurer transition.

Fund request from the Early Years team

Sheryl Stow has sent an email to the PTFA on behalf of the Early Years team to ask for assistance in purchasing a set of 20 all in one rain suits. These are priced at an estimated cost of £16 each but the team are happy to consider an alternative at lower cost if any of the members can source this. Those in attendance discussed this request - JW to reply to ask the Early Years team to research and find the appropriate product they would like help with purchasing, and then complete a fund request for the committees consideration. If the request is submitted at the current costings the group may only be able to part fund this request. However, this decision will be made when more details are received.

Any other business

JW informed the group that she wishes to resign as PTFA Chair - a change in her personal commitments means she has little time to attend meetings.

However, JW has agreed to stay on as chair with the help of LH as Vice Chair. LH can then fill in at meetings and events that JW is unable to attend.

The roles can then be reassessed in September at the AGM.

The next PTFA meeting will be held on Tuesday 29th April