

Minutes Stockland Primary Academy PTFA – Friday 20 April 2018

Present: Valerie Conlon, Sarah Hawkins, Sue Holbrook, Anna Lightfoot, Sam McCarthy-Patmore, Katherine Mortimer, Fiona Page-Turner, Lynne Stevenson

	Action
1. Apologies - none	
<p>2. Update on last PTFA monies spent</p> <ul style="list-style-type: none"> • Class 2 Projector needed replacing– £354 confirmed. • PTFA reviewed all improvements to classrooms over the Easter holidays from £2,000 donated • It was agreed that going forward a form is needed to make it easier to sign off budget requests. SM agreed and advised that the head must be informed. Abbe to complete form and SM to sign. LS to draft a form. • SH asked if PTFA is audited. LS advised there is no audit necessary as we are not a charity. 2 counter signatories are required for cheques. At each meeting, the committee checks bank statement and reconciliation. 	LS
<p>3. Update on school disco (6.30-10.00pm)</p> <ul style="list-style-type: none"> • Agreed outlay for a barrel of beer. Not much initial interest so difficult to gauge numbers • AL to buy 6 white and red wine bottles, 2 packs of fizzy water. We have plastic glasses. Bottles of water. Elderflower for adults. • Pasties – order 100 (half cheese and onion and half beef) FPT to confirm to Chunk of Devon • SM to put brand in newsletter as ‘family social’ – beer and pasties, kids go free, with disco for kids. Parents to text Valerie to confirm if attending. • Roles: setting up, Bar – Sarah Hawkins, Serving food, Kate-tuckshop at hatch, Emma Parris – door. • VC to source glow sticks. • Amber Ale – Otter Brewery. FPT to order 	AL FPT SM VC FPT
<p>4. New PTFA committee</p> <p>PTFA Job descriptions</p> <ul style="list-style-type: none"> • Agreed PTFA roles need to be defined. AL shared committee job descriptions produced in 14/15. All agreed this needed updating. • Google drive – FPT to check with Abbe where the minutes are posted. <p>PTFA Events coming up:</p> <p><u>Stockland Fair</u></p> <ul style="list-style-type: none"> • Second May Bank Holiday in Half Term. Mon 28 May. £1,000-£1,500 donation given to school and in return the Fair Committee need help. • Volunteers needed to man stalls: 3 sets of two– tombola- Valerie & ?, Fiona & Anna, Lynne & Jay 	FPT

<ul style="list-style-type: none"> • Car parking marshalls needed: 12.30pm for an hour. Greg and Katherine ? • Tombola – donations to request in Friday newsletter after first May Bank Holiday. AL to buy raffle tickets. AL and SH to raffle tickets on each item and one in the Tombola. <p><u>100 Club</u> – Sally to continue.</p> <p><u>Bags to School</u>: next collection Thursday 14 June. Confirm collection time e.g. 9-1pm. Leave bags in lobby of preschool – AL to check if room to store in preschool or ask parent to take them home. 2 collections (preschool and school but we split the money). SM to advise reminder in newsletter.</p> <p>Newsletters- type up request and send to Abbe by Friday</p> <p>Banking situation</p> <ul style="list-style-type: none"> • Banking: PTFA committee needs to sign form to agree all signatories. AL to have new committee members sign the form. 	<p>AL AL/SH</p> <p>AL SM</p> <p>AL</p>
<p>5. How to generate more helpers for PTFA</p> <ul style="list-style-type: none"> • AL proposed stall after school to hand out leaflets. • It was agreed PTFA should be present at meeting for new parents in June to publicise. SH to produce newsletter. FPT to email list from last year. • FPT advised meeting in the pub works well to get larger numbers. Agreed not always easy for some parents to come then. 	<p>SH/FPT</p>
<p>6. Future projects requiring money/brainstorm new ideas</p> <p><u>Funding requests</u></p> <ul style="list-style-type: none"> • Proposed request for Leavers sweatshirts. It was agreed PTFA can't fund both sweatshirts and photo. It was agreed that PTFA would continue to fund Leavers' Photos. Parents are to fund Leavers Sweatshirts. • Sports kits for girls. Need pricing, sizes and numbers. Abbe to investigate and advise. • AL proposed ice cream stand after school. Agreed good idea on hot days. • Abbe proposed silent auction. AL too investigate in order to discuss further. • Christmas cards – AL to investigate (need to be done early) 	<p>Abbe</p> <p>AL AL</p>
<p>7. AOB</p> <ul style="list-style-type: none"> • SH asked how new projects to fund come about and if all parents are asked. VC confirmed we wait for school requests on ad hoc basis. • New projects for 2019 – SM to flag up with Clive Helliwell. 	<p>SM</p>
<ul style="list-style-type: none"> • Date of next meeting: Friday 18 May at 9am 	