

Sicklinghall CP School PTFA Minutes

PTFA Meeting			
22 September 2015	7.30pm	School Hall, Sicklinghall CP School	
Meeting called by	Phillippa Godley		
Facilitator	Phillippa Godley	Note Taker	Melanie Kunz
Attendees	Katherine Wood	Sam Parkin	Lou Clee
	Liz Grange	Mrs Syson	Emma Parr
	Angela Howard	Sophie Russell	Amy Lund
	Melanie Kunz	Mr Shillito	Jules Clegg
	Rebecca Alderson	Phillippa Godley	
Apologies	Hannah Young	Pam Caine	

Welcome & Thank You

Phillippa welcomed everyone to the meeting and thanked everyone for coming and for their help and support throughout the year.

Matters Arising

BBQ - Debrief	The Charity Auction raised £1,002 and the BBQ made approximately £129. Everyone agreed it was very enjoyable and a new parent to the school mentioned it was very welcoming.
Ipad Invoice	The Treasurer has not yet received the invoice for the I pads so the PTFA have not yet reimbursed school for the cost. Mr Shillito to give the Treasurer the invoice ASAP please.
Library Project – Update	Mr Shillito advised that school now know what they want for the library (books and furniture) and how to do it but are still working on the nitty gritty of the order. The Library Project has been delayed by work on the Trim Trail Project.
Trim Trail – Update	Mr Shillito advised that the Trim Trail has been reinspected and due to further deterioration it has been fenced off and cannot be used. Some parts are ok,

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	<p>some are not. Two different companies have evaluated it. It is too expensive to replace the parts piecemeal so a whole new system needs to be purchased and installed. A donation has been received by school which will cover some of the cost and the remainder can be covered by money from the school sports fund. No further contribution from the PTFA will be required. Mr Shillito has the new equipment scheme and quote and it is being put to the Governors for approval on 6 October. School will also consult with the new School Council (to be elected on Thursday) for input from the pupils. Further research is required for replacement of the floor surface, the current one is retaining water.</p>
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Chair's Report & Treasurer's Report

See attached reports.

Election of New Officers & Committee

The previous PTFA Committee stepped down. Everyone was very appreciative of the outgoing Committee and thanked them for all their hard work.

Phillippa ran through the job description of each role and outgoing officers and committee members stated whether they would like to run again for nomination or step down permanently.

Liz Grange stood for Treasurer (with help from Sam Parkin)
Hannah Young, Pam Caine, Rebecca Alderson and Louise Clee all stood as Committee Members

Nobody put themselves forward for the roles of Chairperson or Secretary. It was suggested that the meeting be reconvened once people had had chance to consider the roles. After discussion, it was agreed that Melanie and Phillippa would draft a letter from Mr Shillito inviting people to a forum/consultation on Monday 5 October at 9.15am after drop off to discuss the implications of not having a PTFA (if the roles cannot be filled the charity will have to be dissolved and there will be no PTFA to fundraise or organise social events). Need to discuss with parents what they want/expect from a PTFA. We could possibly change the structure of the

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PTFA and not be a charity anymore (need to check what the limit is for fundraising, is it £7,500 per annum?) and have a less formal group that do much less in terms of fundraising and events, possibly only the core events for the children such as Christmas Party, Easter Egg hunt etc plus one or two fundraising events. There is enough money in the bank at the moment to finance Christmas presents, Easter eggs, the ice cream van etc this year but if school need some equipment it could be empty by next year if no or little fundraising takes place.

Future Events

<p>Harvest Festival</p>	<p>This will be on Friday 2 October (service at 2.30pm, PTFA teas/coffees at 3pm with juice and biscuits for the children).</p> <p>Louise, Phillippa, Melanie, Jules and Rebecca volunteered to do the teas. Hannah might also do it. Emma Parr will shop for stock (also shop for Open Day at the same time). We now have 4 x 2litre flasks (thank you Aimee Taylor for going to Ikea for them) for hot water which will save someone leaving early to switch the urn on. We will still need the urn for topping up.</p>
<p>School Open Day</p>	<p>This will be on Thursday 15 October (9.30-11am and 1.30-3pm).</p> <p>Pupils are doing the school tours so PTFA are just required to make teas and chat. Phillippa and Rebecca volunteered to do both sessions. Emma Parr will shop while shopping for Harvest Festival (NEED TO BUY MILK). If anyone can take posters advertising the open day, please take them.</p>
<p>Bun Sale</p>	<p>This will be on Friday 23 October and it is Silver Birch's turn to provide the buns.</p> <p>Sophie Russell and Emma Parr can run the bun sale, or could School Council choose some children to run it with Sophie Russell overseeing it? To be discussed with School Council on Thursday when they have been elected. Treasurer to provide a float (buns are 20p</p>

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	each) and can someone please bring some food bags.
Welcome Coffee Morning	<p>This will be on Friday 6 November after drop off at 9.15am.</p> <p>Sophie Russell kindly offered to run this with other attendees just chipping in. We will have a second hand uniform sale.</p>
Bag2School	<p>This will be on Monday 16 November (second collection so hopefully no later than mid morning)</p> <p>Rebecca is still happy to look after Bag2School but needs help with the collection. Lou has volunteered to help but any others are always welcome – request in Newsletter?</p>
Xmas Fair	<p>It was proposed to move the Christmas Fair to the afternoon after school on Friday 27 November in order to hopefully improve attendance from school families. NB Goldsborough's Xmas Fair is Saturday 28 November. Need a further planning meeting to decide format. It was proposed to involve pupils in the running of the stalls. No suggestion was made for a product to sell (like the cook books or tea towels). NB cook books and tea towels are still available at £5 each, limited stocks are left.</p>
PTFA Ladies' Xmas Night Out	<p>Sam Parkin kindly volunteered to organise this on the evening of Friday 4 December.</p>
Event before Xmas?	<p>In the absence of a PTFA, it was decided that there will not be an event before the Christmas Fair.</p>

Gift Aid

Carrie Watkin and Sam Parkin are working on Gift Aid and gathering attendee lists. Further update required as matters progress.

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Any Other Business	
Storage	Ms Gimeno has advised that school have allocated two shelves in the cupboard in the staff toilet for PTFA storage.
Goldsborough PTFA	Remember to advise Goldsborough PTFA of the new Sicklinghall PTFA if/when it is agreed.
Easyfundraising	Aimee Taylor has confirmed that she is happy to continue looking after Easyfundraising.
Xmas Cards	Mrs King requested that the PTFA take over the children's Xmas Card scheme. Philippa kindly agreed to look after this whether there is a PTFA or not.
Future Agenda	Sports Day will be Thursday 16 June 2016 and PTFA refreshments will be required please.
Sicklinghall Village Hall Big Day Out	Mrs Clegg presented a cheque for £30 which was donated by Sicklinghall Village Hall after Mrs Clegg ran a craft stall at their Fun Day on the August Bank Holiday Monday.
Secondhand Uniform	Sophie Russell kindly agreed to take over the storage and transport of secondhand uniform. There is lots of new stock from donations at the end of last year and the spares boxes at school.
Book People	Sophie Russell kindly offered to arrange for the Book People to drop a crate off at school and will bring them out to the playground for parents to look through. If a certain number of books are sold, school will receive free books. Could be run in conjunction with regular secondhand uniform sales.

APPENDIX TO AGM MINUTES

On Wednesday 23 September Jules Clegg put herself forward for Chairperson and Amy Lund put herself forward for Secretary. Rebecca Alderson withdrew as Committee Member. Subsequently, Amy Lund withdrew as Secretary and Aimee Taylor put herself forward (Melanie will fill in until mid October).

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Therefore, the PTFA Committee is able to proceed as a charity and the forum/consultation with school families is not required at short notice. Further discussion is to be had regarding a consultation with parents or sending out a questionnaire to ascertain what school families want from a PTFA.

Nominations and seconding have been received and the new PTFA Committee for 2015/2016 is:

**Chairperson – Julie Clegg
Secretary – Aimee Taylor
Treasurer – Liz Grange
Committee Member – Hannah Young
Committee Member – Louise Clee
Committee Member – Pam Caine**

Thank you very much to those above for volunteering.

NEXT MEETING TO BE ARRANGED