

Chadsmead Primary School
PTFA Meeting Minutes
27th September 2017, 7:30 pm

1. Present

Katy Aston, Denise de Borde, Gemma Grainger (Headteacher – CPS), Kerry Heath, Alex Hems, Lisa Holian, Fran Jones, Sarah Kulpa, Elaine Stainforth, Sally Ward, Tracy Wright

2. Apologies

No apologies presented.

3. Call to Order

Chairman Alex Hems began the meeting with a PTFA report for the Academic Year 2016-17 (Appendix A). This report details and thanks the key committee members involved, fundraising events held, lessons learned, and PTFA spent money. Alex concluded with the stepping down of the current committee members and expressed the need for new committee members to hold the charity status.

4. New Committee Roles

The following new committee members were approved:

Committee Chair – Fran Jones

Vice Chair /Marketing Coordinator – Katy Aston

Treasurer – Kerry Heath

Secretary – Sarah Kulpa

Events Coordinator – Elaine Stainforth, Sue Darby

Fundraising Coordinator – Rosie Ellson - Guidon

5. Treasurer's Report

The 2016-17 Treasurer's Report was presented by Tracy Wright (Appendix B). This report gives a summary and breakdown of income and expenditure over the last academic year and accompanies the final income and expenditure account. The year ended with a

healthy balance of 8,814, which was over 3,500 more than where the committee had started. Well done!

The committee expressed that there is money to be spent and some disappointment that it was never decided the previous year how to spend this money, mostly due to the uncertainty of the administration. It was suggested to work closely with the school to identify what the school needs are and how the money should be spent. There was some discussion over whether there should be a process for deciding how the money is spent.

Mrs. Grainger shared her thoughts on how this might work. She expressed that this would be a great chance for a “wow” purchase to show off the hard work of the PTFA and that school is in dire need of new technology. It was suggested that a set of iPads for both KS1 and KS2 would be a “wow” to show the PTFA contribution to the school. This would directly benefit the children. A couple committee members mentioned that they have contacts that put technology in schools. Mrs. Grainger expressed that they have a current relationship with a educational technology company that supports schools. **Action Item: Mrs. Grainger to ask for a quotation for 30 iPads (15 for KS1 and 15 for KS2), trolley for each building, and a main computer as well. She will also find out about possible training.**

6. Chairman’s Report – Fran Jones

- The following dates are in the diary so far:

19/10/17	Spooky Disco
8/2/17	Valentine’s Disco
5/7/2017	Summer Disco
- Fran has proposed the date of 25/11/2017 for the Christmas Fair. **Action Item: Mrs. Grainger to check the date and see if available.**
- There were lots of ideas mentioned for the Christmas Fair. Some of those are included below. These ideas will be discussed in more detail at the 10/10 meeting at The Hedgehog. Ideas for Christmas Fair:
 - Photos with Santa and how best to do this (signed release). **Action Item: Kerry to get quote from someone she knows who does photos and adds different backgrounds, etc.**
 - Virtual toboggan ride

-Book Exchange/Stall – Students bring (in advance of the fair) in unused books and receive a token. Students bring tokens to the Christmas Fair and can cash them in for a “new” book. This might be a good way to get families there. It was also suggested the kids could include a review of the books they bring in.

- **Fran provided an update on the end of year shoe collection/donation.** The PFTA collected a large number of donated shoes at the end of the school year. Unfortunately the organization was no longer able to take any donations. It was decided that the PTFA would hold a sale for the donated shoes that are in very good condition (and buy something specific for the school) and donate the rest of the shoes to a shelter or refugees. **Fran and Kerry to sort.**
- It was suggested that the PTFA hold a uniform sale before Christmas. Alex suggested that in the future we get larger sizes from Year 6 at the end of the year. Jumpers and cardigans sell better than white shirts and trousers. It was decided that cardigans, jumpers, and only the Next/Marks & Spencer trousers be sold, and the rest be donated. **Action Items: Fran to give date to Mrs. Grainger for next sale. Cardigans, jumpers, Next/Marks trousers to be sold, rest to be donated. Kerry to help donate remaining items.**
- **Christmas Cards** - There was a discussion about whether the PTFA should sell Christmas Cards again this year. Mrs. Grainger suggested that each class build a lesson around completing the Christmas card and suggested that nothing is impossible, but planning is the key. Teachers will complete if it is planned and in the diary. It was decided that we wait for next year and start early. For this year, as an alternative, Kerry knows someone who does personalized cards and could possibly come to the Christmas Fair. **Action Item: Kerry to see of his availability.**
- **Spooky Disco** – the Spooky Disco will be held on Thursday 19th October. Fran/Katy/Kerry reported letters have been completed and will be distributed in book bags on Monday 2nd October, to be returned the following Monday, 9th October. It was suggested that teachers receive an FYI copy in pigeon holes. There was a question regarding room capacity. **Action Items: Letters distributed on Monday, 2nd October to be returned on 9th October. Sarah to ask Sally England to include this in the Friday newsletter.**

7. 2017-18 Fundraising Goals

Next, there was some discussion regarding the 2017-18 Fundraising Goals. It was suggested that a new playground/improvements to current playground might be a good goal. Mrs. Grainger also reported that beyond Ipads, there are going to be a lot of technology needs and that we could create a five year plan to add to these goals every year. It was also suggested to survey the parents.

Cinema Night was also added as a new suggested PTFA activity. Mrs. Grainger would be a great resource as she has organized these before and reported they are relatively a very easy way to make a lot of money. Movie, popcorn, etc. Maybe Home Alone at Christmas time? This should be explored further! **ACTION ITEM: Discussion for next meeting agenda/Add to agenda to discuss further the 2017-18 fundraising goals and possible cinema night.**

8. Next Meeting

The next meeting is scheduled for **Tuesday, 10th October, 8pm, Hedgehog**

Agenda – We will finalize details for the Spooky Disco from 8-8:30 and then open it up to everyone to discuss ideas for the Christmas Fair at 8:30 pm. We hope to see as many people as possible there! **SK to include this in the Friday newsletter.**

APPENDIX A

Chadsmead Primary Academy

PTFA report for the Academic Year 2016/2017

Thursday 18th September 2014

Introduction

This report is the summary of the activity of the PTFA over the last academic year. It forms part of the agenda of the AGM in fulfilment of the PTFA's charitable status.

PTFA Committee

The PTFA committee consisted of the following people in 2015/2016:

Chairs – Alex Hems

Vice Chair – Alison Whilis

Secretary – Sally Ward, Fran Jones, Katy Aston

Treasurer – Tracy Wright

In addition, many other people, parents and staff, have offered regular and committed support to the PTFA, regularly attending meetings and supporting events and thanks must go to everyone who has contributed to its continued success over the last year.

Fundraising

The PTFA have organised a number of successful events over the past year, details of amounts raised are contained in the Treasurers report. The Christmas and Summer Fairs were well attended and both raised an excellent amount of money with the Summer Fair being held on a Saturday again this year. The school discos continue to be popular and raise around £450 for each disco, with 3 held throughout the academic year this is a profit of well over £1,000. The “flashy accessories “ continue to be popular although the children seem to like a wider variety. Other fundraisers this year saw the return of Magic mark, although he wasn't as popular this year as previous years, with only a £81 profit made. Feedback suggested not to use

again. Easter/Chocolate Bingo for which the school generously helped provide the prizes resulting in an increased profit. The sale of second hand uniform has grown in popularity and we have held more this year. As a result some excellent funds have been raised with only a little outlay. The Christmas Cards designed by the children didn't do as well this year only raising £276 against previous years £400+.

Lessons Learned

We need to hold the non uniform sales more regularly, as they can make a good amount of money. We also need to make sure we get the disco ticket forms out with plenty of time.

Non profit PTFA support

The PTFA continues to support the school in other ways which are non-profit making, such as the Harvest Festival.

PTFA Spend

Typically, spend is determined by a "wish list" which is drawn up by school/staff and added to throughout the year. A number of discussions have been held with the school with respect to the use of funds but a minimal amount has been utilised this year. The committee needs to work closely with the school to identify where funds can be focused this year to benefit the children.

We also always contribute to Christmas events, children's parties, presents, Year 6 leaver's events and the Christmas trees. £15 per month is also donated towards sponsoring a child in Africa via Plan International.

Conclusion

This has been a successful year of fundraising brought about by the team work of not just the committee but lots of other parents and staff members. The school has been so supportive and without this help from all staff members events really couldn't be held. We would like to thank everyone who has shown such commitment.

The committee members are stepping down and we would like to thank them for their tireless effort that they have provided the school with.

We will need to appoint a new Chair, Treasurer and secretary as a minimum to keep the PTFA's charity status.

Alex Hems

APPENDIX B

Chadsmead Primary Academy PTFA Treasurers Report 2016-17

This report gives a summary and breakdown of income and expenditure over the last academic year, and accompanies the final income and expenditure account.

Total funds (cash + reserve a/c + current a/c) at the start of the year were £5,289.

During the year, we held a number of main fundraising events, the table below details a breakdown of income, expenditure and profit for each main event and a comparison to the prior year.

Further income of £1,168 has been raised via Christmas cards (£276), Uniform sales (£376), Magic Mark (£81), sale of refreshments at various events (£106), Eco Kids (£51) and Easy Fundraising (£26). Total income generated was £4,716.

PTFA EVENTS	Takings		Expenditure		Profit	
	2015-16	2016-17	2015-16	2016-17	2015-16	2016-17
	£	£	£	£	£	£
Spooky Disco	792	844	315	328	477	516
Christmas Fair	1,664	1,964	667	732	997	1232
Valentines Disco	933	884	436	429	497	455
Bingo Night	344	283	229	109	115	174
Summer Fair	2,042	1,874	751	957	1,291	917
Summer Disco	977	905	476	373	501	532
Total	6,752	6,754	2,874	2,928	3,878	3,826

Apart from Christmas presents for the pupils (£364), a contribution of £150 towards the Chadsmead Bower float and a £278 contribution towards the Year 6 leavers party, there has been minimal spend. This year. Total expenditure was £1,191. It is important that the Committee for 2017-18 work closely with the school to look at the best use of funds for the new year

We ended the year with a healthy balance of £8,814, which was over £3,500 more than we started the year with.