

## **PTFA Meeting – Thursday 18<sup>th</sup> May 2023**

### **Present**

<b>Name</b>	<b>Role</b>
Nicola Old	Chair
Sandra Rudge	Vice-Chair
Duncan Pearce	Treasurer
Sarah Turner	Secretary
Anneka Haigh	Parent
Amy	Parent
Soraya Young	Head of School

**Apologies** Lesley Jones, Laura Morson, Rachel Richards, Emma Cridge, Jo Wilson, Stacy Pearce

### **Agenda**

1. Welcome and members present
2. Apologies
3. Approval of minutes of the last meeting
4. Matters arising (not covered elsewhere on the agenda)
5. Financial report
6. Coronation disco cancellation
7. Schools' playground wish list
8. Review purchasing arrangements
9. Future events update
10. Any other business (as applicable)
  - 10.1 Succession planning – new committee members, PTA volunteers
11. Date, time and location of next meeting

<b>Item</b>	<b>Minutes</b>	<b>Action</b>
1. Welcome	Amy new parent and Anneka returned after joining us last time.	
2. Apologies	Laura Morson is on camp.	
3. Minutes from previous meeting	Minutes agreed	
4. Matters arising	Break the rules day was enquired about as previously enquired but school would prefer not to do this.	
5. Financial Report	Bank balance is looking healthy, we need to pay school for the football tops requested. Last dress down day raised £107.35 £630 in account for timeline. £122 allocated for playground toys. Keeping £1750 so each class can have £250 per year. Rachel will invoice school for £1750 so that class teachers can spend. Discussed how much money we should hold in the account. Moving forward we will give teachers £250 each year and then hold money for the staff	Duncan to finalise holding figure so we can spend money now on what school need.  Sarah to put in newsletter that with sweets & ice lolly sale we are buying new playground equipment. Add timeline to newsletter.

	for any extras. We will fundraise long term for the timeline.	
6. Coronation Disco Cancellation	Disco was cancelled due to poor ticket sales. Event clashed with cross country event and football tournament. Some parents reported that the cost of the tickets was high at £6. After cancellation parents fed back that they were disappointed the disco hadn't happened and wanted another disco later in the year. Other schools have cheaper tickets due to donated discos and then ask children to bring money on the day for extras.	Sarah will arrange for prices from 3 suppliers to maintain disco price parity.
7. School playground wish list.	This will be ordered by school as there is VAT which school can reclaim. Rachel will order and invoice us. Duncan will make payment to school.	Duncan to pay invoice when received.
8. Review purchasing arrangements	PTFA will order supplies for it's own events but school purchases will be ordered through school and they will invoice the PTFA so VAT can be reimbursed.	
9. Future events update	24 <sup>th</sup> June Car boot. 7 <sup>th</sup> July Summer Fayre	Sarah to advertise this on local facebook sites.
10. A.O.B	None	
11. Next meetings	Thursday 8 <sup>th</sup> June @ Mill House Monday 3 <sup>rd</sup> July 9am @EGPS summer fayre jobs.	