



PTFA Meeting Minutes - AGM

Date: 22nd March 2023

Location: Rachel Evatt's house

Attendees: Rachel E, Colette, Claire W, Lucy, Alicia, Helen G.

Next Meeting: Tuesday 16th May 2023 at Rachel E's house – Summer Fair Planning

1. Minutes & Actions from AGM (13th Feb 2023)

Helen G shared email, Sum-Up, social media passwords etc.

Rachel E, Colette and Claire W downloaded Sum-Up app to use at school fundraising events.

Minutes to be uploaded onto school website page and One Drive.

Decision made to deactivate PTFA Facebook page and use main school Facebook and Instagram pages for socials.

Colette to check if Sum-Up needs to be changed to new bank account.

Action Alicia to create tab & folder on school website, Rachel B to upload minutes.

Rachel E to check Sum-Up on School Ipad x2

2. Status of Retiring Trustees and Charity Commission Paperwork

Transference of names on bank account (business account). Paperwork completed.

Current trustees: Rachel E, Colette, Claire W, Lucy, Katie and Mrs Hindle.

Colette to send off paperwork to transfer names on bank account.

Action Alicia to request formal resignation as trustee from Mrs Hindle.

Rachel E to check Katie is happy to remain as a trustee.

3. Wish List

Colette proposed £500 reserve and following expenditure:

Current cash balance **£5770.42**

Less: Reserve **-£500**

<i>Committed Expenditure</i>	<i>Cost</i>
Transport for whole school trip	£600
Class 1 Shelter	£3200
KS2 Book Vouchers	£225 total
Glockenspiels x 15	£350
£100 per term new books*	£300
Shed & outdoor storage	£321
Year 6 visit & hoodies	£50 per child £500 total
Coronation gift – bookmark	£28.80
Chicken accommodation	£700

**Not needed straight away*

Updated fundraising target for Summer Fair = £1000

Helen G suggested school put plaques on the things PTFA have funded (e.g. roundhouse).

The school have re-written the music curriculum and urgently need percussion instruments. Mrs Bridge has sourced 15 x Glockenspiels for £350 (PTFA to fund).

School unable to find suitable theatre show for school trip. Look into museum trips.

Year 6 leavers trip location undecided.

School need accommodation for 3 x chickens from the summer at approx. £700. PTFA to raise money for this and additional chicken costs at Summer Fair.

Create an Amazon Wishlist for school that can be shared with families, friends, companies and on socials.

Create a funding visual that can be seen from playground to update parents on current funding targets and achievements.

Lucy to ask Saul about plaques for things PTFA have funded.

Alicia to contact Whitworth, Manchester Museum, Museum of Science and Industry re: school trip.

Action

Mrs Price to discuss location of leavers trip with Year 6.

Rachel B to set-up Amazon Wishlist. Lucy and Alicia to add things to it.

Kett Club to create a funding visual.

4. Family Quiz Night

Rescheduled to Friday 24th March due to snowy weather conditions. All jobs have been assigned.

5. Summer Fair – Saturday 17th June

<i>Suggested Stalls</i>	<i>Sign-up here!</i>
Hoopla Bean Bags/Coconut	Year 6
Cake plates	
Splat-the-Rat	Geoff E
Scones & Teas	
Flowers & Plants	
Face Painting	Rachel E
Beat the Goalie/Football speed arch	Rick O
Lucky dip	
BBQ	Chris?
Ice creams	
Hook-a-duck	Year 6*
Guess the name	Year 6
Crafting stall	Year 6
Book stall	
Table-top sales (e.g. clothes/toys)	

Bottle tombola	
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*Mrs Price to organise Year 6.

Try to improve link between two playgrounds and better advertisement of Fair.

Instead of non-uniform day, school will have 2 x odd socks days on 26th May and 7th June - suggested donation bottles for tombola.

Live music from Gabe and Mr Hudson?

Raffle will be a small, on-the-day, raffle with a few small hampers/prizes. The main raffle of the year will be at the Christmas Fair.

Bouncy Castle? Not sure covered by Parentkind insurance.

Pony rides and petting area?

Alicia to speak to Felix's mum about possible pony rides and/or animal petting area. If doable will need to work out insurance and preferred location.

Alicia to check dates of Odd Socks Days.

Lucy to ask Gabe if he is happy to play guitar.

Actions Alicia to ask Mr Hudson if he is ok to perform live.

Helen G to speak to football club about borrowing goalie kick arch. If doable will require power outlet and whiteboard.

Check if Parentkind insurance covers bouncy castle.

6. Gifts for Audrey and Mrs Hindle

Action

Purchase a small cherry tree with a plaque saying 'Thank you from Kettleshulme St James' and a card.

7. AOB

Pre-loved school uniform sales on last week of term.

After Easter start selling ice-creams on Friday after school. Claire W at 3.30, Colette at 4.30pm.