



PTFA Meeting Minutes - AGM

Date: 16th May 2023

Location: Rachel Evatt's house

Attendees: Rachel E, Colette, Lucy, Alicia, Suzanne, Katie.

Next Meeting: TBC

1. Minutes & Actions previous meeting (22nd March 2023)

Part 1

- Colette has confirmed Sum-up is changed to new bank account
- Meeting minutes to be uploaded to school website
- Rachel E has confirmed Sum up is on school iPads

Part 2

- Colette has sent off paperwork to bank
- Alicia has requested formal resignation from Mrs Hindle

Part 3

- Lucy has asked Saul about plaques
- Saul has confirmed he will make token money for the summer fair that we can re-use each year
- School trip TBC - Jodrell Bank was suggested as being a great option
- £288.50 left in budget for Year 6 trip
- Amazon wishlist action still pending
- Funding visual complete

Part 4

- Felix's mum, Gemma, has confirmed she will do pony rides at the Summer Fair
- Odd socks dates confirmed and in school calendar
- Helen G has confirmed we can borrow goalie kick arch
- Parentkind insurance covers bouncy castle and castle booked

Part 5

- Gifts bought for Mrs Hindle and Audrey by Rachel E using donations. Plaques made by Saul

Other actions:

- Coronation bookmarks were commissioned by Rachel E and paid for directly by the Kettleshulme Parish council with thanks. Funds don't need to go through PTFA books

Action

- Claire to email minutes to Mrs Blood after every meeting
- Wifi working test run needed on Sum-up on iPads prior to Summer Fair
- Rachel to complete security check armed with banking folder from Colette
- Colette to get written resignations from Katie and Mrs Hindle – both were emailed to Rachel Blood - and complete process with Charities Commission
- Colin/Kate/Rachel to ask neighbours about a discount for school trip to Jodrell Bank
- Alicia to discuss Year 6 trip with them
- Amazon Wishlist still pending
- Colette to communicate up-to-date fundraising figure to Mrs Derig/Mrs H to update the fundraising visual
- Pony rides at Summer Fair – Rachel E to confirm logistics
- Pony rides at Summer Fair - Colette to check insurance covers it
- Lucy to ask Gabe and Mr Hudson about playing guitar (at the Scones and Jam section!)

2. Summer Fair

- It was agreed that the purpose of the fair is two fold - to bring people together/create memories for the children, and to raise money
- Claire has written to a number of businesses asking for lump sum / match funding donations
- Many volunteers have come forward to help on the day but we are still short on the Bottle tombola, bouncy castle (x2), plant stall (additional helper) and putting up marquees
- Suggested that Mrs Price and Mrs James might do the bouncy castle, Alicia will ask Mr Stokes (done and he said yes!), Alicia's daughter Indie and friend could help, Rachel E will ask Rachel Blood about her daughter and Aaron (ex pupil) helping. Suzanne suggested Rob could help Geoff put up marquees on the Sat morning
- Kitchen - Andrea has said she will help but we need further helpers. Could Debbie help? Perhaps Simon (Debbie's brother) on BBQ? Perhaps Chrissy might help? Still need to fully cover this role. Understandably Claire and Chris after years of doing this would like a year off - with thanks for all their help to date!
- If really short we will put the ice-cream stall together with the BBQ
- Suggestion that Claire might be okay to bake some scones in advance to sell? Rachel to ask her. Also for Sports Day as that was a great fundraiser last year
- Confirmed that we have 2 small stall marquees from Whaley Transhipment that Rachel / Geoff will collect on the Friday, and Helen G has dropped off a marquee that is in the staff room
- Discussion about payments at the fair. Sum up will be used for card payments, cash will be acceptable (Colette to organise floats) and tokens will be issued in exchange for cash to children

- Discussion about inclusivity for less well-off families and Alicia will write a note in the newsletter saying that help is available. She will handle discretely, and a number of tokens will be made available ahead of time for those who need the help
- Discussion about the raffle and agreed we need a push for 10 or so decent prizes. Rachel to take this on (ideally with help from Claire so no duplication with businesses already approached)
- Odd socks days confirmed for donations from parents for stalls
- Jenny is on with the clothes and toys stall and is taking donations
- Posters will need putting up ahead of time. Rachel has printed some and gave to Katie H to put in Post Office and Tesco and Lucy to put up around Kettleshulme. Alicia suggested Rachel B print A5 fliers, and she takes a school group to put through letterboxes in Kettleshulme. Rachel will check with Nev about putting a giant banner at Howich Lights and if we can, Alicia suggested we can get a re-usable one done through her contact for around £30 (that we use each year). Rachel will put up further posters in shops in Whaley (e.g. Bakehouse)
- Discussion about the Lego prizes that Claire has been given from John Lewis. Agreed we could run a Block Numbers contest with spot prizes
- Agreed we need a dry weather and wet weather stall layout plan. Rachel to produce a draft for circulation
- Agreed we need posters for on the day and we could ask children to help with this (maybe at Kett Club)
- Plant stall - has Sarah spoken to Ross' about sourcing the plants?

Splat-the-rat	Geoff E
Cake plates	Chrissy
Scones & teas (Quiet garden)	1. Andrea 2. Bev
Plants	1. Sarah 2.
Glitter tattoos	Katie
Goalie arch	Rick O
Lucky dip	Ellie
BBQ	1. Chris P 2. 3.
Ice Creams	Suzanne
Book stall	Rachel & Ruby
Clothes & toys	Jenny, Hattie, Maddy
Bottle tombola	Mr Stokes
Raffle	Colette
Bouncy castle	1. Mrs Price? 2. Mrs James?
Marquees & Set up	1. Geoff E 2. Rob 3. Jenny 4. Dan
Relief support	1. Alicia 2. Indie

	3. Friend
Music	1. Mr Hudson? 2. Gabe?
Block numbers	1. Jackie 2.
Photo Booth	Arlen

Action

- Still need volunteers for on the Bottle tombola, bouncy castle (x2), plant stall (additional helper) and putting up marquees. Claire to insert an up to date list of who has committed to what for the record! More help also needed in the kitchen
- Rachel to ask Claire if she is available to bake scones for Summer Fair and Sports Day
- Alicia to intro more of the committee to some of the newer parents so we could see if they might get involved
- Alicia to write note in newsletter about the summer fair being inclusive for all
- Rachel E to source raffle prizes incl. asking Rachel B about contact at Forest Gin
- Katie, Lucy, Rachel E to put up summer fair posters in local area. School group to distribute A5 fliers around Kettlethulme. Rachel to ask Nev about putting a giant banner at Howich Lights (Alicia to source)
- Ask Helen/Jackie to run Block Numbers Contest
- Rachel to produce draft wet/dry weather stall plan and distribute
- Rachel to coordinate children making posters for on the day
- Rachel to check with Sarah re: plant stall

3. AOB

- We agreed it would be great to have a school rep who is the contact for the PTFA. That person should be in year 5 and part of school council
- We agreed to fund the book proposal put to us from the school council for double the reward if double the books are read
- Could Rachel B approach the owner of the Swan again about round-up donations at the till?
- Outdoor shelter for Class 1 has been built and paid for
- No further discussion about the wish list took place - this will be re-visited after the fair, with the exception of a request for Year 6 graduation gowns and caps that would be re-used each year (except for a small tassel with the year on that each pupil in year 6 could keep). ACTION: Alicia to discuss with year 6 (done!)

- Pupils to walk in Whaley Bridge Carnival on 24th June wearing forest school uniform and crowns made in forest school. Rachel has confirmed this with Nev. Open to all pupils to join. Purpose is to advertise the school

Action

- Alicia to appoint school PTFA rep from Year 5
- Claire write to school council to confirm extra reward for book scheme
- Lucy to ask Rachel B to approach the Swan Pub about round-up donations
- Rachel E to message PTFA chat to vote on Year 6 graduation gowns and caps – cost around £200 total