

Withycombe Raleigh PFTA - MINUTES FOR MEETING 11th January 2018

Present: S Dixon (Chair), A Luxton (Vice Chair), A Kew (Vice Procurement), J Sleigh (Secretary), L Stortenbeker (Communications and Vice Secretary), M Smith (Staff Rep), S Powley (Headteacher), K Sansom (Health and Safety), E Jones (Staff Rep), T Williams (Treasurer), L Dudman.

Apologies; H Fenner (Governor Rep), C James (Procurement), H Mewse, C Browning (Vice Treasurer) C Wood.

Notes	Action
1. Minutes from November 2017	
Minutes signed as accurate record. Lego Club requires volunteers. Awaiting firm quote on Yr6 benches Chrome books order completed, all old laptops being repurposed.	JS to post on FB M Smith
2. Treasurers Report	
Current balance £8,209 Recently raised funds: Bags to School: £252 Bedtime Stories: £110 Cauliflower cards: £400 Christmas Fayre: £3150	
3. Funding Requests	
Pantomime in school in December 2018 (Robin Hood). £1499. Voted through.	T Williams
Refreshments and snacks for Yr6 after school booster sessions. £100 maximum budget. Voted through.	T Williams S Dixon
S Powley mentioned there may be future request for funding for establishing the Forest School after the new build last year.	
4. Debrief on previous events	
Bedtime Stories: seen as a nice experience for the new children, not a big fundraiser (£110). Successful and positive feedback.	
Cauliflower cards: raised £400 and easier to administer this year.	
Christmas Fayre: Bouncy castle was popular. Based it on 15% commission of his takings. May review for 2018. May consider providing refreshments in the Yr 3 new build for waiting parents (if the gift room is there). There was a £20 traders fee this year (up from £10 last year), but due to new location in Yr 3 new building, there was less take up and	All to note for 2018.

Notes	Action
<p>many hardly made that back. May consider whether traders are invited, reducing fee or moving back into the Hall.</p> <p>Christmas Trees and outside lighting looked amazing and thanks to K Sansom for her business contacts for that being set up.</p> <p>Boards for kitchen need to be stored in Hall cupboards or Polytunnel.</p>	
5. Upcoming events	
<p>PJs and Popcorn: Thursday 25th January 4:30pm (earlier). Helpers for bagging up popcorn. Foundation, Key Stage 1. Flushed Away as the film. £2.50.</p> <p>Thursday 1st Feb 4:30pm: Key Stage 2. Captain Underpants as the film.</p>	<p>L Stortenbeker (forms)</p> <p>All to note.</p>
Vernon Griffiths Memorial Football Tournament. Sourcing a shield for this. Football kit in place.	A Luxton
Bags2School. 20 th February. Need to put a reminder that it is the NEW shed by the Year 3 new build for the bags. Put a note on the old shed to remind parents that the shed is there.	S Dixon
6. AOB	
RNLI Fashion Show on 27 th April in the Hall. PTFA members welcome to volunteer.	S Dixon / K Sansom
<p>Voluntary Roles. Laura Dudman and Bryony Smith overseeing Lost Property. Thank you from PTFA.</p> <p>Expressions of interest for the Secretary role from September 2018 (AGM). Discussed need to send out a letter to parents and offer a forum for those interested in role of Chair. Key roles for the PTFA to run are Chair, Treasurer, and Secretary.</p>	J Sleigh to send notes to S Smart for a letter.
7. Date of next meeting	
Thursday 15 th March 7:30pm	All to note

Remaining event dates in 2018

Easter Bingo	29 th March
Disco	18 th May
Bags2School	12 th June
Sports Day	21 st June
Summer Fayre	6 th July