



# Redbrook Hayes Community Primary School Parents, Teachers and Friends Association Minutes: *Thursday 18<sup>th</sup> October 2018*

## **AGM**

### **1. Apologies**

Caroline Davies, Kelly Horne, Amy Farmer, Yasmin Warriner, Jodie Jones

### **In Attendance**

Jasmine Maguire, Rachel Maguire, Jackie Horne, Vicki Williams, Nicole Winfindale, Sarah Pawlowski, Annette Leddra, Amy Whittingham

### **2. Chair Report**

JM reported to the group that the PTFA had run well last year and a successful year had been had in terms of raising funds for school resources. There was a good turnout to events run throughout the year and a range of events had been offered to all learners, as well as members of the wider community (bingo, 10k). Due to careful planning and consideration, profit had been made on every event run which was positive and an improvement on the previous year. Moving forward, it was hoped that the PTFA would have an even better year with all events running smoothly and the team working collaboratively to plan and deliver exciting events.

### **3. Treasurer Report**

The opening balance for the PTFA last year was £3529.02. This year it is £2763.91 due to the below expenditure of funds.

#### **Outgoing**

£2914.50 – 7 laptops for learning within school

£300 – selection boxes for Christmas event

£82.50 – installation of the defibrillator outside the library

#### **Money raised from Events run 2017-18**

£188.73 – Halloween crafternoon

£781.82 – raffle and tuck shop at the Christmas play

£453 – Santa and Movie Night

£200 – Rugeley 10k event



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£386.94 – Friendship Disco

£310 – Easter Bingo

£271.77 – Outdoor Summer Picnic

#### **4. Review the Constitution, Re-affirm Code of Conduct and Confidentiality Policy**

All approved and signed. To be scanned and saved on file.

#### **5. Appointment of Independent Examiner**

It was suggested that Mrs Lynn Hughes, Office Manager, would be the person independent from the PTFA to review the accounts. All agreed and Mrs Hughes is happy to do this.

#### **6. Election of Committee Members**

- a. **Chairperson** – *Jasmine Maguire*
- b. **Treasurer** – *Rachel Maguire*
- c. **Minutes Secretary** – *Vicki Williams (to take and type up minutes)*
- d. **Vice-Chair** – *Nicole Winfindale*
- e. **Co-Treasurer** – *Amy Whittingham*
- f. **Communication Secretary** – *Caroline Davies (to distribute literature to members)*

#### **7. Safeguarding Update – DBS Checks**

Amy and Annette are beginning their DBS application. The process of how to apply for this was shared with the group. All other members have a DBS clearance.

#### **8. Close of AGM**



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## Ordinary Meeting

### **1. Welcome to new members, following the AGM**

Welcome to Amy Whittingham

### **2. Fundraising Target 2018/19**

The fundraising done to this point was discussed and how the laptops within school are being used. It was said that the school now has a lot of laptops due to the 10 that the PTFA have generously afforded over the past 2 years. All members were in agreement that the money raised this year is to be used with the current balance to provide a fantastic and unique experience for all learners in school, one which they may not have had before ie a trip to the beach, a trip to the theatre, etc.

This will be shared with children in assembly so they are aware of what they PTFA are working towards and also added on to the agenda of the next JLLT meeting to gain the pupils opinions on this. Parents will be consulted on their ideas too via survey.

Target for fundraising this year: £3500

### **3. Proposed Events for 2018/19**

**November** – ‘Dress to Impress Disco’ – Nov 13<sup>th</sup> (see below)

**Christmas** – Raffle and tuck shop during plays

Santa and Movie Night – 4<sup>th</sup> Dec

**February** – Valentines Disco

**Easter** – Easter Bingo

**Summer** – Research into circus event

**Other Events Discussed:** Carol/choir singing in partner shops (Tesco, Coop, etc) with PTFA buckets, Rugeley 10k, Christmas cards, sponsored event (to be added onto the JLLT agenda).



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## **4. Planning of the Next Event - 'Dress to Impress Disco' on Tuesday 13<sup>th</sup> November**

Explorers, Reception and Year 1 will attend the first event which will run from 4-5pm. The second event for Years 2-6 will be from 5.15-6.15pm. Music will be provided via the school hall sound system and both discos will take place in the hall. Children will enter the classrooms via their classrooms where members of staff will take a quick register and take them into the hall to avoid the queues from last year. Children will then be dismissed in the same way, from their classroom. EYs and Year 1 disco admission price will be £2.50 and will include a treat to take home at the end of the disco. Years 2-6 tickets will be priced at £2 and the tuck shop will run separately. Both events will have unlimited and free juice and water available for children throughout in order to keep them hydrated. Morrisons have been approached to support this tuck shop, and co-op will be approached in the run up to this event.

## **5. Any other business**

N/A

## **6. Date and time of next Meeting(s)**

Thursday 8<sup>th</sup> November – 2.30pm at school – informal planning meeting for 'Dress to Impress Disco'

### **To go on Agenda for next full PTFA meeting**

- Planning of Christmas Events
- JLLT feedback – sponsored event and pupil voice surrounding what to spend PTFA profit on.