



PTFA
St George's School Bourton
Church Track, Bourton, Gillingham
Dorset SP8 5BN
A Church of England School

Chair: Eve Wynn

E-mail: PTFA@bourton.dorset.sch.uk
Reg. Charity No: 296663

Phone 01747 840409
Fax 01747 841019

PTFA Open Meeting

2nd October 2017 7.30pm at Little Chaffeys, Chaffymoor

Present:

Eve Wynn - Chair (EW), Andrew Toms - Vice Chair (AT), Ameer Perry - Treasurer (AP), Michael Salisbury - St George's Head Teacher (MS), Jenny Probert (JP), Helen Bedford (HB), Zowie Crocker (ZC), Jemima Munro (JM), Lucy Griffiths (LG), Lucy Morland (LM), Hayley Prescod (HP), Fiona Allard (FA), Claire Cowell (CC), Sarah Hames (SH), Fran Gillett (FG)

Agenda

1. Welcome from the Chair, including ground rules of the meeting -

It was discussed that the last meeting was quite chaotic and it would be good to set some rules. Such as:

- no interrupting or talking over people,
- clear agenda to stick to, to reduce the risk of discussing half ideas and not getting clarity
- show respect towards people's ideas

2. Welcome to our new Vice Chair, Andrew Toms -

Eve Wynn welcomed Andrew Toms on behalf of the PTFA. Andrew has already been working hard behind the scenes but is very pleased to take on this role.

3. Apologies

Harriet Rutter, Leila Bailward, Jolene Thomas, Nicola Lavis, Jane Frederick, Will La Trobe Bateman, Jess Twiston Davies.

4. Approval of Minutes of the last meeting

To be signed at the next meeting when Harriet is present.

5. Treasurer's Update

Ameer Perry discussed that there is a lot of pending expenses with £10,000 in the account but approx. £9500 due out. Therefore, AP suggested that it would be good to have some short low maintenance events and it would be good to get some events in Oct and Nov.

6. PTFA Code of Conduct and our Constitution

Eve Wynn has looked into the charity status. Our last constitution was dated in 2014 and therefore a new one will be printed and signed at the AGM. EW has also done a code of conduct. As a charity it is important that we should be following the rules and regulations.

7. PTFA Event Submission Form and Parent Questionnaire - Helen Bedford

A more formal events idea or fundraising form was suggested to be submitted prior to meetings. To then be reviewed so that the ideas can be presented and discussed in the meeting to reach quicker decisions. All ideas and letters must go through EW/PTFA unless it is a pop up idea that would go straight to EW to be sanctioned. A group email would be sent out with these forms attached. It was also asked that meeting agendas be sent earlier to be able to review prior to the meeting and perhaps the form could be attached to this. A suggestion that once an idea has been presented and voted on then if not deemed appropriate at that time to be put on file till the next year. All new forms could also be put on the PTFA section of the school website for easy access.

8. Review of Car Boot Sale - Anee Perry

The Car Boot was quiet to start with but it did ok but we did not realize that there was another car boot on in Shaftesbury. Despite this we raised just short of £200 after expenses. It was highlighted that it was worth doing as it was a low maintenance and a low budget event.

9. Update on Forthcoming Events/Ideas already discussed:

- Cinema Club - Eve Wynn

This was fully booked last time and is easy to run. The children were very well behaved. EW has been thinking about popcorn provided and plans to try some different ways of providing it to further reduce costs. Most clubs raise £100 profit. AP stated last year just over £500 was raised with these events. ZC and JM happy to help with the running around and organising. It was felt that it is more popular in the winter. EW decided to stop last minute bookings as still owed £8 for late comers. MS happy to talk to the parents who still owe payment.

- Matchbox Challenge - EW

Eve Wynn - the packages have gone out. MS suggested could there be ways to continue promotion and keep the challenge in mind e.g. posters and FaceBook. Perhaps try to get the children to get sponsorship per item to help with money raised.

- Christmas Cards - Hayley Prescod

The packages have arrived and are in school. The children design/draw something which can then be developed into a greetings card or something else which the parents order. Every pack ordered provides £1 for the PTFA. Orders need to be back in by 31st October to school and HP will send them by 6th November. A letter will be sent with each pack to explain what to do for the parents. The designs will be done at school. HB asked re staffing levels to help with doing this. HP will put a reminder on FaceBook over half term to remind people to return the forms when back. Also Mrs Hudson has a poster that she will put up when able on the board. MS - lot of pressure on teachers as not always easy to get a nice picture done. EW reiterated that if too much we will come in to help.

- Christmas Disco - Eve Wynn

This will take place on 8th December. It is minimum work and a good fundraiser. Glow sticks have been ordered and will be sold. It was queried about whether a competition of some sort will be carried out on the night e.g. best dress or dance.

- Christmas Fayre - Eve Wynn

Eve Wynn stated this is a lot of work and there is a lot involved. EW suggested a separate meeting for this. An earlier meeting in the beginning of November was suggested Ownership of running stalls was suggested.

10. PTFA funding ideas for the school - Michael Salisbury

It was amazing to be able to fund the library scheme in such hard times and when other schools are cutting lots of things. In particular that it has been possible to fund it without any school funding and be able to buy new things. Just about to put in a big monitor and lots of extra nice new items. AP stated just over £4000 was donated by parents. Building work was done by a diocese bid and parish council and another charity. AP asked if there were any other bits needed for the library. MS stated that another spend was done last week and we are about there as long as PTFA committed to help with some books next year. MS highlighted that it would be good to find a scheme with a company to have a constant supply of new books. JP suggested The Book Barn at Farington Gurney. MS highlighted one thing that stops ordering new books is the time process in doing it. One suggestion of an amazon wish list was put forward but again is another job but it would just be a way of keeping nice new books flowing through the library. AP asked would you consider 2nd hand books. MS - yes but at the moment we are almost at capacity but it is good to be able to change them and don't want to overcrowd the library. HP questioned about book donations EW highlighted the concerns regarding donations in terms of quality and duplicates. MS - emphasized the appreciation of the help for the library.

- Some bins are looking worn and would be good to be replaced but are deemed a luxury. Six bins would be needed and are approximately £20.
- The lunch box trolleys are also starting to fall apart and would be good to be replaced
- The Willow Tunnel has grown out and is not very safe. Therefore would suggest that it be removed and a new piece of play equipment put there instead in the name of Mrs Abbott. With the main focus of this apparatus to be for Year 1 and 2. This equipment on initial look is £2000 give or take. A suggestion to research this further such as discussing with the council as to their normal suppliers which EW was happy to do.
- The blue base screen has turned out to be more expensive as the ones we currently have in situ have been stopped and new screens are coming out around £3000 which is more than the £2000 offered by the PTFA. Therefore this is still being discussed.
- the Panto - have ice creams been factored in. AP and EW made a note of this.
- EW highlighted that in terms of the matchbox challenge she hopes that at least £5 a child would be raised and there has been very little spent.

11. Any Other Business -

- An Autumn party was discussed and decided on to be held Friday 20th October. To coincide with a non-uniform day to help with the fund raising. A vegetable carving and decorating competition would be carried out along with various other stalls. Zowie Crocker was happy to take the lead on this event.

- It was asked how often are PTFA meetings carried out and it was discussed if they can be set at more regular times. Maybe meetings can be alternated between day and evenings. HB suggested that perhaps at daytime meetings parents with children attending would be happy to contribute to pay for a TA to look after them.
- AP suggested could we add another non- uniform day for some easy fundraising. This was agreed and suggested an Autumn colours non-uniform dress up to go with the event on 20th October. ZC to add this to the letter regarding this event.
- FA suggested a secret Santa event and is happy to run it and AP happy to help. Tuesday 5th December.
- HB suggested a planner to go up on the PTFA board and maybe website. This was agreed.
- EW to set all the PTFA meeting dates at the AGM for the year so that it is clearer for parents etc.
- ZC asked about input regarding a recipe book fundraising suggestion as from initial thoughts it has lots of cost and not sure if viable option. The cheapest option to print was £4 but this would be very basic. It was discussed that Karen Coward ran the same idea a few years ago and made £600+ profit so worth talking to her.
- JM suggested holding a ladies night either at the school or at a village hall. This event would be opened out to the general public. People would pay for an entrance ticket and each stall would pay to attend. Asking all parents first if they would like to have a stand as an opportunity to promote their business. This was agreed and discussed to hold in the Summer term. JM to lead.
- JP suggested a Travelling trends party to held in a village hall such as Cucklington. This event would be opened out to the general public. JP suggested it has the potential to make around £800. This was agreed as a good idea and to go ahead. JP to book and lead. ZC to find out about the village hall availability. Provisional date set for Thursday 22nd March.
- LM suggested a silent auction minimal effort to do either with another event or combine it. This was agreed and LM to lead on this event.
- MS highlighted that at the nativity events volunteers were needed for the for the tea and raffle stands. Performances are on 12th December 1.30pm and 13th Dec 6pm. It was noted that beer to be put in glasses this time.
- HB suggested to help increase numbers attending meetings that all in attendance try to bring one new person each time. It was discussed how to get more active members of the PTFA. Year reps were given as a way to encourage bringing new people in as they get to know everyone in their year group.

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12. Date of AGM -

Hunters Lodge Tuesday 14th November 7.30pm

Who's Who at the Meeting

Andrew Toms - Vice Chair

Harriet Rutter - Secretary

Amee Perry - Treasurer

Michael Salisbury - St George's Head Teacher

Jenny Probert

Helen Bedford

Zowie Crocker

Jemima Munro

Lucy Griffiths

Lucy Morland