



Meeting Minutes

PTFA (Parents, Teacher and Friends Association)

DATE:

26th September 2023

TIME:

6.10pm

CHAIR:

Julie Batty

IN ATTENDANCE:

Hannah McNamara, Carol Scarisbrick,
Amy Croxton, Nicola Wilson, Kate Filippi,
Sarah Mullan, Sarah Jane Wilkinson,
Alison Simpson, Gemma Kirby, Sandra Piscoro,
Nikolett Taba, Maddy Burton-Cole

APPROVAL OF MINUTES:

No minutes were supplied from the
last meeting

WELCOME AND INTRODUCTION:

Julie Batty introduced herself as the new Chair of the PTFA and welcomed everyone to the meeting. Attendees were asked to introduce themselves to each other.

APOLOGIES:

Anne Marie Haddington

AGREEMENT OF PTA CHANGE TO PTFA

Everyone attending agreed to the change of name from Coppice Valley PTA to Coppice Valley PTFA (Parents, Teacher and Friends Association). It was agreed that this would be beneficial for the school to be promoted within the community and would have a wider and more diverse audience.

AGREEMENT OF POSITIONS

Positions within the PTFA were agreed - Julie Batty to take the role of the Chair, Vice Chair - Anne-Marie Haddington, Treasurer - Sarah Jane Wilkinson, Secretary - Carol Scarisbrick, social media administrator- Sarah Mullen.

CONSTITUTION

Anne-Marie Haddington was thanked for her work on the Constitution and copies were available for perusal. All attendees agreed for their names to be added to assist with decision making. Further names can be added at a later date.

It was agreed unanimously that Charity status for the PTFA would not proceed at present and would be reviewed at a later date. Sarah Jane Wilkinson to investigate Charity status in more detail with help from Sarah Mullan. Amy Croxton to review what grants could be obtained should Charity status be agreed.

The Constitution will be further reviewed at the next meeting.

TREASURERS REPORT

Sarah Jane Wilkinson agreed that she would review the bank accounts and check which signatories are currently on the account. These are to be amended in due course. Sarah Jane Wilkinson and Hannah McNamara agreed that they would act as Trustees. A further review of this will be discussed at the next meeting.

UPDATE ON PLAYGROUND EQUIPMENT

Hannah McNamara informed the PTFA that the playground equipment had cost a total of £20,000 and this has now been installed and is in use. The PTA had donated a sizable sum of £12,000 and no further funds are required to support this project.

ANNUAL SPENDS

It was discussed what funds are required during the academic year to support annual activities.

New starters - funds to purchase book bags and new starter books

Year 6 – leavers gifts

Christmas – party for all children. In previous years £20 has been donated per class to purchase gifts or food. Alison Simpson informed the PTFA that she has a contact that can offer discounted deals on children's discos. Alison will investigate this further.

Ice cream van – each child receives either an ice cream or an ice lolly in the summer.

Pantomime – previously funds have been put towards snacks and cartons of juice. Maddy Burton-Cole to look into discounts to reduce costs and replace with ice cream.

Easter eggs – one Easter egg distributed to each child. Supermarkets such as Sainsburys, Asda and the CO-OP are to be approached nearer the time.

In the past funds have been allocated to coach transport. This has proved to be very costly. It was asked whether coach companies could be approached to offer discounts if we agree to use them for each school trip.

SOCIAL MEDIA

Sarah Mullen agreed to continue to update Facebook.

Instagram to be reviewed. There was a concern with regards to personal privacy settings, however, it was thought that this would be a great idea to be able to promote the PTFA to local businesses and the wider community.

It was asked if an email address could be created for the PTFA and it was agreed by Hannah McNamara that this would be acceptable.

CHRISTMAS EVENT

Christmas Art Project – each child designs a Christmas card in school. These are then submitted and can be purchased via a portal with the company. Proceeds from the sales will be donated to the PTFA. Designs to be submitted no later than 12 October. Class teachers to be informed by Amy Croxton and provided with resources.

It was generally felt that a Christmas community event would be beneficial. Ideas discussed included Roosters Brewery hosting an event, Sing Bingo with Christmas music, Christmas disco for the children with Father Christmas visiting, Christmas Faye with children having some ownerships for stalls and making items to sell.

It was asked whether the children would attend Encanto this year. This is to be discussed further, however there were concerns about how much the coach cost last Christmas to transport the younger children.

Further Christmas fund-raising ideas to be discussed at the next meeting. Hannah McNamara agreed that the school hall could be used for events.

IDEAS FOR THE ACADEMIC YEAR AHEAD

The following ideas were raised as potential fund raisers:

Music Festival including local youth bands

Colour run

Summer Fayre

It was discussed whether a temporary alcohol license may need to be purchased for certain events or alternatively someone who already has a license could facilitate. This will be reviewed once an event has been agreed.

Halloween – cake bake, fancy dress day, disco, competitions e.g. pumpkin carving, colouring. Alison Simpon volunteered to organise a cake bake sale on Friday 27th October. Fancy dress day to also be Friday 27th October for a donation of £1 per child.

Gemma Kirby asked if donations of Halloween costumes parents no longer wanted could be donated to school. These could either be sold or a donation given. It was agreed that this was a great idea, and a rail could be set up on the day of the bake sale.

It was agreed to approach parents to understand what skills or businesses they have that could help the PTFA with events. This could include family members or contacts with the wider community.

DATE FOR CHRISTMAS PLANNING MEETING

Date agreed 24th October 6.10pm in the Cabin. All are welcome.

MEETING CLOSED AT 7.20PM