



## Kingskerswell PTFA committee meeting minutes

### Wednesday 9<sup>th</sup> November 2016, 6.00pm, staff room

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| <p><b>Chair:</b> Lisa Barlass<br/><b>Secretary:</b> Caroline Ellis</p> | <p><b>Attendees:</b> Brian Tanner, Gail Adams, Wendy Williams, Daniel Johnson, Lisa Mathieson, Jayne Pavey, Georgina Martin, Lyn Kelly, Holly Roberts, Adele Sanders-Yoeman, Sophie Owen, Lee Metherell, Tim Wills, Nikki Zuhayir, Jessica Edwards, Jo Brodie, Mike Vincent, Lou Ward, Claire Hill, Jo Sherwood, Sarah Bowden, Sharon Catley, Jasmin McCarthy, Jo Flacks, Gayle Haines. (27)</p> <p><b>Apologies:</b> Michelle Abraham, Rachel Miller, Adeke Johnson, Tracy Brown</p> |
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| Topic    | Discussion<br><small>A brief outline of facts e.g. <i>LB presented latest number of ticket sales.</i></small>   | Action<br><small>A succinct sentence of actions to be taken e.g. <i>Agreed to promote sale one more time via PTFA Facebook page, the PTFA webpage and via the school newsletter. Deadline of DD/MM/YY HH:MM</i></small> | Person |
|----------|---|---|--------|
| <b>1</b> | Greetings to all in attendance and a brief introduction to the structure of the evening.  |   |        |
| <b>2</b> | Covered last year's minutes. Explanation about our name, attendance to meetings and the alternating days, we meet no later than 6.30pm to enable a member of the senior management tem to attend. |   |        |

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| <p><b>3</b></p> | <p>Chair's report – see attached. Overview of all the PTFA run events and fundraising over the last year – See attached. LB thanked those who have helped organise specific events and projects this year. Asha the rhino will probably be placed outside the new year 2 classroom. Discos have been cut down to three this year – teachers are pleased with the move to a Friday so no over tired children in class the next day. Profits are down compared to the October disco last year – late notice, limited volunteers and new day. The PTFA main aim was to raise money for playground equipment. Dale Sanders and Claire Hill have worked hard over the last year with the school council and Miss Young to make the project a success. The new playground equipment for KS1 will be going in place 21 November by Schoolscapes at a cost of £3,870.00 (design attached). Lottery Funding is being pursued for KS2 playground, £11k total cost with £10k lottery funding and the remainder being donated by the PTFA. LB gave special thanks to Helidecks, Sherwoods Electrical for their generous donations and the match funding by Santander (Jo Flacks) and HSBC (Gail Adams).</p> | <p>Announcement to the children about the new playground equipment and to celebrate this massive achievement via the PTFA Facebook page, newsletter and local press.</p>   | <p><b>WW<br/>CH<br/>JE<br/>LB</b></p>                      |
| <p><b>4</b></p> | <p>Treasurer's report – see attached finances. JE gave an explanation of the accounts and the all figures. Total PTFA funds = £9,707.71 (includes playground and panto tickets payments) Examples funds – Bag2School £304, Frozen Pop Friday £317.19 (summer) and £99.57 (autumn), Oct disco £192 profit, with discos over the last 12months £2318.92 profit.</p> <p>PTFA have funded the following – Rhino, Gazebos (5), coaches for school trips, Yr6 hoodies, Yr6 BBQ, Christmas Crackers, Forest school items amongst others.</p>   |  |  |
| <p><b>5</b></p> | <p><b>Chair</b> Claire Hill<br/>nominated by Lisa Barlass, seconded by Georgina Martin<br/><b>Vice-Chair</b> Lisa Mathieson<br/>nominated by Jessica Edwards, seconded by Sophie Owen.<br/><b>Treasurer</b> Jasmin McCarthy<br/>nominated by Jo Sherwood, seconded by Sarah Bowden<br/><b>Secretary</b> Sophie Owen<br/>nominated by Jayne Pavey, seconded by Lisa Mathieson<br/><b>Publicity</b> Adele Sanders-Yeoman and Jo Brodie<br/>nominated by Sophie Owen, seconded by Jessica Edwards<br/><b>Buyer</b> Jessica Edwards<br/>nominated by Jo Brodie, seconded by Jayne Pavey<br/><b>Committee</b> Holly Roberts, Lee Metherell, Jo Sherwood and Sarah Bowden<br/>nominated by Claire Hill and Lisa Barlass, seconded by Gail Adams and Georgina Martin</p>   | <p>New post holders to make arrangements to meet with previous holders for handover of responsibilities. Old post holders to make sure all paper work in order and administration rights for Facebook etc are put in place within the next week.</p> | <p><b>CH<br/>JM<br/>SO<br/>ASY<br/>JB LB<br/>JE CE</b></p> |

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| <b>6</b>  | Funding aim for the next year will be dependent on the lottery fund application.   | Teachers requests for library books, tablets and a Forest School outside classroom will then be taken into consideration at the next meeting. | <b>CH</b>                       |
| <b>7</b>  | Sub-committee for Christmas Bazaar (Friday 2 December) to be held Tuesday 15 November, 6.00pm at the Barn Owl pub. Paul Morris has been confirmed as Father Christmas.<br>Sub committee members – Claire Hill, Gayle Haines, Sophie Owen, Jo Brodie, Adele Sanders-Yeoman, Georgina Martin, Lyn Kelly, Sarah Bowden, Jo Sherwood, Jasmin McCarthy. | Set event on closed group.  | <b>JB<br/>ASY</b>               |
| <b>8</b>  | Set date for next committee meeting. Reminder to all new members without a valid DBS for the school to please apply for one as soon as possible.   | Set event on closed group, circulate agenda prior to meeting. Update list of members that currently hold valid DBS checks.                    | <b>JB<br/>ASY<br/>CH<br/>SO</b> |
| <b>9</b>  | A thank you to the committee stepping down for all their hard work over the last few years by Lou Ward on the behalf of the governors.   |   |                                 |
| <b>10</b> | NA   |   |                                 |

**Date of next meeting:** Thursday 19<sup>th</sup> January 2017, 6.00pm in the staff room.

**NB:** Check all spelling and grammar before sending to Chair for review. Minutes should be ready for circulation at least a week before the next meeting.



Chair Report 2015,  
2016 docx.docx



Acheivements  
Events Oct15-oct16.c



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