

FRIENDS OF THE DEANERY

Deanery C.E. Primary School
14 Fox Hollies Road, Sutton Coldfield, B76 2RD

Meeting Date:	Meeting Time:	Meeting Venue:
Tuesday 3rd October 2017	7:30pm	Walmley Social Club
Attendees		
ELECTED		
Officer Members:	Ordinary Members:	Volunteer Members:
Rebecca Riddell Lisa Greenway Sonia Singleton Michelle Dolphin	Mrs Cullen	Claire Beadesley Emily Earley Rachel Flinders Leander Oldbury
Apologies		
Officer Members:	Ordinary Members:	Volunteer Members:
Jessica Harewood	Dave Rooney	Claire Hale
Guests		

AGENDA ITEMS				
Apologies	<p>Apologies received and noted above. Noted that as per our constitution, it is essential that all Elected Members * send apologies for each meeting they are unable to attend. 3 absences that are not covered by an apology automatically results in that person being deselected from that position.</p> <p>Elected Members Officer: Bex, Jessica, Michelle, Sonia & Lisa Ordinary: Mrs Cullen, Deborah, Dave</p>			
Review of O/S Action Points	AP142 08/10/14	HMRC Lisa and Michelle to complete the necessary HMRC paperwork in order to claim back the Gift Aid donations given by parents for the Fun Run event.	Michelle	On-going Sep-17
	AP142 08/10/14	Setting up Gift Aid Lisa and Michelle to complete the necessary paperwork in order to claim back the Gift Aid donations given by parents for the Fun Run event.	Michelle	On-going Mar-17
	AP146 08/10/14	Engaging with Parents and encouraging participation (D) Noticeboards Committee to look again at utilising existing school Noticeboard in KS1 playground and purchasing 2 new ones for both	Michelle	On-going Sep-17

	AP238 13/06/17	Quiz Paperwork Bex to refresh quiz paperwork	Bex	On-going Jun-17
	AP241 13/06/17	First Aid Keys Mrs Cullen to put spare first aid cupboard key with PTFA cupboard keys. Agreed Bex will collect when she next comes into school. Have a copy taken and return original.	Bex	On-going Sep-17
	AP244 13/06/17	AGM Mrs Cullen to explore the potential for an after school AGM with a children's club. 7th November agreed 3:45p	Mrs Cullen	Completed Sep-17
	AP245 13/06/17	Sound & Lighting Mrs Cullen to confirm date of second PTFA donation. End of School Year (July'18)	Mrs Cullen	Completed Sep-17
	AP246 13/06/17	Fundraising suggestions Bex to provide feedback to Mrs Cullen	Bex	Completed Jun-17
	AP248 09/09/17	Disco - medical intervention Request to change the wording on the Disco paperwork to show "medical intervention". Dave wasn't available	Dave / Ruth	On-going Sep-17
	AP249 09/09/17	Yr6 leavers meal To ask Mrs Cullen for the date of Yr. 6 leavers meal, Dave would like to secure preferred DJ ASAP.	Bex	On-going Sep-17
	AP250 09/09/17	Summer Ball - Change of Lead Organisers To update committee on the outcome of a meeting with Alison and Louise who may wish to take on the 2018 Summer Ball . Bex confirmed meeting took place. Girls would like to create a questionnaire to send out to parents to gather ideas. Agreed that draft would need to be reviewed by school before being sent out to parents.	Bex	On-going Sep-17
	AP251 09/09/17	Revised Disco Date To contact Mrs Cullen to bring the date forward from 15 th December. New date agreed 24th November	Bex	Completed Sep-17
	AP252 09/09/17	Santa's Grotto's Various individual tasks relating to Santa's Grotto 1. Update any relevant paperwork relating to this event -On-going 2. Confirm attendance of sleigh and Father Christmas - reserved but unable to confirm until closer to the date. 3. Provide camera and tripod. 4. Confirm that elves are able to attend. Paula Fox, Lisa Elder, Sue Warburton-Bill, Leanne Stapleton, Rachel Orton, Judith	Bex	On-going Sep-17

		Meah-Florey. Agreed 5. Confirm that Jo-Johns able to stuff the photo-frames with pictures. Agreed. 6. Confirm that Claire Arrowsmith willing to store selection boxes and label from PTFA.		
	AP253 09/09/17	Santa's Grotto's Various individual tasks relating to Santa's Grotto 1. Confirm attendance of 2 Father Christmas'. Chris Lawler on board (confirmed by Bex). Dean Baker has been asked but has to confirm with work. 2. Purchase selection boxes (75p each) - ongoing not yet in the shops 3. Confirm with school office number of selection boxes required 4. Purchase thank-you gifts for Father Christmas' 5. Organise to have grotto photo's taken to Costco and printed and back into school ASAP (before Christmas Fayre	Lisa	On-going Sep-17
	AP254 09/09/17	Christmas Fayre – Anna To ask if Janet (Anna's staff) available to help at the Christmas Fayre. Mrs Cullen confirms that Janet is available and willing to attend.	Bex	Completed Sep-17
	AP255 09/09/17	Children's Hampers Bex to ask Emily if she would be willing to Lead on the Children's Hampers. Emily happy to take this role.	Bex.	Completed Sep-17
	AP256 09/09/17	Event Date - Children's Hampers Agree Date of Children's Hampers with School. Book staff room for 1 hour to make them up. Mrs Cullen happy with donations to be collected w/c 5th February, Hamper prizes to be given out Friday 16th Feb.	Bex	Completed Sep-17
	AP257 09/09/17	Film Night - Lead Organiser Bex to speak to Deborah and check if she will be leading this event? Deborah on-board.	Bex	Completed Sep-17
	AP258 09/09/17	Ready Steady Cook - Revised Date. Bex to confirm with Lisa Middleton if 9 th March works for her and if Yes is this date ok with school. Agreed.	Bex	Completed Sep'17
Feedback Fundraising Suggestions	At the June meeting members came up with a list of possible fundraising suggestions that we would like school to consider supporting. Mrs Cullen advised that school hadn't yet had a chance to review. AP259 Mrs Cullen to provide feedback			
Review of Bank A/C	Banked funds £8378.00 – nothing pending.			
Future Events				
AGM	Mrs Cullen confirmed that 4 staff have been allocated to supervise the school age children who attend the AGM with their parents. They are proposing to have a film and toys out for			

	the younger children.
Christmas Disco	New date 24 th November agreed
Christmas Fayre	Sub-committee gave Mrs Cullen an overview of some changes that they would like to make to the fayre. Proposed a new layout - utilising KS2 classrooms (Yr3,4,5). Setting up 4 games per year group, to be manned by class teachers. Request for helpers would go out to children rather than parents. PTFA would collate volunteers and hold schedule. Would also like to introduce a hog-roast and locate stand outside in the year 5/6 courtyard. Also to introduce Cloakroom.
Funding Requests	
Christmas Pantomime	Bex and Michelle confirmed how much money we needed to ring fence to meet this year's funding commitments. The committee were given an overview of the events that we have planned and a forecast of the amount we expect to generate. It was agreed that in principle we do have sufficient funds to support the pantomime. Before casting a vote Mrs Cullen gave feedback from the Deanery children who absolutely love this trip. Everyone present voted to pay for a ticket for the whole of school to attend this event. School to pay Lichfield Garrick direct and we will reimburse.
Any Other Business	
	Nothing Raised.

NEW ACTIONS		
AP259	Mrs Cullen	Fundraising suggestions June meeting generated a list of new and exciting suggestions for new fundraising events that the committee would like school to review with view to implementing some of them this school year.
AP260	Mrs Cullen	Christmas Fayre - New Layout, Children helpers, Hog-Roast, Cloakroom Mrs Cullen was provided with an overview of a new layout that the CF sub-committee would like to introduce. Namely utilising KS2 classrooms (Yr3,4,5). Setting up 4 games per year group, to be manned by class teachers. Request for helpers would go out to children rather than parents. PTFA would collate volunteers and hold schedule. Would also like to introduce a hog-roast and locate stand outside in the year 5/6 courtyard. Also to introduce Cloakroom.
AP261	Bex	Bank Mandate Bex to investigate and identify which PTFA members are listed (historic and current members) and arrange to update the records.
AP262	Bex	Notice Board Contents Information currently shown is out of date and needs to be up-dated.

NEXT MEETING		
MEETING DATE:	MEETING TIME:	MEETING VENUE:
Tuesday 7 th November - AGM	7:30pm	Walmley Social Club