



FRIENDS OF THE DEANERY

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

Meeting Date:	Meeting Time:	Meeting Venue:
Tuesday 16 th January 2018	7:30pm	Walmley Social Club
Attendees		
ELECTED		
Officer Members:	Ordinary Members:	Volunteer Members:
Rebecca Riddell Jessica Harewood Lisa Greenway Leander Oldbury	Claire Beardsley Emily Earley Miss Pullen Dave Rooney	Deborah Wilkinson Claire Hale Miss Hitchens
Apologies		
Officer Members:	Ordinary Members:	Volunteer Members:
	Rachel Flinders	Sam Isley
Guests		
Thomas (Yr6 Rotary Award) and Graham Helford		

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 de-selected from the position that they hold.</p> <p>Elected Members Officer: Bex, Jessica, Lisa & Leander Ordinary: Miss Pullen, Dave, Claire & Emily</p>			
Welcome and Introduction	Everyone introduced themselves to Thomas and Graham and then gave an overview of their roles within the PTFA and their children and school year groups.			
Minutes from previous meetings	October minutes agreed and signed off.			
Review of O/S Action Points	AP142	HMRC HMRC paperwork handed over to Lisa to claim the Gift Aid donations.	Lisa	On-going Jan-18
	AP146	Noticeboard – header to be updated. Michelle advised that school also have some art work that Dolphin signs are waiting to complete. They are waiting on some information to be provided by Andy Clarke.	Michelle	On-going Jan-18
	AP238	Quiz Paperwork Quiz paperwork updated. Noted that the time was omitted so this has been rectified this time.	Bex	Completed Jan-18

	AP241	First Aid Keys As this issue only affects Disco, agreed that the FA key is to be collected at the same time as PTFA cupboard key.	Bex	Completed Jan-18
	AP248	Disco - medical intervention Request to change the wording on the Disco paperwork to show "medical intervention". Paperwork updated to read Where a child requires medical intervention, a parent must remain with the child throughout the disco, or help at the disco so they are nearby and available.	Dave / Ruth	Completed Jan-18
	AP249	Yr6 leavers meal Date confirmed	Bex	Completed Jan-18
	AP250	Summer Event - 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. 09/11 Survey sent out and posted into Facebook year groups, 27 responses received. Favoured ideas are comedy night and outdoor festival. Directed Alison and Louise to discuss comedy potential with Damien in playground. Will follow up once they have had time to do this. 18/11 Louise attended comedy night at another school. Said it worked really well and after paying £750 for acts, they raised £800. Full notes on task. 30/11 Email sent to school requesting dates for Comedy Night to be added to calendar. 16/01 School have confirmed 29/06/18.	Bex	On-going Sep-17
	AP252	Santa's Grotto's Individual tasks relating to Santa's Grotto completed.	Bex	Completed Dec-17
	AP253	Santa's Grotto's Individual tasks relating to Santa's Grotto Completed.	Lisa	Completed Dec-17
	AP259	New Fundraising Ideas – Penny War June '17 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 in this school year.	Bex / Miss Pullen	On-going Jan-18

		16/01 Bex specifically asked if school would consider introducing the Penny Wall fundraising initiative. Explained that all children are asked to bring in loose change on a Friday (upper value to be agreed) all donations go into class savings jar. Class that raises the most amount of cash wins a trophy which is rewarded weekly much the same as the playground trophy. Miss Pullen to put the request to school.		
	AP260	Christmas Fayre - New Layout, Children helpers, Hog-Roast, Cloakroom School confirmed that they were happy to support all new initiatives.	Bex	Completed Dec-18
	AP261	Bank Mandate Update Bex to investigate and identify which PTFA members are listed (historic and current members) and arrange to update the records. Natalie, Michelle and Sarah Perks removed Dave and Jessica added Online banking established for Jessica and Lisa. Debit cards in place for Jessica and Dave.	Bex	Completed Jan-18
	AP262	Noticeboard Information – Out of Date Information currently shown is out of date and needs to be updated. 15/12 AGM minutes and Spring Term events planner printed and displayed in noticeboard.	Bex	Completed Dec-17
Review of Bank A/C	Banked funds £7012.30 Bex provided overview of the current and future commitments.  			
Previous Event Review				
AGM	New format of starting at 4:00pm didn't generate any additional parents being present. It was difficult for working parents to attend (too early). Time and effort on behalf of PTFA and school with organising crèche. Agreed that as it didn't produce the additional volunteers will revert back to 7:30pm start for November'18.			
Autumn Quiz	Profit £215.00 New Quiz Master –went down extremely well. Good atmosphere Sam has advised that he would like to consider changing the food choices from Fish & Chips to an alternative and raising the ticket price. General feeling that it would be possible to increase ticket price by 50p to £7.50 with no change to format, however, its Sam's event and he should explore alternative food choices. However, it was noted that all those present at the meeting who attended the Quiz night continue to be happy with Fish & Chips.			

Christmas Disco	<p>Profit £1123.10 highest generated to-date. 142 KS1 children, 48 helpers 155 KS2 children, 40 helpers (noted down on numbers from previous years) general discussion on why this might be. Noted that individual year groups do differ depending on the children within it. New November date, had a positive impact on number of parent volunteers available, had no impact on children numbers. Agreed preferred month to December and Disco committee would like a November date (3rd Friday in November) to be agreed with school. Preferred DJ was sick and substitute guy was poor. Didn't interact with the kids. Choice of music poor for target audience. Increase of children in the craft areas as a consequence. Dave passed on his thanks to all members of the Disco committee. A request from the committee that where possible Dave allocate assign volunteers to sort through craft material and equipment before event finishes to ensure that any empty or un-useable stock is thrown away before being returned to PTFA shed.</p>
Santa's Grotto	<p>Profit £97.39 First time Bex and Lisa have really been involved in this event. Agreed lots of elements and actions to complete. Santa's visit on sleigh, Decorating Jolly Jungle (JJ), confirming Santa and Elves, purchasing, labelling and distributing selection boxes, photographer, printing photos and distributing through classes. Massive thanks to Claire Hale and Jo Thuys who were instrumental in sorting through existing Christmas stock, threw out a considerable amount of un-useable stock. New Christmas trees and decorations looked fabulous. Also Thanks to New and existing Father Christmas. Jo Thuys for taking photos. Claire Arrowsmith for sorting selection boxes. Claire Hale and Jo Kenny for clearing away decorations and returning JJ to useable space. All Grotto stock and equipment now stored in JJ. Bex and Lisa have created a hand-over document of all elements of this event. AP263 Committee looking for someone to take ownership of this event for December'18.</p>
Christmas Fayre	<p>Profit £2307,57 Overall CF team felt by setting up games in classrooms the halls and shared areas didn't feel so congested and hot and general flow of people felt easier and more comfortable. CF team have completed their own review and will be adopting and dropping those elements that worked and did not. No negative feedback from school, however would suggest same could be achieved with fewer classrooms and possibly ½ hour slot too long for reception children helping, perhaps consider using only KS2 or KS1 classrooms but not both? Not all Parents were able to find the classrooms in KS2 hall and signage would have helped. New food choices well received. Entertainment superb, real attraction with lots of people watching. A couple of parents turned up with pushchairs and had no-where to store them. Need to ensure Nursery yard gate open and information given to parents to use. Feedback from PTFA to school appreciate Safe Guarding Issues but too few DBS checked committee members to chaperone non DBS through school. AP264. Need help from school to find a workable solution to the safe Guarding Policy and DBS checked PTFA members.</p>
Future Events Update	
Film Night 26/01/18	<p>Film ticket requests have gone out to the children, although not all classes appear to have received. Deadline date for tickets Friday 19th January. Request from Deborah for reminder text from school and promotion through FB year-groups. Jessica Harewood agreed to be First Aider. Lisa to purchase stock. All in hand.</p>
Children's Hampers 16/02/18	<p>Emily has created the flyer and in school waiting to be signed off/printed. Donations to be received via class teacher from 5th – 9th February. Hampers to be boxed up on Friday 9th in staffroom. £1 donations from the 9th – 16th. Child with winning raffle ticket to be awarded hamper on Friday 16th. One Girl and Boy hamper per year group. Emily has confirmed no volunteers as yet to help wrap and build boxes. Additional hamper to be created and donated to the Ronald Macdonald House Charity who have helped a number of Deanery</p>

	Families through very difficult times.
Mother's Day Hampers 09/03/18	Claire Hale working with Claire Paintain (handover). Bex producing flyer. Donations between 26 th Feb – 2 nd March. Hampers to be made up on Friday 2 nd . £1.00 donations from the 5 th – 9 th March. Child with winning raffle ticket to be awarded hampers on Friday 9 th . One hamper per class (if donations allow).
Ready Steady Cook 09/03/18	Date confirmed with Lisa Middleton. Bex to produce flyer. Leander to sort TEN.
Spring Disco 16/03/18	Dave advised that Disco committee meeting scheduled for 5 weeks before date. All in hand
Easter Colouring Competition 29/03/18	New design selected and added to existing documentation by Deborah. Currently with Bex. Claire Arrowsmith has offered to take on ownership of this event. Handover of tasks from Deborah and Lisa to be completed.
Easter Bookmarks & Chocolate Gifts 29/03/18	Claire Arrowsmith has offered to take on ownership of this event. Handover of tasks from Deborah and Lisa to be completed.
Correspondence Received	Usborne Books have sent in a promotional flyer asking if school would like to take part in Sponsored Read during national book week. Flyer handed to Miss Pullen. AP265 School to review Usborne Books Sponsored Read.
Funding Requests	Miss Wardropper Yr – Wet Play Games Completed funding request form for wet play games for Yr4, cost £85.92 to be purchased from Argos. General discussion surrounding whether parents have any of the games mentioned and would be willing to donate. KS1 also looking for girls dressing up clothes. Consensus reached to fund request with APXXX to Bex to add to newsletter. Miss Pullen to also add to school newsletter. Easter Eggs It was agreed in a previous meeting that we would discuss and vote whether we had sufficient funds to support this initiative this time around after seeing the impact of Events on Bank Balance after Christmas. Vote for Easter Eggs not agreed. Vote for chocolate lolly carried forward.
Any Other Business	
Spring Fayre Date	The proposed date in May has been rejected by school because of SATS; the reserve date has now been nominated as TT day. Primary date of June 15 th put forward with reserve date of 22 nd June. AP266 Liz to put primary (Friday 15th June) and reserved date (Friday 22nd June) for Spring Fayre to school and confirm if ok.
PTFA Information Sharing Evening	Bex has initiated a PTFA Information Sharing Mtg on Monday 22 nd January at Harvester, Boldmere. So far representatives from St Nicholas, Penns, Walmley, Whitehouse Common, Yenton and Newhall. Lisa and Bex will be attending on behalf of Deanery, all welcome.
Change to date of the next Mtg	Lisa unable to make the next meeting of the 6 th March. Changed to 13 th March.
Alternative Room in WSC.	Need to secure a quieter area to hold the PTFA meeting within WSC. AP267

NEW ACTIONS		
AP263	Bex	Committee looking for someone to take ownership of Santa's Grotto event for December'18. Bex to advertise on PTFA newsletter and identify opportunities where parents attend school events where we might be able to have a 5 minute presentation slot.
AP264	Miss Pullen	Need help from school to find a workable solution to the Safe Guarding Policy and DBS checked PTFA members.
AP265	Miss Pullen	School to review Usborne Books Sponsored Read.
AP266	Miss Pullen	Primary (Friday 15 th June) and reserved date (Friday 22 nd June) for Spring Fayre to school and confirm if ok.
AP267	Lisa	Need to secure a quieter area to hold the PTFA meeting within WSC.

NEXT MEETING		
MEETING DATE:	MEETING TIME:	MEETING VENUE:
Tuesday 13 th March	7:30pm	Walmley Social Club