

FRIENDS OF THE DEANERY

Deanery CE Primary School
14 Fox Hollies Road, Sutton Coldfield, B76 2RD

Committee Meeting Minutes

Meeting Date & Time	11 Sept 2018, 19:30	Meeting Location	Walmley Social Club
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Attendees & Apologies

	Elected	Ordinary	Guests
Attendees	Rebecca Riddell Keara Causer Mrs Cullen Claire Beadsley Rachel Flinders Dave Rooney	Clare Hale Sam Isley Paul Medlicott Zoe Challenor Graham Webber Jamie Jones Victoria Linney Colin Wood Nicola Carter Ashvir Nandra Sam Alex	
Apologies	Lisa Greenway Alison Rooney	Emily Early	

Minutes

1. Welcome, Introductions and Apologies.

Bex welcomed everyone to the meeting and all present introduced themselves for the benefit of new guests. Apologies were noted from Lisa, Alison and Emily.

2. Review of previous minutes.

The last meeting was informal event planning, and as such no minutes were recorded. All minutes are signed off up to date.

3. Action Point Review.

Outstanding action points were reviewed and updated as below.

142	Lisa	Gift Aid	Bex confirmed that she has set up a whole new application to claim gift aid with HMRC. She has put as much supporting evidence with it as possible and passed to Claire Arrowsmith to attach the signed off accounts and submit to HMRC. In addition, a CHV1 form has been submitted to register Claire and Keara Causer as nominated persons for our charity with HMRC.	Ongoing
267	Lisa	Meeting Space	Quieter area now secured within Club Cappucino at the social club.	Closed

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273	School	£50 donation to each teacher	School are happy with this suggestion - it was missed off the ringfenced funds for this year. Currently there are not enough funds to commit to this, item to be raised at December's meeting.	Ongoing
275	Bex	Paypal & PTA Events	Bex explained that paypal is sorted now with an online payment facility for parents for a small charge. Keara confirmed we will attempt to use PTA Events for the Comedy Night as a trial and then potentially Dave/Claire will use for the Easter disco. It has been decided that we will not continue with looking into Class List.	Closed
283 /284	Bex	GDPR	Bex confirmed that a GDPR waiver was added to the disco forms last year and that this will need to be customised and added to each event's paperwork going forward. Confirmed that committee are working on an event lead's guidance document to be circulated which will highlight GDPR. Sam Isley and Ashvir volunteered support to review the GDPR documents having been involved at work. Bex will forward to them and feedback.	Ongoing

4. Financial Review

Bank balance is approximately £3,759.58 with £919 committed to pay for the in-house school pantomime.

5. Recent Events

PTFA's most recent events were reviewed and the following points noted:

Comedy Night	This was a great success and raised around £1,600 profit. The feedback from attendees was extremely positive and it has been agreed another one will be held in March 2019. A feedback session was held with school where it was decided that the next event will be held off-site at another venue. Keara is currently in the process of sourcing a new venue.
Summer Disco	Numbers: KS1 - 116, 52 helpers; KS2 - 158, 34 helpers. £963.53 profit. Numbers were slightly lower than usual, but expect this was due to people making the most of the good weather. Dave wished to value the importance of the reminder text being sent from school.
Year 6 Leavers	A great success as always. Bex explained the process of having a coach for all children to travel together, the disco and leavers books.

6. Upcoming Events

Upcoming events were reviewed and Bex will be issuing an events guide for the lead person on each event. The following points noted:

Nursery Welcome Party	19 October	Paperwork to be sent to school for approval. Rachel confirmed that Magic Party has been booked and Keara will help to source the refreshments. Ticket price to remain the same and tea/coffee available for parents. Helpers and a first aider have been confirmed. Rachel to liaise with school over the arrangements for the day. Rachel to be DBS checked.
Quiz	19 October	Sam confirmed the quiz master is free of charge for this event and the time of the

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		event has been moved slightly forward to help with an earlier finish. Aim for all done by 10.30pm. Ash confirmed he can supply Samosas free of charge as Sam was planning to sell snacks rather than serve fish and chips as cost had increased. Discussion was held and a £5 ticket suggested. Sam to send draft paperwork into school.
AGM	13 November	Agreed that it will be held at 7.30pm on 13th November. Bex asked if everyone could attend and bring a friend to ensure that we meet numbers required for the meeting to be valid.
Disco	23 November	Dave confirmed the DJ is booked for all future discos and requested funds be transferred for the deposits. The price has increased to £130 but it was felt that this was still reasonable. We voted to increase the price of a disco ticket to £4 per child. We did also agree that we would work with school to ensure that any families with financial hardship could obtain a ticket from the school without charge. It was confirmed that any child with a health condition in KS1 (such as asthma) needed to be accompanied. AP285 Bex to arrange deposit payments to DJ AP287 Bex to add statement re financial hardship.
Youth Club	30 November	Bex is looking for ideas as there are no specifics as yet. It is anticipated there will be a tuck shop, games, craft, sports etc. Mrs Cullen is to confirm to Bex the ratios required for adults. AP286 School to confirm safeguarding ratios
Santas Grotto	7 December	The grotto to be held in the Jolly Jungle and all children from Nursery to KS1 will visit the grotto. It was agreed that Santa will visit the classrooms for KS2 and give out selection boxes. School have concerns over the time and effort required for the photographs and this will be fed back to Alison Rooney to liaise with school. Discussed requirement for event lead to be DBS checked so that they are able to move freely within school. The santa will not require a DBS check as long as he is accompanied at all times by DBS checked member of PTFA>
Christmas Jumper Day	18 December - TBC	Since there is no Christmas Fayre this year, it was suggested that a non uniform day be held where children can bring a donation for a tombola to be held after school alongside the christmas raffle. Date was provisionally agreed of Tuesday 18th December. Bex Riddell to organise.

7. Correspondence received

There had been no correspondence to review.

8. Funding Requests

Ringfenced funds for 2018 were voted on and agreed as below:

Amount	Item
£919.00	Christmas Panto Event
£400.00	Selection Boxes
£50.00	Ice Pops for Sports Day

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£150.00	Y6 Leavers DJ
£650.00	Y6 Leavers Books
£350.00	Y6 Leavers Coach

School has requested a contribution from the PTFA of £10,000 towards the MUGA. This was voted on at the meeting and agreed by all. This will be paid to school when we have the available funds.

9. Any Other Business

The meeting was opened for any other issues to be raised.

Deanery Fest	Mark	The date has been agreed for Saturday 29th June. Mark is to arrange a follow up meeting to discuss ideas further and source contacts. It was confirmed that we would very much like staff to come and enjoy the festival with their families and they will not be expected to help (unless they want to).
Newsletter	Keara	Keara to get content from event leads and draft the newsletter to be sent into school. AP290 Keara to create newsletter for distribution
Notice Board	Keara	Keara to refresh the content and make the notice board more appealing with event information. AP291 Keara to refresh the PTFA notice board
Coffee Morning	Claire Hale	Claire is going to look at hosting a PTA coffee morning. It was discussed that we could use the Foxes Centre and potentially work with local businesses to have table top sales etc.. AP292 Claire to discuss potential for coffee morning with school
Mothers & Fathers Day	Bex	It was discussed that it would be nice to do something with school to mark Mother's and Father's days. We are looking for people to take a lead on these events and come up with ideas.
GDPR	Bex	Bex asked if anyone would like to oversee the GDPR legislation for the PTFA by holding the role of DPO (Data Protection Officer). She explained that the basis of the documents are formed, and the role would involve liaising with event leads to ensure their compliance with GDPR. Ash kindly agreed that he would take this role over.
Website	Colin	Colin mentioned that the PTFA Section on the school website was out of date. AP288 Bex to arrange update of school website

Next Meeting AGM 13 November 7.30pm @ School - Children's Centre

Summary of New Actions

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284	Bex	GDPR	Ensure compliance with GDPR
285	Bex	Disco	Release payments for disco
286	School	Youth Club	Confirm safeguarding ratios
287	Bex	Disco	Add a statement surrounding financial hardship to disco forms
288	Bex	Website	Arrange update of PTFA section of website
290	Keara	Newsletter	Keara to create and publish PTFA newsletter
291	Keara	Notice Board	Keara to refresh content in PTFA notice board.