

# FRIENDS OF THE DEANERY

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

## Meeting Minutes

<b>Meeting Date &amp; Time</b>	5 March 2019	<b>Meeting Location</b>	Walmley Club, Deanery School
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## Attendees & Apologies

	Elected	Ordinary	Guests
Attendees	Rebecca Riddell Keara Causer Claire Arrowsmith Ashvir Nandra Mark Green Claire Hale	Emma Taylor Sarah Paxton Victoria Linney Beth Mason	

## Minutes

### 1. Welcome, Introductions and Apologies.

### 2. Review of previous minutes.

Minutes from the previous meeting (15/01/19) were agreed and signed off.

### 3. Action Point Review.

290 – Open – KC to review and create newsletter

293 - Closed - Bex had tested PTA Events platform and it is ready to go live for Mother's Day and Disco events.

294 - Closed - School authorised the use of the kitchen for cooking at film night.

295 – Open – Knit and Natter – to be discussed with Foxes to set up and arrange – may link with coffee mornings.

296 – Open - Update from School – the badges have been ordered for the PTFA council reps and voting is due to take place in school shortly.

297 - Closed - Bex created promotional material for parents evening.

298 – Open - School are in discuss with the SLT regarding the use of the microphones at assembly.

299 – Open – Matched funding – a letter will be drafted to be sent to all parents by BR to try to establish more take up.

300 – Open – CA to chase KS to explore the Funding Central opportunity

### 4. Financial position

Raised £100.46 from Coffee Morning and £636.99 from Film Night. Current bank balance £5,829.01 with just over £700 still committed to ring-fenced funds.

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## 5. Recent Events Review

**Coffee Morning** – Great event again and raised another £100. New format offering hot bacon sandwiches and croissants. The audience seems to still be predominately KS1 and this is perhaps a timing issue as the event can't begin until 9am. We discussed looking at a potential pre-pick up slot to see if this encourages more people. Also a request for hot chocolate to be added to the menu. Next coffee morning planned for May and then in summer term, dates to be confirmed.

**AP301 Bex** Discuss with school if we can have an afternoon coffee event.

**Film Night** – Really positive feedback from both parents and children and circa £500 raised. The hot food option (Pizza) was a great success and appreciated by the children. Discussed a potential format review for next year and encompassing it in with youth club. Also it was noted that a teacher presence would be greatly appreciated.

## 6. Upcoming Events

**Children's Raffle** – All paperwork printed and ready to be distributed. School are organising the logistics of the raffle on the day and prizes will be collected and delivered to school the day before. Tickets are £1 each and will be sent home in books of 5.

**Mother's Day** – Capacity is restricted due to the size of the Foxes Centre. The max number is 30 adults per event to ensure we can accommodate all children. Strict no siblings other than babes in arms. The tickets will go on sale on PTA events on a first come first serve basis. We acknowledge there will be disappointment but will work with school around this. The team have organised much of the catering and event logistics and will meet separately to establish the finer details. Ash and Mark volunteered their support on the Friday morning to set up.

**Spring Disco** – 5<sup>th</sup> April 2019 – tickets to be sold on PTA events or available paper based through the school office. Paper based tickets will still be issued through school bags for this event. They are available to print online if parents so choose.

**Comedy Night** - 10<sup>th</sup> May 2019. The venue has been booked (Trinity Centre, Sutton Coldfield) and the flyers will be going out shortly and tickets available to book on PTA events. There will be Samosas and Nacho trays for sale on the evening and the introduction of a Gin drink option. Tickets will be £12 each, capacity 100-120 people.

**AP302 Keara** Get event live on PTA Events

**DeaneryFest** - The date is set 29<sup>th</sup> June 2019.. Mark has sponsorship for the event to help with the set-up costs and is satisfied that licencing isn't an issue. Format proposed is 11-5pm as a family fun day, to include a drinks tent, food tent, live entertainment, inflatables, stalls and, sports on the MUGA. School event not community event, all inclusive tickets are being considered.

**AP303 Bex** Notify school of plans for DeaneryFest to check they are happy with format.

## 7. Correspondence Received

None

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## 8. Funding Requests

Easter eggs – a vote was taken to decide if we would provide Easter eggs to each child in Nursery & School from the PTFA. This was agreed and £400 assigned. Ash is to contact Tesco to see if we can get a deal on the number required. Claire Arrowsmith has said that she will store again.

### **AP304 Ash Source and purchase easter eggs**

Freezer – we discussed purchasing a PTFA freezer to be kept at school to be able to offer ice pops and ice creams after school during the summer term. It was anticipated that it would pay for itself this year and then become profitable the following year. It was agreed and £500 assigned for this. Bex to look into the options and discuss its placement within school.

### **AP304 Bex Source and purchase a freezer and wheels to move it into playground**

## Any Other Business

DBS Checks	Bex	Mark Green, Rachel Flinders & Sam I to all do DBS checks with school ASAP.
PTA Events	Bex	Bex highlighted that PTA events have introduced a platform fee of 1.75% of ticket sale. Payment options with Stripe and Paypal cost 20p plus 1.2% since we have achieved the registered charity discounted rate. Noted that costs for disco would therefore work out to roughly 33p, but the option for parents to cover this cost is added to the booking process. Currently about 60 parents have signed up.
Questionnaire Feedback	Bex	60 responses received from parents evening and overall very positive. Ideas received: including the children more, work with the school eco-council, become more environmentally friendly and the Christmas Fayre was missed. New events suggested were a family sports day or bbq, a race night, and a parents night or ball.
Christmas Fayre	Nicola	Considering being involved – will look into this after Easter.
Medical & Allergies	Bex	Identified that at film night a parent approached to say that they did not feel that the policy that they had to attend with child with a nut allergy (non epi pen) was fair. Agreed that we would review this policy with school to be able to provide a definitive answer. <b>AP305 Bex Clarify first aid procedures with school</b>
Events	All	At the next meeting we will start to plan out the next years events – please come with ideas and we welcome all parents to join us especially if they have an event/idea for fundraising. <b>AP306 Bex Draft next years' planner for next meeting</b>

Next Meeting: Tuesday 7<sup>th</sup> May, 7:30pm – Walmley Social Club