

# FRIENDS OF THE DEANERY

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

## Meeting Minutes

<b>Meeting Date &amp; Time</b>	7 May 2019	<b>Meeting Location</b>	Walmley Club, Deanery School
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## Attendees & Apologies

	Elected	Ordinary	Apologies
Attendees	Rebecca Riddell Keara Causer Claire Arrowsmith Ashvir Nandra Mark Green Claire Hale Dave Rooney	Emma Taylor Sarah Paxton Victoria Linney Beth Mason Paul Medicott Nicola Carter Melanie Crane Emily Frisbie Vicky Hawker Nicola Hopkinson Sophie Malloy Christine Lowey Sam Clough Gillian Wiltshire	Mrs Cullen Rachel Flinders Nerone Clarke Ash Nandra Claire Arrowsmith

## Minutes

### 1. Welcome, Introductions and Apologies.

### 2. Review of previous minutes.

Minutes from the previous meeting (5/03/19) were agreed and signed off.

### 3. Action Point Review.

290 – Open – KC to review and create newsletter

### AP307 KC to add information about advertising space on PTA events onto the newsletter.

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

296 – Closed – School Council now in place and first meeting held with representatives to talk through ideas, feedback and future events. Bex commented that meeting had gone well and generally good feedback was received. It was noted that children in y5/6 felt that they would like to see a split with the younger year groups and more games added. The children said that they enjoyed the Summer and Christmas Fayres, but preferred Summer as it was outside and less crowded. All children said that they enjoyed when they got the opportunity to help on the games. The children said that they were frustrated that the children wouldn't sit still in film night but enjoyed the idea and the food options on offer. There was positive feedback from Mrs Cullen and the children regarding the Children's Raffle. The meeting closed with the children being asked to liaise with their classes about what did and did not work for the PTFA and what

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they would like to see the money spent on for them to feedback for the next council meeting which should place next term.

298 – Open - School are in discuss with the SLT regarding the use of the microphones at assembly. This was raised again at the meeting as parents still unable to hear at assembly and school not using the microphones.

299 – Closed – Matched funding – letter sent out to parents. Reminder will be put in newsletter.

300 – Open – KS apologised for not having progressed this yet but is still in progress.

301 – Closed – Afternoon coffee explored but not viable currently due to Foxes not available after 3pm.

304 – Closed – Easter eggs given to all children from the PTFA.

305 – Closed – Freezer has been purchased and delivered to school. It is now in place in the staff room ready for use following May half term.

## 4. Financial position

Current bank balance £7,446.94 with just over £700 still committed to ring-fenced funds. We raised £740 for the Children's Raffle, £423.56 for Mothers Day and £1168.87 for the Disco.

## 5. Recent Events Review

**Children's Raffle** – Great event with fantastic feedback from both school and parents. The Children's council said that it went down well with all of the children and they enjoyed the assembly to pick prizes. It raised a good amount of money and special thanks given to Sarah Paxton for sourcing amazing prizes. It will definitely be held again next year.

**Mother's Day Afternoon Tea** – All agreed it was a lovely event and very well organised and delivered. Really positive feedback from those that attended. It was noted that there had been a few complaints regarding the low number of tickets available. This was due to the size of the venue and the number of people to organise. It was agreed that if more volunteers come forward for next year, the event could possible be held over more days to give more availability on numbers for attendance.

**Disco** – Dave gave an update on numbers and confirmed this was a record breaking Easter disco. In total 267 children attended and 88% of tickets were sold online via PTA Events. Approximately 33% of parents paid the voluntary fees for the online sales. Feedback given by the PTA council to review the price of glitter tattoos and potentially split the discos for the younger ones and older ones. Disco team will review this.

## 6. Upcoming Events

**Comedy Night** - 10<sup>th</sup> May 2019. All in place for the event, ticket sales now at 66 so costs covered and licence in place. Security has been arranged for the night and a risk assessment completed. A specific request for pink gin was noted!

**Fathers Day** – 14<sup>th</sup> June 2019. There will be 50 tickets available for adults and a minimum number of 30 required to make the event viable. School have confirmed all requests to RR and tickets will be live on 9<sup>th</sup> May via PTA Events – flyer to be sent the same day by school. A team is in place for the event of volunteers for help. RR to send poster to KC for the notice board.

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**Penny War** – 3<sup>rd</sup> June 2019 RR to run this event for the children starting after May half term. Nursery/KS1 will simply collect loose change and the highest amount raised wins and KS2 will follow the rules of the game. RR has trophies and there will be a prize for the winning class too. RR to send poster to KC for the notice board.

**Summer Disco** – 12<sup>th</sup> July 2019 – tickets will be sold via PTA events again and flyer to be sent out. CH to send poster to KC for the notice board.

**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 11-4pm 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.

## 7. Correspondence Received

None

## 8. Funding Requests

None

## Any Other Business

DBS Checks	Bex	Rachel Flinders & Sam still to do DBS checks with school ASAP.
2019/2020 Event Planner	All	The events for next year were discussed and agreed upon with dates to be submitted to school for confirmation. The Film Night will be redesigned as Youth Club and the Comedy night will be rested. There is a ball in the planning for the summer and Silver Smarties for Easter. Events still being explored to include a Silent Auction, Fashion Night and Golf Day. It was also discussed that we are keen to have a sponsored sports event next year.
Ice cream rota	All	The PTFA will be selling ice pops and creams after school for the last half term of the year. A rota has been drawn up to cover this. The freezer will need to be collected at 3:20pm every day and places in the KS1 playground. We may also use an icebox to sell to try to reduce queues. Agreed the prices as 20p Ice Pop and 50p Ice Cream. Keara kindly agreed to purchase and monitor stock for the ice cream sales as well as purchasing the ice pops for sports day donation to the children. <b>AP308 – KC to purchase ice pops for sports day.</b>
Sports Day	Bex	We discussed the provision of refreshments at sports days by PTFA. A volunteer rota has been drafted to cover these. If any parents can offer help please email the PTFA or contact via Facebook.
PTFA Card Reader	Bex/KC	It was discussed about getting a card reader for events to enable people to make a purchase without cash. Agreed that is was worth the fees incurred to use this. <b>AP306 Bex to register PTFA and obtain a card reader.</b>
Christmas	Nicola	Will lead on this event with Victoria Linney and take guidance from Bex. They will

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Fayre		meet seperately to consider the options for the event and discuss with school.
Communication	Bex	Bex would like to look at alternative communication methods for the PTFA such as MS Teams. As there are many Whatsapp groups for the PTFA and separate chat groups for the events it is difficult to switch off. It may be better if a different platform could be used to separate between PTFA and personal. <b>AP309 Bex to explore communication options</b>
Events	All	PTA Events platform fees (1.75%) were discussed. There is an opportunity for a paid subscription to PTA events for £299 per year. If we subscribe to this we do not pay the platform fee, and also get the opportunity to sell advertising space onto our PTA events site. General discussion was held around the table and it was agreed that the opportunity would be discussed in the newsletter to see if parents were interested.. <b>AP307 Keara to add information about advertising spaces to PTA newsletter</b>

Next Meeting: Tuesday 11<sup>th</sup> June, 7:30pm – Walmley Social Club