

FRIENDS OF THE DEANERY

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

Meeting Minutes

Meeting Date & Time	5.5.22 7:00pm	Meeting Location	Via Zoom
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Attendees & Apologies

	Elected	Ordinary	Guests
Attendees	Adam Suter Mark Green Katie Swann Gemma Knight Jenny Wood Nicola Carter Dave Rooney Alicia Peckett	Claire Hale Victoria Linney Vicky Hawker Mary Oluyemi	
Apologies			

Minutes

1. Welcome, Introductions and Apologies.

Adam and Mark welcomed everybody and thanked them for their support with the PTFA moving forward.

2. Review of previous minutes.

Minutes from the previous meeting on 14th September 2021 were agreed and signed off.

3. Action Point Review.

AP 323 - Lighting and Pathway by PTFA shed - ongoing - Adam to discuss with Kirsty

AP 326 - Stock take of cupboard - All out of date goods have been removed, may be worth checking before Disco and DeaneryFest - ongoing - Victoria Linney, Claire Hale, Adam Suter

AP 325 - Coffee Morning paperwork - this event took place in the Autumn Term - AP closed

New Action Points from the meeting are as follows;

327 - Review and purchase new Hi-Vis jackets as needed - Adam

328 - Recruit volunteers for DeaneryFest and update volunteer tasks on PTA Events - Adam, Mark, Claire

329 - Gazebos for DeaneryFest - consider whether PTFA need to purchase any ahead of Deaneryfest or whether some can be borrowed - Adam, Mark, Jenny

330 - Purchase Ice Pops and deliver to school for after school sales and Sports Day - Mark

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331 - volunteers to run Refreshment stall at Sports Days - Adam

332 - draft Year Planner to be completed to be discussed at the next meeting - Adam

4. Financial position

A £5000 donation has been paid to school for the Early Years Playground

£2088.68 - Current Bank Balance

£1270 - Outstanding Ringfenced funds

£1500 - Reserve operating float

This leaves funds with a current deficit of -£681.32 - this should be covered by the profits made by Disco and Deaneryfest

5. Recent Events Review

Penny Race

This event raised £1673.46 and ensured adequate funds were raised for ringfenced commitments. Adam thanked everyone involved in counting and banking the money. The winning classes RP and 6MS had been announced to the children at school at the end of last term and the winning classes are still deciding how they will be spending their prize money.

Second-hand uniform sales are ongoing - Adam thanked Victoria and her team for coordinating this.

6. Upcoming Events

Disco

The Summer Discos will be on Friday 8th July. Dave shared that he will set up a meeting for the disco committee ahead of the event. Tickets will be sold via PTA Events and go on sale 3 weeks prior to the event. Dave to purchase stock as appropriate.

DeaneryFest

A date has been agreed for this to go ahead on Saturday 9th July. Mark and Adam are investigating different suppliers of gazebos, inflatables, mobile catering and exploring cost effective options.

It was noted that it was crucial to work on recruitment for volunteers to make the event viable and a success on the day.

Year 6 Enterprise activities will also run on this day, the DeaneryFest team will liaise with school regarding this.

Y6 Leavers

A DJ has been booked and deposit paid for the Leavers meal on 20th July, a remaining balance of £130 to be paid on the evening. Adam to liaise with school regarding payment for the Leavers' books at the appropriate time.

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After School Ice Cream Sales

Kirsty shared that the school would be happy to sell Ice Pops again every day after school. It was felt that this was a more affordable option for parents and staff are happy to sell at the end of the day as they did last year. Kirsty requested that PTFA would purchase the Ice Pops and deliver them to school where they can store and freeze them. Ice Pops to be priced at 20p each.

Sports Day

PTFA will donate Ice Pops for all children to be enjoyed at the end of Sports Days.

It was agreed that PTFA could provide refreshments for parents at the different Sports Days but that it was important to emphasize that these were only for parents, not to be given to the children.

Reception and Nursery Induction Evenings

These are Wednesday 22nd and 29th June and it was felt that it was important to have PTFA presence at each of these. Victoria also hoped to be able to have a second-hand uniform stall at the two evenings.

2022-23 Year Planner

Adam will circulate a draft planner to the Committee to be reviewed ahead of the next meeting. Kirsty requested that the Autumn Term dates are put forward asap to correlate with the school's planner.

7. Correspondence Received

None

8. Funding Requests

There are currently no funding requests.

Any Other Business

The meeting was opened for any other business or questions to be raised.

Alicia asked about the feasibility of running a Cake Bake event. Kirsty highlighted that pre-packed cakes are easier for this type of event due to different allergies experienced by children at school.

Katie shared information about a parent in Reception who has a photo booth available for use at any events. She will email Kirsty further details.

Next Meeting:

Tuesday 14th June 2022, 7:30 pm - venue TBC