

FRIENDS OF THE DEANERY

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

Meeting Minutes

Meeting Date & Time	15 January 2019	Meeting Location	Club Cappuccino, Walmley Social Club,
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1. Welcome and Introductions

Everyone present at the meeting introduced themselves for the benefit of members who had not attended before. Apologies were noted from Rachel Flinders and Claire Beadsley.

	Elected	Ordinary	Guests
Attendees	Rebecca Riddell Keara Causer Kirsty Cullen Dave Rooney Claire Arrowsmith Ashvir Nandra Mark Green Claire Hale	Paul Medicott Emma Taylor Melanie Crane Sarah Paxton Nerone Clarke Nicola Carter Victoria Linney Beth Mason Gillian Wiltshire Kyle Stott	Grace Rankine (Walmley school) Lola Weir-Phillips (Walmley)
Apologies	Rachel Flinders	Claire Beadsley	

2. Review of previous minutes.

Minutes from the previous meeting (11/09/18) were agreed and signed off.

3. Action Point Review.

142	Closed	PTFA have now established charitable status with HMRC, Bex, Claire and Keara are nominated contacts and we are registered to claim gift aid	
273	Closed	This item will be discussed when agreeing ring fenced funds for next year	
284	Closed	GDPR statement has been reviewed, and we are happy that we are complying with GDPR legislation.	
285	Closed	Deposits paid for discos	
286	Closed	School confirmed adult to child ratios as 1:8 for KS1 and 1:10 for KS2	

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287	Closed	Disclaimer about financial hardship agreed and added to disco forms	
288	Closed	PTFA section of the school website has been updated with 18/19 year information.	
290	Ongoing	Newsletter was postponed as PTFA sent out a letter before Christmas asking for people to get more involved. It was noted that neither school or PTFA has received any response.	Keara
291	Closed	PTFA notice board has been refreshed	
292	Closed	Coffee mornings have raised £240 and approx 50 people for each event, next one 1 st February 2019.	

4. Financial position

Current bank balance £5,636.65. £1,050 still ring fenced and a further £10,000 committed to MUGA at school.

Fundraising: we have raised £4,447.80 so far this year, clearing profits of £3,444.07. It was noted that we need to step up fundraising if we are to continue to provide the luxuries that we have done for years gone by.

5. Recent Events Review

Nursery Welcome Party – a good profit of £110.44. It was agreed that the new layout (using both halls) and the different entertainer (Roy Magic Party) all worked really well. Positive feedback from school and the parents that attended. Using crisps instead of popcorn worked well, increasing profit and resulting less mess.

Quiz – profit of £352 – The new format was fantastic and the feedback was really positive.

AGM – we hit the numbers required and the minutes have been issued.

Christmas Disco – Attendance of 134 KS1 and 157 KS2 children – numbers slightly low for KS2 this time. It was agreed that biscuits instead of popcorn worked well. Profit of £1276.11 for the event. We received no complaints on the increased ticket price of £4 so it is agreed this will remain. It was noted that more plastic cups are required and more flashing items for the KS2. Easter disco – potentially put the tickets online via PTA events. **Action 293** created to Test event for PTA events with view to the next disco sales being online for KC, DR & CH.

Christmas Raffle – big thanks to everyone who provided prizes it was a great success. Raffle tickets totalled almost £750 which is the highest we have seen, this could have been as a result of no christmas fayre, or that the books were provided in 1 book of 10 tickets of 50p totalling £5, rather than two books of £2 each The profit including muffy day totalled £1053.99

Santas Grotto – This was agreed as a great success and all of the children enjoyed it. School felt that the new format where only KS1 and Nursery children visited the grotto worked really well. £359.13 profit made – great feedback from school who are happy for this event to continue with the same format next year.

Youth Club – Cancelled due to poor uptake. Next youth club cancelled due to staff training day. This will be explored when discussing next years' events if someone wishes to take up.

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6. Upcoming Events

Film night - 1st Feb 2019 - Paperwork to be sent to school for authorisation and distribution. **Action 294** – Kirsty Cullen to ask if we can use the kitchen for cooking pizzas and KC to explore food hygiene certificate.

Childrens Hampers - 15/03/19 Agreed to reformat into a themed raffle and rename as Children's raffle. Prizes to focus on family experiences and good quality. Real Life Church have offered to create a couple of Movie bags as prizes.

Comedy Night - 10th May 2019 agreed date change. The venue has been booked (Trinity Centre, Sutton Coldfield) and the flyers will be going out shortly after Feb half term. The ticket sales will hopefully be online.

Mother's Day - TBC - School to review and agree format as per Bex's email. Beth Mason happy to coordinate with Bex and a team.

Spring Disco - 5th April 2019 – notes as above.

Deanery Festival - 29th June 2019 - It was noted that we are still missing some key people as leads for certain areas. Mark & Bex to meet with school to agree the outline plan for the day before further planning and booking. Sub meeting of this to follow.

Yr6 Leavers - TBC - The new event lead will be Mel Crane – with supporters of Claire A, Ash & Claire H. Bex will liaise with Mel and the team to ensure a smooth handover.

7. Correspondence Received

There was no correspondence to review.

8. Funding Requests

There were no funding requests received.

9. Any Other Business

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

DBS Checks	Bex	Reminder to Mark Green, Rachel Flinders & Sam Isley to submit their documents to school for DBS check to be completed.
Knit & Natter Tea & Dance	Bex	Bex advised that Jackie D'Arcy had approached her at the end of last year hoping the PTFA would help to establish a knit n natter (weekly) / tea and dance (monthly) to involve the local community. Bex had approached ptfa organisers on whatsapp and Keara Causer, Claire Arrowsmith and Claire Hale had expressed interest in helping to establish this. Keara confirmed that she had spoken further with Jackie and was looking to involve school and children perhaps as part of enrichment. AP to Keara to explore this further.

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			Action 295 – Keara to speak to Jackie D about this and move forward
School Council	PTFA	Bex	Bex advised that as part of a meeting with leadership team at the end of last year, we discussed having a PTFA council. Reviewed this and all agreed that it would be beneficial to get feedback from the children, and also for the children to be more involved in PTFA. School said that they would need a commitment from PTFA that we would be able to attend, confirmed that we would commit to this. AP to Kirsty to explore. Action 296 – School to establish PTFA council and invite PTFA to first meeting.
Parents Consultations Tea & Coffee		Bex	School have invited PTFA to attend parents evening again. Discussed how it worked and agreed that we should have some information about our upcoming events and how to get involved and match funding to give to parents. PTFA requested that we could be in a better location, school advised they would consider but are exploring having other things in the hall to attract parents. Action 297 – Bex collating the rota for the Tea & coffee refreshments, invite second hand uniform sales and create promotional material.
Sound Lighting	&	Bex	Bex said that she had been lucky enough to see the sound and lighting system in use twice this year for the year 5 production and the nursery nativity. She highlighted that she was impressed, and how lovely it was to hear the children and requested that the microphones be used in assemblies so that parents have the opportunity to hear their children. She felt it a wasted opportunity considering the cost involved. Kirsty said that she would address it at school. Action 298 – Kirsty to highlight PTFA request for school to use sound system during assemblies.
Christmas Fayre		Nicola	Nicola asked when plans for Christmas Fayre would begin as she is considering being involved. Confirmed that next years' events will be explored after Easter.
Thanks from School		Mrs Cullen	Mrs Cullen expressed thanks from the school for the ongoing work of the PTFA.
Matched Funding		Sarah Paxton	Sarah explained that her husband had used matched funding to support her son in an unrelated event. Discussed what matched funding was and how we could get this out to the parents, as it would make a real difference to the amount of money we would raise year on year. Action: 299 Bex to work alongside Paul Medicott who will source relevant information so that we can produce a flyer to parents and to school to seek out people who are able to obtain matched funding.
Bid finder		Kyle Stott	Kyle briefly explained how he had worked with school to explore opportunities for funding from Funding Central. Action 300. Claire A to meet with Kyle and explore this opportunity.

New Action Points

293	Keara	Discussed use of PTA events to trial online ticketing platform at the spring school disco. AP to Keara Causer to review with Dave Rooney and Claire Hale about how the process works and set
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		up a test event for PTFA committee to trial before we go live with Easter Disco and Comedy Night.
294	Keara	School to confirm if we are able to use the ovens to cook pizza for the film night. Keara to explore and achieve food hygiene certificate to be able to provide the food.
295	Keara	Keara to further explore suggested events Knit & Natter and Tea & Dance
296	Mrs Cullen	School to establish PTFA council
297	Bex	Create promotional material for parents evening and organise PTFA presence.
298	Mrs Cullen	Requested use of sound system in school assemblies for parents to better hear their children.
299	Bex & Paul Medicott	Bex to work alongside Paul Medicott who will source relevant information so that we can produce a flyer to parents and to school to seek out people who are able to obtain matched funding.
300	Claire A & Kyle Stott	Claire A to explore opportunities around Funding Central with Kyle Stott

Next Meeting

The next meeting is on Tuesday 5th March, 7.30pm at Club Cappucino, Walmley Social Club.