

# FRIENDS OF THE DEANERY

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

## Committee Meeting Minutes

<b>Meeting Date &amp; Time</b>	24 April 2018, 19:30	<b>Meeting Location</b>	Walmley Social Club
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## Attendees & Apologies

	Elected	Ordinary	Guests
Attendees	Rebecca Riddell Jessica Harewood Miss Pullen Claire Beadsley Emily Earley Rachel Flinders	Miss Hitchins Keara Causer	Poppy Goulden Marsden Sterling
Apologies	Lisa Greenway Dave Rooney	Deborah Wilkinson Clare Hale	

## Minutes

### 1. Welcome, Introductions and Apologies.

Bex welcomed everyone to the meeting and all present introduced themselves for the benefit of Poppy and Marsden who were attending as part of their Rotary Club. Apologies were noted from Lisa, Dave, Deborah and Clare H.

### 2. Review of previous minutes.

The previous minutes from 13th March 2018 were agreed and signed off.

### 3. Action Point Review.

Outstanding action points were reviewed and updated as below.

142	Lisa	Gift Aid	Lisa not present at meeting to update.	No Update
259	School	Fundraising ideas	School have agreed for Penny War to be implemented and requested that this be in support of the MUGA. School feel that we are asking a lot of parents currently in terms of financial support as such we agreed to close this task and establish a new task to establish Penny War  <b>AP276 Bex Establish Penny War</b>	Closed
264	School	Safeguarding	School are happy to DBS check parent helpers for PTFA to help work around safeguarding issues. For events such as hampers school staff will bring the donations to the area the PTFA will be working in which will remove the problem. As such we are happy to close this task.	Closed

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267	Lisa	Meeting Space	Initially the meeting was quiet, however at approximately 8.30 the line dancing began and as a result the meeting became difficult to hear.	Ongoing
271	Michelle	Quiz Banner	The banner is currently with the signage people, alongside the summer fayre banner, waiting to be updated.	Ongoing
272	School	Summer Fayre Format	Bex updated to say that she has been corresponding with school and plans for format change (moving inside, teacher commitments, timing change etc) have been agreed. She is meeting with Beth Ashley and hopefully Melanie Crane on Thursday to discuss and make final plans and will then feedback to school for planning. Since format agreed, task closed.	Closed
273	School	£50 donation to each teacher	Bex explained that she felt this idea had been escalated at the last meeting and so asked school to get feedback following clarification that the idea is each teacher should receive £50 at the start of each school year for them to spend on something for their class room - be it something to support a topic they will be working on or stickers as incentives for the children. The bigger picture was to remind the teachers that we are here to help enhance the children's learning and that we welcome requests for funding to support that.	Ongoing
275	Bex	Paypal & PTA Events	Bex explained that she is having real difficulties with paypal establishing the account to charity status. She has supplied the requested information on at least 3 occasions to no avail.	Ongoing

## 4. Financial Review

Bank balance is currently £8,824.43. We have ringfenced funds still to spend of £1,400 and a sound and lighting system donation to make still of £6,250 by year end. This leaves current operating float of £1,174.43 (our target is £1,500). There are still profits from Spring Quiz, Comedy Night, Summer Fayre and Summer Disco to come.

## 5. Recent Events

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

Spring Disco	Attendance was down due to sickness bugs, other school activities and bad weather issues. Profit £674.93. Attendance was KS1 - 103 children and 40 helpers KS2 - 122 children and 27 helpers. Attendance was down approximately 45 children. It was noted that the DJ was very well received and this had also impacted spending. It was also said how well received the staff were for dressing up and getting involved with the children.
Easter Colouring	Easter Colouring competition went well and raised £77.78 clearing profit of £47.78. Thanks were noted for Claire Arrowsmith who had taken over the event this year. Easter lollipops were well received with no feedback to the children not receiving an egg this year.

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## 6. Upcoming Events

Upcoming events were reviewed and the following points noted:

Spring Quiz	11 May	It was noted that the price is increasing to £7.50 and a sausage option will be added to the menu. Paperwork is currently being printed and will go out in school bags on 26/04.
Father's Day Hampers	15 June	Requested use of an area for helper building on morning of 08/06 for approximately 2 hours. Paperwork drafted and due to go out on 24/05. Reminders will be sent on facebook due to half term. No change to paperwork or procedures.  <b>AP277 School Request area for hamper building on 08/06 for 2 hours at 9am</b>
Summer Fayre	15 June	Update provided earlier in action points review.
Comedy Night	29 June	Keara updated need to sell 66 tickets to cover costs, aiming for 100-120. Feedback is that people are looking forward to it and so it is expected to be well received. Keara noted that they will require a stage and would like to use small tables from shared areas - approximately 12. AP agreed for Keara to contact school with request detailing exactly what they need.  Miss Pullen raised that school were not happy with the main flyer for the event, since it did not mention PTFA. They also felt because it listed the school's address it appeared to be a school event. Keara countered that the flyer was attached to a PTFA booking form, making it clear that it was a PTFA event. Miss Pullen also raised that school had identified that they had a 'no platform' policy and were concerned about the content of the event. Keara noted that Comedy Junction were regularly putting this event on in other faith schools and so material would be appropriate.  <b>AP278 Keara Confirm requirements to school for what is needed on the night.</b>
Y6 Leavers	19 July	Bex advised that she has updated paperwork ready to be sent into school. Discussed that helpers are needed for the evening, and Jessica Harewood advised that she would attend, and that she is happy to put together the playlist. Discussed that it would be nice to receive music requests from the children and that this would be added to the paperwork.  <b>AP279 Bex Send updated paperwork to school for Y6 leavers meal</b>

## 7. Correspondence received

There had been no correspondence to review.

## 8. Funding Requests

School had requested that monies raised were raised in support of the MUGA, however the PTFA constitution dictates that an official funding request for an amount must be received to be voted on. Teacher Reps to provide this feedback to school.

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## 9. Any Other Business

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

Newsletter	Bex	Bex discussed the newsletter that had been drafted and would be passed to school for circulation this week. Main content again is pleading for new members.
New Parent's Welcome	Bex	Bex advised that new parents welcome letter has been updated to include most recent donation of sound and lighting system and that this has been passed to school for new parent packs and that she is waiting on a response as to whether they would like a speaker at these events. Keara said that she is happy to attend and talk if required.  <b>AP280 School Confirm if PTFA speaker required at new parent evenings.</b>
Community Gardening Day	Bex	Bex mentioned that Miss Sadler had reached out for support for a community gardening day that school are organising on 5th May and that it would be great if we could get some support from PTFA.
Sports Day Ice Pops	Bex	Our ringfenced monies include a £30 budget for ice pops for the sports days which are taking place in June and July of this year. Keara volunteered to shop for the ice pops at Bookers and bring them to school by 24th June.  <b>AP281 Bex Supply PTFA Bookers information to Keara for ice pop purchase</b> <b>AP282 Keara Purchase 500 ice pops for sports day</b>
GDPR	Bex	Bex identified that the changes from DPA to GDPR will have an impact on the PTFA. Bex summarised that anything that contains information that might identify a person (a name, email, telephone number, photograph etc) will be covered by GDPR. Any marketing information (flyers, newsletters etc) that are sent via electronic communication (text, email etc) will also be covered by GDPR. Marketing information with no personal information that is sent in paper format by school bag will not be covered.  Since school do the majority of our electronic communication as we do not have their contact information, Bex identified that school will need to include an opt in for PTFA communications when they do their consent update. The PTFA need to do a review of their own data storage and the impacts on data collection and sharing for events and become compliant.  <b>AP283 School Feedback to PTFA about compliance with GDPR for comms</b> <b>AP284 Committee Ensure compliance with GDPR</b>
Kidz Hampers	School	Miss Pullen identified that the Kidz Hamper donation to the children's hospital is still in the staff room. Bex apologised on behalf of PTFA and Clare Beadsley kindly offered to deliver it.  <b>AP285 Clare B Deliver Kids Hamper to Children's Hospital</b>

Next Meeting 12 June, 7.30pm @ Walmley Social Club

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## Summary of New Actions

276	Bex	Penny War	School have agreed that they are happy to implement Penny War and have requested the funds be directed to the MUGA. AP to Bex to establish a team to lead this, and provide an update to school on how it will run to start planning.
277	School	Father's Day Hampers	Request area for hamper building on 08/06 for 2 hours at 9am
278	Keara	Comedy Night	Confirm requirements for tables, access etc to school.
278	Bex	Y6 leavers	Send updated paperwork to school for Y6 leavers meal
280	School	New Parent Evenings	Confirm if PTFA speaker required at new parent evenings.
281	Bex	Bookers	Supply Bookers information to Keara for purchase of ice pops
282	Keara	Ice Pops	Purchase 500 ice pops and deliver to school for 24/06 ready to be frozen for sports day.
283	School	GDPR	Feedback to PTFA about compliance with GDPR for comms
284	Bex	GDPR	Ensure compliceance with GDPR
285	Clare B	Kidz Hamper	Deliver Kids Hamper to Children's Hospital