

PTFA Committee Meeting
Monday 4th November 2024
8pm, Cannon Inn

Present:	Teri Murphy (TM)	Co-Chair
	Georgia Trengove (GT)	Co-Chair
	Henry Odbert (HO)	Deputy Chair
	Ant Tribble (AT)	Treasurer
	Janine Rudling (JR)	Secretary

Discussion	Action Owner
<p><u>Shared IT System for PTFA Committee</u></p> <p>AT assessed options for shared IT system, exploring use of Google drive and Microsoft Teams. Decision to proceed with use of Microsoft Teams for ease of use and ability to use Microsoft package. Agreed to have a transition period, moving to this new system from January 2025.</p> <p>Action: AT to sign up to Microsoft account, prepare and share relevant joining/user instructions for the Committee.</p>	AT
<p><u>Summer Fete 2025</u></p> <p>TM confirmed the date for the summer fete is 20th June 2025, and there were no objections to this.</p> <p>Action: TM to share update in relevant newsletter to confirm fixed date</p>	TM
<p><u>PTFA Event Dates</u></p> <p>Discussion focussed on how the PTFA event dates can be accessed by parents, and ensure that the dates are up to date and accurate. AT confirmed that it will be possible to use Microsoft Teams calendar for event dates, which can be accessed by the public and can be hyperlinked from the school website. TM reminded that the dates can also be found on the school website calendar. GT to continue to submit event dates to the school admin team for inclusion in the newsletter. GT to utilise new Facebook group to further promote events.</p> <p>Actions: AT to look at option of public access calendar when setting up Microsoft Teams system for PTFA Committee; GT to update the school admin office with all dates of events; GT to use new Facebook page to promote events.</p>	AT/GT
<p><u>Outdoor Play Equipment (fundraising focus)</u></p> <p>Target of £15k set for the trim trail and outdoor play equipment. Discussion around whether costings had been obtained to understand how much money would need to be raised for different ranges of equipment. £15k based on previous quotes obtained approximately two years ago, and no new quotes obtained. No visual plan shared for the outdoor play equipment. All recognising the importance of being informed, and how to balance the level of this detail when planning fundraising activities.</p>	

<p>All discussed wanting to be kept informed of plans and ideas. It was acknowledged that the lack of face to face meetings may have impacted the communication, and plan for meeting more regularly was confirmed.</p> <p>The willow dome proposal was discussed, particularly the location of where this will be in light of the proposed plans for other outdoor equipment.</p> <p>Action: GT to obtain more detailed quotes and plans in 2024/25 academic year and share with the Committee; HO to contact Ant Pope (AP) to discuss willow dome plans and share update with the Committee</p>	<p>GT & HO</p>
<p><u>Bonfire Night</u></p> <p>Fee this year was £150, with PTFA supporting ticket sales, providing 10 stewards, and providing the BBQ. Committee proposed to bring forward discussion to the next Committee meeting, considering feedback from the event and profit.</p> <p>Action: JR to add to next Committee meeting agenda</p>	<p>JR</p>
<p><u>AOB</u></p> <ul style="list-style-type: none"> - Club Tropicana – GT checking tickets, need further promotion of the event. - Car Quest – GT to confirm final amount raised - Thermometer – TM almost complete - Christmas Fair – Meeting planned for Thursday 7th November. - Survey results – TM/GT to share more widely in New Year comms. Consider framing as ‘you said, we did’ <p>To do list will form part of shared drive when available.</p> <p>Action: GT to check with Sian whether a float is required for Club Tropicana; GT to confirm final numbers for Club Tropicana 1 week prior to the event; GT to get final figures from Car Quest and share with the Committee; TM & GT to share survey results.</p>	<p>GT/TM</p>
<p><u>Next Meeting</u></p> <p>Dates TBC. Agreed to meeting face to face once per term, with proposed monthly virtual meetings (dates TBA).</p>	