

**PTFA Committee Meeting
Monday 9th December 2024
8pm, virtual (via Zoom)**

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>Action (November 2024): AT to sign up to Microsoft account, prepare and share relevant joining/user instructions for the Committee.</p> <p>Update (December 2024): AT progressing. School required to confirm PTFA registration with Microsoft – email sent 9th December. Agreed to carry forward to next meeting for an update.</p>	AT
<p><u>Summer Fete 2025</u></p> <p>Action (November 2024): TM to share update in relevant newsletter to confirm fixed date.</p> <p>Update (December 2024): Action allocated to GT</p>	GT
<p><u>PTFA Event Dates</u></p> <p>Action (November 2024): AT to look at option of public access calendar when setting up Microsoft Teams system for PTFA Committee;</p> <p>Update (December 2024): carry forward to next meeting.</p> <p>Action (November 2024): GT to update the school admin office with all dates of events; GT to use new Facebook page to promote events.</p> <p>Update (December 2024): GT completed action however dates continue to not be captured accurately/fully in the Newsletter. GT to explore why this may be happening with the admin team and bring update to next meeting. .</p>	AT GT
<p><u>Outdoor Play Equipment (fundraising focus)</u></p> <p>Action (November 2024): GT to obtain more detailed quotes and plans in 2024/25 academic year and share with the Committee;</p> <p>Action (November 2024): HO to contact Ant Pope (AP) to discuss willow dome plans and share update with the Committee.</p> <p>Update (December 2024): Action complete. HO to send outline plan to AP/School to inform risk assessment for the dome and installation. AP supportive of dome in top playground. ?plant over Christmas holidays. Costings tbc and to be shared with PTFA Committee (approx £300 - £400)</p>	GT HO
<p><u>Bonfire Night - review/feedback and plans for next year</u></p> <p>What went well</p> <ul style="list-style-type: none"> • charged more for BBQ and therefore made more money for the PTFA. <p>Even better if:</p>	

<ul style="list-style-type: none"> • Terms have been re-negotiated to new %. • Leadership of event has changed going forward – Mike Cooper. Positive relationship between Mike and PTFA. PTFA to be directly involved in planning of bonfire night – with first meeting to start in early 2025. • Want to increase adult prices, with children being free. Proposal for each year group to make a guy. • BBQ – ran out of ketchup (3 bottles); ran out of onions; consider starting BBQ earlier; breakdown of invoice needed to know what was needed; bread rolls semi frozen 	
<p><u>Christmas Fete – review/feedback</u></p> <p>What went well:</p> <ul style="list-style-type: none"> • Positive feedback received, particularly the grotto and the need to have a contingency plan due to weather warning/storm. • Set up of the grotto worked well and effective. • Elfridges was well organised, generated more interest than previous years, was well used however, made a loss. <p>Even better if:</p> <ul style="list-style-type: none"> • Charging for external stall holders could be reconsidered/reviewed. This year external stalls paid £10 for entry and the feedback was this seemed low and therefore this needs to be considered in the planning for next year’s Christmas Fete and whether a % for stall holders are applied. Recognised need to balance profit with relationships with local businesses. A further consideration is to make signage clearer for stalls which directly support PTFA. • Issue with speed of getting people through the grotto experience. Feedback around use of Elves in prompting and keeping the movement of visitors. Suggestion of a script for Father Christmas. To be brought forward for review/discussion at planning meeting for next year’s Christmas Fete. <p>Action (December 2024): GT arranging meeting in New Year to invite feedback and ask for ideas for next year’s event.</p>	GT
<p><u>Ticketing options for future PTFA events</u></p> <p>GT presented costings and options for ticketing events. Options discussed and reviewed within the group. Ticketing options are costly currently for size/cost of events. Discussion around whether tickets are required for events and how this will impact on profits. SUMUP and Gateway to continue to be used for larger events (remain with current system) and review ticketing options periodically based on size of upcoming events.</p> <p>Action (December 2024): AT to review options for utilising SUMUP for ticketing events. AT to share with GT and bring back to PTFA committee.</p>	AT
<p><u>Upcoming events:</u></p> <p>Action (December 2024): GT to share save the dates (even if TBC) via WhatsApp and School newsletter.</p>	GT
<p><u>Expenses Policy</u></p>	

<p>Expenses Policy drafted & circulated by AT to support with audit trail of use of funds and purchasing. AT to re-circulate Expenses Policy with updates made based on feedback received. Discussion around the need for volunteers to be clear that PTFA Committee approval is required before purchasing items goods.</p> <p>Actions (December 2024): AT to re-circulate Expenses Policy for review/feedback. To be discussed and signed off at next PTFA Committee meeting; Teri to develop TOR for 'fairies' and how to guide to support.</p>	<p>AT/TM</p>
<p><u>Next Meeting</u></p> <p>Date TBC. Next meeting to be face to face. Action: JR to set up next meeting date</p>	<p>JR</p>

Minutes Approved