

PTFA Committee Meeting
Monday 28th April 2025
7.30pm, 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
<u>Review previous minutes from 24th February 2025 (for review and approval)</u>	
Minutes reviewed and approved.	
<u>Review of actions tracker</u>	
Action tracker reviewed and updated – see action tracker.	
<u>Gift Aid</u>	
Gift aid for colour Run sponsorship and uniform shed -	
Action: AT to check registration for Gift Aid. Consider contact previous Treasurer for details of registration/reference or contact Gift Aid directly. Information to be gathered by 5 th May, and set up by 9 th May.	AT
<u>Reflection on Recent Events</u>	
Paper accepted as read.	
Key learning/action: implementation of QR codes, and use of payments via phone app by multiple committee members.	
<u>Sensory Garden</u>	
<ul style="list-style-type: none"> • Benches ordered – installation tbc, indicative date of 27th May. 50% payment upfront, 50% after installation. • Need confirmation of cut-off date of designs from children to contribute to include on 'book' design in sensory garden. • Planters ordered. Smaller planters ready-made, larger planters to be assembled. • Need to order chair and instruments. • Compost from HCT Turf. Plants and turf companies to be contacted when other equipment ordered. • Working party to be assembled when equipment ordered. • Story telling chair: Actions: TM to add dimensions for all chair options, and include price for Rhino Play option. TM to share and put to committee for approval outside of formal committee meeting • Play equipment: Committee reviewed options and propose to purchase three items from Percussion Play (Poppy, Bongos, Chimes). Actions: TM to follow up on discount potential from Percussion Play, then to put proposal to AP for feedback/objections before ordering. TM to follow up with AP re putting to Parish Council support for funding 	TM
<u>Play Equipment:</u>	

<ul style="list-style-type: none"> • AP has chosen a company for the installation. • New quote received for Phase 1 of the project. • AT has reviewed financial projections and confirmed affordability for KS2 equipment. • GT has sent the quote to AN and asked about the next steps for purchasing. • Awaiting response from AN –needs half a term to arrange payment. UPDATE: AP is planning installation for summer holidays and will be booking soon so money will need to be ready. • Pentagon Play have offered date August 20th to 22nd but AN to confirm this date will work with the school team (availability of staff to support installation). AN and AP to finalise installation dates. 	
<u>Financial Update & Allocation of Funds</u> <ul style="list-style-type: none"> • AT presented financial accounts from the past few years for review and discussion. • Discuss the new method of informing the committee about the financial position of the PTFA. Action: AT to pull together Treasurer Report on quarterly basis as minimum. • Action: JR to add financial section to be included on PTFA Committee agenda – 30 minutes. • Action: AT to get options for safe to store money after events pending banking. 	AT JR AT
<u>Upcoming fundraising</u> <ul style="list-style-type: none"> • Rainbow Rush – planning meeting arranged for 1st May. • Freezy Fridays. • Summer Fete. • Sri Lankan night. • School calendar – pre-orders at summer fete. 	
<u>Further Discussion Items</u> <ul style="list-style-type: none"> • Plants for classrooms and corridors (£350): Declined. GT has requested donations instead – action complete. • Plastic Tokens for Tribe Points (£337.22): No formal request received therefore action closed. 	
<u>Next Meeting</u> Date TBC. Action: JR to set up next meeting date	JR