PTFA COMMITTEE MEETING 29th January 2015

**MINUTES**

Present:

Miss Davis, Miss Apicella, Maeve Adams, Sarah Taylor-Murrell, Eve Timba, Hannah Gardner, Kezi Smith, Terri Goodwin

Apologies:

Andy Hooper, Jo Jaloszynski, Ali Fryer, Cathy Winmill, Jacqui Collins, Becky Holmes, Fiona Quaeck, Andrew Parish

Next committee meeting: 19:30 23rd April 2015

| Item no. | Key points | Action | Who | When by |
| --- | --- | --- | --- | --- |
| 1. Previous minutes
 | Agreed |  |  |  |
| 1. Christmas Bazaar feedback
 | Discussed what went well and what could be improved on for next time. Main points of agreement:* 3-5pm Friday
* More PTFA stalls
* Cleaning team
* Recruit volunteers by assigning tasks
* Other local events to be shared between Cairo & London class
 |  |  |  |
| 1. Fundraising update & targets
 | Discussed funds raised at xmas bazaar, PTFA account status and fundraising targets: * Agreed to donate funds raised at xmas bazaar towards outdoor play markings and equipment – work on this is starting soon
* When design stage is complete we will be able to communicate tangible targets to parents, e.g. outdoor storage and more play equipment
* Proceeds from the first cake sale will fund an outdoor play panel
 | Transfer £1200 to school accountWrite overview of dates and targets for website & Facebook page Arrange fundraising planning meeting | KeziMaeveMaeve | ImmediatelyEnd MarchComplete |
| 1. PTFA events for 2015
 | Draft event plan was discussed, amended and agreedSummer event:* Weekend
* A staff representative will be present
* Open to Hampton residents and new parents

SWISH* 6th or 7th March
* Other venues may be cheaper than school
* If MTV in building then we won’t have to pay (they have provisionally booked hall on 6th)

QUIZ NIGHT* Thursday 30th April
* Research alternative venue which allows alcohol

RED NOSE DAY* Cake sale (both classes)
* Share proceeds between PTFA & Red Nose Day

CAKE SALES* London and Cairo class responsible for alternate cake sales
 | Write up dates for websiteSet date & venue for SWISHNeed a lead personNeed a lead person | MaeveSchool to liaise with MTV & Claudia | End MarchASAP |
| 1. PTFA terms of reference
 | Discussed need for a simpler form of wording (other than the constitution) for the website | Write draft terms of reference | Maeve | Before next meeting |
| 1. Cairo class representative
 | There is a vacancy for a Cairo class representative since Poppy Sheihk has stepped down | Request nominations on parents’ fb pageGet children to ask parents | EveSchool | Complete |
| 1. AOB
 |  |  |  |  |
| 1. PTFA secretary role
 | Jo Jaloszynski has stepped down from the role of PTFA secretary | Request nominations on parents’ fb page | Eve | Complete  |
| 1. Book sale
 | Aiming to raise at least £400. School will receive 40% off future book purchasesPTFA members agreed to help staff the book sale |  |  |  |
| 1. Comms
 | School is working to streamline communications | Create PTFA section on noticeboard for key dates and calls for action |  |  |