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 account  Write overview of dates and targets for website & Facebook page  Arrange fundraising planning meeting | Kezi  Maeve  Maeve | Immediately  End March  Complete |
| 1. PTFA events for 2015 | Draft event plan was discussed, amended and agreed  Summer 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 website  Set date & venue for SWISH  Need a lead person  Need a lead person | Maeve  School to liaise with MTV & Claudia | End March  ASAP |
| 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 page  Get children to ask parents | Eve  School | 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 purchases  PTFA 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 |  |  |