

St Mary's Hampton CE Primary School, Hampton PTFA
Minutes of the Committee Meeting held
on Thursday, 5 May 2022 at 8.00 p.m.
via Zoom

Present:

Mrs Terri Goodwin	(Chair)
Mrs Hayley Geering	(Deputy Chair)
Mrs Victoria Hale	(Secretary)
Ms Liz Weiss	(Treasurer)
Mrs Louise Aldrich	(Trustee)
Mrs Lucy Murphy	(Trustee)
Mrs Kirsty Urquhart-Davies	(Trustee)

In attendance:

Mrs Jenny McGowan
Mr Brian Hurst
Mrs Ruth McCann

Apologies:

Ms Jo Adams
Mrs Maria Quora
Ms Jo Doherty

Action

1. Introduction

The Chair welcomed all to the meeting.

2. Minutes of the Previous Meeting and Matters Arising

The minutes of the meeting held on Thursday, 24 February 2022 were approved by the Committee.

The matters arising from the previous meeting were noted.

3. Jubilee Tea Party

Planning

The Chair provided an overview of the planning process. She went on to confirm that both the Helter-Skelter slide and ice creams had been ordered. A flyer advertising the event would be circulated in 'book bags' later in the week.

Mrs McCann confirmed that the drawings for the school tea towels would be overseen by the teaching staff, it was noted that the completed tea towels would be available to purchase during the tea party.

It was agreed that Ms Murphy would liaise with the school concerning the Lego that would be available for use on the Lego stall.

LM

Mrs Geering confirmed that she would be running a Father's Day craft stall.

HG

Hampers

The Chair advised that she had approached the headteacher to ascertain if 27 May 2022 would be an appropriate date for a 'break the rules day'. It was hoped that in lieu of 'breaking the rules' each child would bring in an item for their class hamper. The contents of the hampers would be co-ordinated by the Class Representatives and would be entered into the raffle as prizes.

Decorations

The Committee reviewed the decoration schedule, which had been prepared by Ms Murphy. Following due and careful consideration the items detailed within the schedule were approved for purchase, subject to the removal of the balloons and helium. It was agreed that eco friendly flags would be sourced rather than the disposable plastic flags, together with an alternative crown template.

4. Communication with Class Representatives

It was acknowledged that very few Class Representatives attended PTFA meetings, the Committee discussed ways in which they could encourage greater meeting participation.

The Chair reported that Class Representatives had been invited to attend a meeting hosted by the school concerning communications between parents, the school and the PTFA. The meeting had highlighted that Class List was not being used sufficiently by parents as a method of communication. The Chair confirmed that an email had been set up from the PTFA email address to further aid communication on Class List.

It was agreed that a 'job role' would be made available for Class Representatives so that they were aware of their duties. Primarily the role of the Class Representative was to act as a line of communication between the PTFA and parents/teachers.

TG

5. Frequency of the Meetings and Succession Planning

Succession Planning

The importance of succession planning was noted together with the duty that each parent has to share the responsibility of the roles of class representatives and the PTFA.

Future Communications would emphasise that everyone was welcome to attend the meetings.

Frequency of Meetings

It was anticipated that future meetings would last for a duration of one hour and would be held on a six weekly basis.

It was agreed that sub event committee meetings would be established when required.

6. Contingency Fund

It was noted that a contingency fund was required to be held in the PTFA bank account. Ms Weiss confirmed that historically c.£3,000 had been requested per annum by the school for miscellaneous items and that the Charity incurred c.£500 in operating costs per annum.

It was noted confirmation had been received from the school that the maintenance of items funded by the PTFA would not be the responsibility of the PTFA.

Following due and careful consideration it was agreed that £3,000 would be retained in the account as a contingency fund. If the money had not been allocated by September of each year £1,000 would be released for funding. A further discussion would be held towards the end of 2022 to review the funding that had been requested during the year.

7. Any Other Business

Date of next Meeting

It was agreed that the date of the next meeting would be held on Thursday, 23 June 2022.