

St Mary's Hampton CE Primary School, Hampton PTFA
Minutes of the Committee Meeting held
on Thursday, 10 November 2022 at 8.00 p.m.
on Zoom

Present:	Mrs Terri Goodwin Ms Liz Weiss Mrs Lucy Murphy	(Chair – resigned) (Treasurer) (Secretary)
In attendance:	Mrs Hayley Geering Mrs Helen Vernon Mrs Laura Court Mrs Ruth McCann Mrs Victoria Hale Ms Emma Smith Sarah Flood	(Year 2 – class rep) St Mary's Hampton CE Primary School (Reception class rep) (Year 6) (Year 2 & 5) (Year 1 and Year 4) (Year 2)
Apologies:	Mrs Louise Aldrich Jenny McGowan Mrs Emilie Holden	(Trustee) (Year 1 – class rep) (Year 3 – class rep)

Action

1. Introduction

The Chair welcomed all to the meeting online and in person.

2. Minutes of the Previous Meeting and Matters Arising

The minutes of the meeting held on Thursday 22nd September were approved by the Committee.

3. PTFA Composition

- a) To acknowledge the resignation of Terri Goodwin as Chairperson from 21st October 2022 and the scheduling of an EGM on Monday 28th November to reflect this.
- b) Discuss the role of the Chairperson and forward any interested nominations
- c) The nomination of new Trustees.

TG confirmed that she would be meeting Laura Court (LC) offline to discuss standing for the position, but it was too early for her to accept and as such the EGM would need to go ahead at which a chairperson would need to be approved.

TG/LC

The EGM is confirmed for Monday 28th November at 8pm.

The committee noted frustration at lack of engagement in the body and the impact that has on planning and delivering events in the long term.

Helen Vernon (HV) suggested putting together a 'volunteer factsheet' to go to parents at parent's evening next week which would outline the many different ways parents, families and carers can support the school.

This will give a topline overview of Class rep roles, lunch volunteering, library volunteering, PTFA engagement and will have free text space for others to share their skillsets e.g. web development, building, accounting, events assistance and possible in kind donations of time.

The committee agreed this would be helpful and Liz Weiss (LW) will work with HV to put together the copy to be shared early next week

LW/HV

e.g. Class rep, 1 academic year, recommend that there be 2 of you
Role purpose:

- Attend PTFA meeting
- Share communications and reminders within the class
- Be a link with the teachers
- Oversee the purchase of Christmas and end of term gifts

A one-off piece of copy will be put together reflecting the fundraising achievements of the PTFA, highlight key projects/resources that the body has provided the school along with targets for 2023. This will accompany the news of the EGM and the need for volunteers.

LM/TG

LM / TG to put together the newsletter comms for Tuesday

4. Playground Project Update from Helen Vernon including a breakdown of spend.

- Climbing wall is up

- Playground markings challenge – flooring was wetpour rubber so they couldn't burn it on for markings.
- Option to have it painted on – cannot do 'what's the time Mr Fox' so we will have twister.
- Forest area is complete. School funded the digger.
- The curtains have been painted for the stage
- Only outstanding item is the sandpit. Quote for sleepers, bark and weed control all around the willow den and den building so it could be used all round year whilst preserving the field.
- Sandpit job to be added to the volunteering list
- Feedback from users: The kids love it!

HV confirmed that there are no outstanding bills and work to date is paid for.
HV to forward final costings to LW for reconciliation and auditing.

HV

5. **School pantomime funding.**

The PTFA will fund a STEM Christmas show event for the children. The date is booked.
HV will forward on the costings to LW ASAP.

HV

6. **Feedback from school on 'wishlist' items or future projects for potential funding.**

IT project – Amy Berry has met with the ICT provider. Going to do some training for the teachers first and then an idea of kit will be forthcoming. HV to share when available

HV

HV noted that many young people were still feeling the longterm effects of COVID and lockdowns and that they would like to request an investment in the creation of dedicated ELSA resources to create the quiet reflective space. LW confirmed she was happy to back a project like this and would await a plan with costings when it is available. HV to supply.

HV

Regarding the playground work – they one outstanding job is the completion of the sandpit – get a date in the diary to make the whole of that are all year-round play. A date to be suggested by the school for a weekend it can be opened and the date will be circulated for volunteers.

TG confirmed that there is an actual Amazon wishlist for the school and will circulate the details

TG

7. **Fundraising and school activities – planned and proposed.**

Christmas Cards

Ruth McCann (RMCC) confirmed the designs were in, the data was being input and that parents would be emailed individually by the company with links to order.
Links expected w.c. 14.11.

25th November – Wreath Making Night

RMCC will bring prosecco and give away a glass with the ticket price. A donation can be made for a further glass with any profit going to the PTFA. RMCC noted that there would be none on sale. Vicky Hale noted that a license would not be needed. RMCC confirmed that in previous years not much had been drink. Traditionally accompanied by prosecco and mince pies. This session is also led by Ruth McCann and is expected to have a fee of around £25 to attend. 7pm start.
RMCC noted that 14 places had been confirms – 15 is ideal, 20 is the max. The 6 remaining spaces will be shared in the newsletter and classlist.

LW

3rd December - Christmas Tree collection

The annual tree ordering including the donation of one to the school will be on Saturday 3rd December - orders to be in by 23rd November. 4 trees had been ordered to date. The committee agreed that the link might have gone out a bit prematurely before half term when people weren't really in Christmas mode.
TG will not be able to take delivery of the trees as she will not be involved.
LW confirmed she will push in the newsletter but might not be available to be on site on the 3rd for delivery.
The committee asked whether there were any alternative dates available – TG said not.
The link to order through PTA events will be circulated in the newsletter and classlist.

15th December - Make the rules day

Following the successful introduction of these days into the school calendar last academic year it was requested by the committee as to whether some dates could be confirmed with Mr White to hold them again in 2022/23. Mr White (MrW) has confirmed he is happy to offer the days but that the school council will choose the rules and these will be share in the newsletter and on classlist.

LW

LM to reach out to MrW to confirm the rules so these can be shared.

Proposed event – Christmas raffle

LM confirmed that Birdie Bikes have reached out with an offer of 2 balance bikes for Xmas raffle prizes. LM asked the committee whether there was appetite to run an Xmas raffle. The committee agreed to divide the sourcing of additional prizes from local businesses and share updates on Thursday 17th regarding commitments. A decision will be made and tickets will be purchased if agreed by the committee. LC will approach the Jolly Coopers, Dexters, Snellers and Greenacres LM will approach Waitrose, The Beech House and The Bell HG will approach Devenports, Tredinnick & Bower LM will follow up with Birdie Bikes and request one bike or a voucher for use at BB TG will send over an old letter of request for use Decision will be made on the 17th as to whether to proceed

LM

LM LC
HG TG

Bake Sales (1 per half term)

The half-termly bake sales led by each year group to raise money. The class that raises the most money we will a prize to be shared.

The proposed dates are:

7 th October	Year 2 (COMPLETE - £160 raised)
AMENDMENT	
25 th November	Year 1 – Emma Smith will organise
10 th February	Year 3
24 th March	Reception
5 th May	Year 6
9 th June	Year 5
14 th July	Year 4

All donations must be labelled with ingredients. No nuts.

The committee approved the activity, and the details will be shared in the newsletter.

8. Dates of future meetings

- Date for next meeting: EGM Monday 28th November 2022
- Proposed AGM Date Thursday 26 January 2023

TG

9. Any other business

LM happy to redo the blackboard but would need to do it at lunchtime or weekend if this is possible? Time TBC.

LM does not have access to the PTFA email account – LW to share logins

The committee asked TG to provide a bullet point list of her immediate on ongoing jobs in the role and a copy of the constitution.