

# West Hill PTFA

## Minutes

08 November 2019

---

### 1. Present.

- Fiona Hogan (Y4 & Y6) (Chair), Joanna Bromley (R & Y2) (Secretary), Maxine Singleton (Y4), Sarah Quilty (Y1 & Y6), Nicola Davies (R), Natasha Doherty (R, Y3 & Y5), Cheryl Boulton.

### Apologies.

- Nicky Dew (Y2 & Y4) (Treasurer).
- Claire Foster (Y6).

### Notes.

- These actions focus on decisions made and actions agreed.
- Where events require volunteers, as per the minutes, we will have a cut off of 2 weeks before the event. If we do not have sufficient named volunteers at that point, we will cancel the event.

### 2. Minutes of the meeting held on 03 October 2019.

These were agreed to be a correct record, and are now available on the PTFA section of the school website (found via the Parents section). The main PTFA text description on the website requires updating, with edited copies given to members of the group to review.

### 3. Confirmation of any decisions made between meetings:

Cheryl is happy with decisions to be made between meetings, ensuring that decisions and ideas are swiftly fed back to her.

#### • Class Reps

- R Nicola Davies & Joanna Bromley
- Y1 Sarah Quilty
- Y2 Fee Laitinen & Joanna Bromley
- Y3 Amy Healm
- Y4 Sarah Kirwan
- Y5 Craigie Chapas
- Y6 Fiona Hogan

#### • Reading list book funding

The PTFA has agreed to fund the recommended reading lists for each class (to include some audio books) that were given out at parents evening. The teachers appreciate this and the school office are going to look at costings from different suppliers. A volunteer from each class would be useful further down the line to obtain isbn numbers for each book.

#### • Christmas Crackers

The PTFA would like to supply more eco-friendly versions this year for the school Christmas dinner, and some options are being looked at to purchase from a shop, with a view to making them next year.

#### • Christingle Candles

The PTFA have agreed to fund the LED candles. School have now ordered these. To be stored at school for future events, and real candles used for the children to take home after the service. PTFA to cover the 80p charge from next year (currently charged to parents).

### 4. Accounts.

There is currently around 19k in the PTFA account. The ball, including the pickle shack catering, is already covered. £2.2k less due to funding agreements in the last meeting. Miss Kemp has requested funding the cost of two packs of Handy LED torches (£34) and the AA batteries to go in them (£12.60) for use in Class 3. This will support the children's learning in science for the topic of 'Light and Shadows' and

also for artwork with puppets and the children putting on puppet shows, which is agreed to fund. Around 15k remains available.

#### **5. School funding requests/update on agreed expenditure.**

- Y5 would like dictionaries and thesaurus 'replaced' – agreed. Costing tbc.
- Chrome books (in time to replace the computer suite) would be around 7.2k for a class set, trolley and required wi-fi update.
- A suggestion was made to replace/extend the outside field play equipment. A couple of parents names were discussed as potential contacts and will be approached for ideas/quotes.

#### **6. Fundraising update:**

- **Cake Sale – 16<sup>th</sup> October** – Over £300 was raised (R and Y6). Those classes to be given £100 each and remainder to PTFA funds. Future sales will be split per class, with up to £100 of money raised, to spend as the students decide, remainder to PTFA funds. Nicola will create a poster to explain cake sales & share the dates.

##### **Future cake sale dates -**

- Y5 – Tuesday 17<sup>th</sup> December 2019 (any leftovers to be sold at the carols the following day).
- Y4 – Thursday 13<sup>th</sup> February 2020 (valentines theme)
- Y3 – Thursday 26<sup>th</sup> March 2020 (Easter theme)
- Y2 – Thursday 21<sup>st</sup> May 2020
- Y1 – Thursday 16<sup>th</sup> July 2020.

#### **7. Future events:**

- **Ball – 9<sup>th</sup> November**  
The winter ball is being held tomorrow. Organisation in hand. A few tickets remain available.
- **Children In Need – 11-15<sup>th</sup> November**  
Labelled house buckets are at school. To be put out each morning by the house captains and Y6 students the remainder of the week, Fiona to list this on the Y6 Whatsapp group. Nicola has offered to count the collection mid-week to encourage competition. A cash counter (for change under 50p) is in the PTFA cupboard.
- **Film Night – 6<sup>th</sup> December**  
Another event is on at the RBL on 6<sup>th</sup> December, therefore a proposed film date to be released of Friday 17<sup>th</sup> January 2020. Toy Story 4 suggested. 5.15 start. Sarah to book RBL. Cheryl will attend 15 minutes towards the end of the film, which has previously kept the calm before parents collect.
- **Pre School Christmas Bazaar/Fete (8<sup>th</sup> December)**  
Volunteers to be requested via Whatsapp groups. Currently offers to man chocolate tombola from Cheryl, Michaela Chown, Sarah, Maxine, Claire Ritchie. Suggested 1hour each.
- **Tea towels**  
These have arrived. To also be sold at the Pre-School Christmas Fete.

#### **8. Potential fundraising ideas.**

- The group agreed to the suggestion of a PTFA logo, so that it is recognised in news and on letterheads. This could be created via a 'create logo' competition put within book bags.

#### **Date of the next meeting:**

*To be confirmed.*