



***Ashton Hayes Primary School PTFA***  
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## **PTFA Meeting Minutes**

<b>Date / time:</b>	Wednesday September 17 2014 7.30pm - 8.30pm
<b>Location:</b>	School
<b>Objectives:</b>	Summarise PTFA year and discuss upcoming events
<b>Present:</b>	Ruth Mason (chair), Matt Hover, Jennifer Creek, Beth Carter, Nicola Whitelock-Wainwright, Luke and Rebecca Runciman, Mary Jefferson, Stuart Mackie, Viv Couche, Nikki Partington, Kerry Hemmings, Rachel Colson, Sally Whelan, Liz Moulton (minutes), Caroline and Darren Harrison, Kate Querelle, Jo McGrady
<b>Apologies:</b>	Vanessa Cuthbert, Lisa Cleaver, Bev Taylor, Lisa Jones

### **Agenda:**

1. Welcome / Apologies/Members list circulated
2. Minutes of last meeting
3. Forthcoming dog show
4. Chairperson's report
5. Treasurer's report
6. Election of chair, deputy, secretary, treasurer
7. Assign class reps
8. Forthcoming autumn events
9. Date for next meeting
10. AOB

### **Points of discussion:**

#### **1. Welcome**

- Welcome/introductions – circulation of members list.
- Apologies from Vanessa Cuthbert, Lisa Cleaver, Bev Taylor, Lisa Jones.

#### **2. Minutes from last meeting**

- Reviewed and approved

### **3. Dog show**

- Nikki Partington provided background information on the upcoming dog show.
- There will be 18 trade stalls, raffle, crafts and refreshments.
- Set up for event from 2pm on Sat September 27. Nikki P requested more help to man stalls and clean up.
- Raffle tickets already gone out via book bags.
- MH agreed to request for school gazebos. Bev T to be asked to provide personal gazebos.

**ACTION: Ruth to confirm with Bev T to use gazebos.**

### **4. Chairperson's report**

- RM revealed that more than £5,300 was raised by the PTFA last year.
- RM said the money was used to buy 12 new lap tops, an iPad mini for each class, 'My Maths', £400 worth of new books for the library, a new ruck sack for each new reception starter and a calculator for each Year 6 leaver.
- MH said a 'massive' thanks to the PTFA for their efforts. He said the school now has 26 lap tops, although we could do with another six.
- RM said the highlights of the year were the two Xmas fairs – the Xmas shopping eve and Xmas Fair raised £1,507.87p in total.
- RM said the quiz night/auction was a new, fun event which raised almost £1,000. The Hey Day summer fair was also a big event which raised £1,600.
- RM presented overview of the coming year, including upcoming dates, events and PTFA meetings.
- RM said any money raised this year would be spent in consultation with the school council. MH said he wanted to push more investigative science, so new science equipment and new PA system would be gratefully received.
- RM said a huge thank you to the PTFA 'core' for their work over the past 12 months. She also thanked all those who helped organise and run events, with special thanks to Sally W and Viv C for taking role of secretary.
- RM also thanked Rachel C, who is stepping down after four years as treasurer and presented her with a bunch of flowers.

### **5. Treasurer's report**

- Rachel C presented this year's financial report.
- End balance last year (Sept 2013) was £3,609 and start balance this year (Sept 2014) is £2,529.
- Money spent included £3,500 on laptops, £903 on iPads and £272.93 on book bags and leaver's gifts
- RC to add full report to minutes as appendix

## 6. Elections

- Ruth M proposed and seconded as chair
- Lisa C proposed and seconded as deputy chair
- Liz Hull and Viv Couche proposed and seconded as joint secretaries
- Amanda Davies proposed and seconded as treasurer

## 7. Assign class reps

- Mary Jefferson and Kate Querell to represent Kestrel class
- Nicola Whitelock-Wainwright to represent Owl class
- Beth Carter to work on parent rep for Sparrow hawk class
- Lisa Jones provisionally nominated for Peregrine class
- Kerry Hemmings to represent Buzzard class

**ACTION: Beth C to talk to parents in Sparrow hawk  
Ruth M to check with Lisa Jones for Peregrine class**

## 8. Forthcoming events

- RM outlined forthcoming events:
- Dog show
- Macmillan coffee event
- Harvest festival for school to be held at church at 10.30am on Mon 6 October
- Halloween disco – Lisa C has food hygiene qualification and can serve food. Sarah T and Ruth M to do basic food hygiene course imminently.
- Film Night – first trial of film night on Friday Nov 14. Keep food simple – popcorn and drinks for kids, wine for adults. Parents to stay with children, pay per child or possibly family ticket. MH to check with Christleton School on how to get film (digital copy/licence)
- Christmas Fair – outside stall holders in hall and mulled wine, classrooms for kids' activities
- Christmas cards – chance to buy from school
- Christmas Appeal – Kerry H to lead 'Faces of Ward 84' - donations and gifts to make Xmas special for parents forced to stay in hospital with their children over Xmas. Sally W to find out date for 'giving tree' – church Save the Family appeal. Need to make sure timed right so request for both gifts does not go out at the same time.

**ACTION: Sally W to find out date for 'giving tree.'**

## 9. Date for next meeting

- Wednesday October 8 2014 - to organise Halloween disco and film night.

## 10. AOB

(meeting closed)

**Summary of Action Items**

<b>What</b>	<b>Who</b>
<p>ACTION: Ruth to confirm with Bev T to use gazebos</p> <p>ACTION: Beth C to talk to parents in Sparrow hawk for a rep</p>	<p>Ruth</p> <p>Beth C</p>
<p>ACTION: Ruth M to check with Lisa Jones for Peregrine class</p>	<p>Ruth</p>
<p>ACTION: Sally W to find out date for 'giving tree.</p>	<p>Sally W</p>