

Minutes from Hawes School Parents, Teachers and Friends Association meeting.

7:30pm 23rd April 2018 at the Fountain Hotel.

Present: Jane Barrett, Jemma Hogg, Emma Guy, Joanne Fothergill, Lindsay Whaley, Anna Fagg, Fiona Magill, Carol Hall, Louise Cloughton.

Apologies: Helen Pollard, Diane Sunter, Steph Bland, Sandra Bell.

1. Last Meetings Minutes

Minutes were unanimously agreed. It was decided that when these minutes are sent out there shall be a timeframe in which to put forward any amendments and if this has elapsed it will be taken that the minutes are agreed and they can be published through School.

Action points from last minutes still to be actioned:

1.1 JH to contact the Upper Wensleydale Newsletter and request that the PTFA put in a thankyou to businesses that contributed to the Christmas Fair and inform them of what was raised. Also to inform the community that PTFA came first in the Tesco bags Scheme and have a £4,000 grant for computers.

1.2 JH to print and laminate prices for various items for the Hopper's Sale. 3 sheets for outside and 3 for the food area.

Prices agreed as:

Hot drinks –	50p
Squash -	20p
Cake/tray -	£1
Buns -	50p
Bacon butty -	£2
Sandwiches -	£1.50
Sausage rolls -	£1
Quiche -	£1.50
Scones -	£1

1.3 JH to promote Hopper's sale via Facebook and request volunteers for food donations and help on the day – **JH ACTIONED NOW**

1.4 JH to request a notice be put in the school newsletter regarding hopper's sale requesting volunteers – **JH ACTIONED NOW**

1.5 JH to ask Angus at the Fountain about the possibility of hosting a Pie and Pea night and to get associated costs – **ACTIONED** – Please see update in 'Any Other Business' at the end of these minutes.

2. Finance Report

2.1 As of the 5th April there is;

£5,362.88 in the main account

£1,000.99 in the savings account

2.2 We had 98 subscribers to the 100 club at £10 per subscription.

£480 has been allocated for prizes to be drawn out each half term and £500 raised for the PTFA.

2.3 Funding raised since the last meeting:

£169.95 from the School disco

£84.00 from Bags2School – JB has since received the cheque for this

2.4 Regarding Bags2School JB said that out of the 150 bags ordered only 30 came back (along with 10 binbags) and queried why it had not had the success of previous times. It was discussed that it wasn't that people don't agree with the scheme but that the timing of it (straight after the holidays) could have been better to give PTFA chance to remind parents about the scheme in the School newsletter. Also lots of other charities/churches also run similar initiatives now.

JB queried if we should do another one and it was unanimously agreed that we should. Next time we shall also put a message in the UWNL regarding the scheme so that everyone from the area also has the opportunity to donate clothing and raise money.

It was decided that we do it in either in October before the half term or mid November and that it be published in the UWNL the month before.

2.5 School Wish list update – since the last meeting we have received two requests for funding for an external company to visit the School. As the wish list allowed for 3 visits for upto the value of £900 in total these requests have been accepted. The first was for 'ZooLab' which the whole school benefited from at a cost of £499. The second is for a Puppet Theatre which will be held at The Nash and cost £235. We are awaiting invoices for both of these.

There is still upto £800 left for transport costs so that each class can benefit. FM stated that teacher's need to know how much of the cost will be met by the PTFA before booking a trip. JB clarified that as there is £800 in the pot a request of £200 per class would be acceptable and to go ahead and book it as the wishlist costs have already been agreed.

There is also £300 allocated for a visiting author/musician that hasn't been claimed and ~£166 left in the pot for a third external visit

The £300 that was allocated on the wishlist for playground signs is no longer going to be used for that. Hannah Vasey confirmed via email that they were not desperate for this and for these funds to be spent elsewhere. JB stated that when the wishlist was drawn up nothing was allocated to the running cost of the PTFA. By freeing up this additional £300 we can cover these costs without dipping into the savings. Hopefully by YE we will be in a position where we know exact cost of each request on the wish list not yet actioned and what funds the PTFA have raised for this year and therefore will know what is available for next year.

Running costs of the PTFA includes items such as PTFA membership fee, photocopying charges, RDC licence fee.

3. Tesco Bags of Help

JB has taken ownership of claiming the £4000 grant money from Tesco. JB has already submitted the claim form and we will find out within 20 days if the cash will be released or if they require further information. We will receive 75% of the money at the beginning and then are required to provide a report and evidence to claim the final 25%. We will be allocated a Grants Officer who will help with the process. We will be required to provide receipts, a report on how we used the Grant along with Photos of the children using the equipment. Questions to ask the Grant officer include:

- Do the School place the order for the computers?
- As the Grant was for 10 computers, if we find a great deal on the equipment are we only allowed 10 computers or can we use left over grant money to buy more equipment?

PTFA would like to thank Louise Alder who did the original work to be involved in the Bags of Help Scheme and Jane Barratt for her work in claiming the money won.

4. Easter Bunny Outfit

It was unanimously decided that PTFA should purchase a bunny costume for next Easter. Carol Hall has already volunteered to wear it.

It was discussed how disappointed the children were that there was no Easter bunny or Easter Egg hunt. JB said that it will be put on the agenda for January 2019 to discuss what we will do.

CH suggested that we go back to what we have done in previous years

It was agreed that instead of a Crème egg that the children will get a bunny lolly as not all children like Crème Eggs and also they can be quite messy

CH said that you can get a decent Bunny costume on EBAY for ~£45

ACTION POINT – Lindsay Whaley to purchase costume – **ALREADY ACTIONED AND BEING STORED AT SCHOOL.**

5. Hopper's Sale – Saturday 12th May

We still haven't received many forms back with offers of food donations or help on the day. FM said that she will be available to help on the day. JF said that sometimes it is the case that someone stands in the playground at pick up time asking parents to help.

ACTION POINT – JH to make a spreadsheet with one hour slots and upto 3 helper columns and publish on Facebook – **ALREADY ACTIONED**

ACTION POINT – JH to print off A3 spreadsheet to be put up at the school to drum up volunteers

JH has also published on facebook a list of required food items for people to volunteer to donate for the sale which has had good success. JH will continue to push on Facebook for both offers of food and help on the day. JB will be bringing the float on the day and will take the money away at the end of the day.

ACTION POINT – JH to ask Dawn to put both spreadsheets in with the newsletter to drum up more volunteers.

6. School Disco – Friday 18th May

This date is also the Race for Life day and the Day before the Royal wedding. As such it was suggested that we do not run the disco as the children will be too exhausted

Unanimously Agreed

7. Beetle Drive – Friday 15th June

ACTION POINT – Louise Cloughton to liaise with Diane to find out how to run it as Diane has done was previously.

It was also agreed that we should do a raffle alongside the Beetle Drive.

Possible location put forward was in the School Hall – permission from the School will need to be sought.

Start time was agreed to be 6:30pm

ACTION POINT – Anna Fagg to look back at what we previously charged for the beetle drive

It was also agreed that we could do a 'bring and share' supper with the Drive

ACTION POINT – JH to put in the School newsletter about the Drive and also to ask for donations for the raffle.

8. Family Fun Night – Friday 13th July

This would be the night before the Gala therefore we would need to either change the date or cancel the event for this year. It was unanimously agreed that due to conflicts in the calendar the Family fun night would be cancelled this year but scheduled to be discussed to run one next year.

9. Date of next meeting

The next meeting will have to take place before the 15th June so that the Beetle Drive can be organised more fully.

The next meeting is agreed to be 21st May at the School at 7:30pm

10. Any Other Business

JB mentioned that there will be a new child starting at the School later this term and that her Father has already expressed interest in becoming an active member of the PTFA. He has a lot of experience at his current PTFA and has organised some very effective events to raise money.

Since the meeting JH has made contact with him and he is now in the PTFA group on facebook and also on the email list. He will be attending the next meeting in May.

Pie and Pea night at the Fountain – Angus and Mandy are happy to host the Pie and Pea night. A quiz will also be on and donations of prizes will be needed. There will be a children's quiz as well (possibly Disney themed). The date for the supper is Friday 2nd November. It was decided that this should be scheduled to be discussed more fully at a meeting in September and will be put on the agenda for then.

Fiona Magill passed on Hannah Vasey's apologies for not being able to attend the meeting due to timing issues and has asked if minutes can be emailed directly to Hannah. On behalf of all the School Fiona thanked the PTFA for their efforts in securing the money for computers through the Tesco Bags of Help Scheme.

Meeting concluded at 8:45 pm

Following the meeting Carol Hall mentioned that the date for the Pie and Pea Supper falls in Half term so we may need to look at other dates to ensure we get maximum interest in the event. This item will be put on the agenda for the next meeting.