

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

5th February 2018 at The Fountain Hotel

Present: Helen Pollard, Jane Barrett, Jemma Hogg, Carol Hall, Anna Fagg, Fiona Magill, Stephanie Bland, Lindsay Whaley, Katie Iveson, Louise Cloughton.

Apologies: Sandra Bell, Joanne Fothergill, Nicola Heseltine, Emma Guy, Diane Sunter, Di Burton, Jackie Smith, Hannah Vasey.

1. Last Meetings minutes

Approving minutes protocol – It was decided that once the minutes were completed they would be sent to all who attended the meeting for approval. Once this was attained an abridged version shall be sent to the school for inclusion in the newsletter and that the full version of the minutes shall be sent to Hannah Vasey and will be uploaded onto the school website.

2. Christmas Fair update and finance report

£1,966.90 was raised after expenses.

It was agreed this was a great achievement given there was only 6 weeks to organise the event.

Last year £819 was raised with a raffle and £1,678 raised on the day.

This year £1,067 was raised with a raffle and the rest was raised on the day.

Last year there were 10-12 stalls each paying £10 to attend.

It was noted that people also stayed longer when there were trade stalls also there.

The classroom areas were very busy but the hall was quiet – considered spreading out the popular stands so that there is a better flow of people throughout the school.

This Christmas fair we will be inviting trade stall to try and attract other people to the fair and also allow local traders to sell at the event such as Raydale Preserves, The Sweet shop and Body shop.

It was agreed that trade stalls who wish to attend will pay £10 per stall and also donate a raffle prize.

ACTION POINT – contact Upper Wensleydale Newsletter and request PTFA can put a thank you to businesses that contributed from the local community and inform them of what was raised.

Financial Summary

As of 5th January there was £4,531.43 in the current account and £1,049 in saving account.

Since then £40 has come out due to a mix up with PTFA membership fees.

We have an outstanding sweetshop fee of ~£100 from the sweetshop for the Santa sweets.

The wishlist from the school came to £3,300 and we have only given out one payment of £685 for the KS2 Residential trip. None of the other items on the wish list have been requested yet.

There was the addition of £105.45 to cover Pantomime snacks.

If all the wish list is applied for then all the money in the bank will be used along with £300 of the savings.

The wishlist items were as follows.

£800 - transport for each class to have one trip

£1000 - KS2 residential

£900 - 3 visits by an external company

£300 - visiting author/musician

£300 - Signs for the playground.

ACTION POINT – JH to email Hannah Vasey to see what the school still wish for us to commit too as if not all requests are still needed then the School would be able to put in additional requests. **ACTIONED and CHASED UP – still waiting to hear from Miss Vasey**

ACTION POINT – once JH has heard back from Hannah Vasey then we can reconcile the accounts to see what funding we have for additional projects

There is also Easter eggs which need to be purchased for all children so this should be considered.

It was discussed whether it is better to use a wish list format or for the school to put in requests on an ad hoc basis.

JB suggested that a wish list would be of benefit then we will know what we are committed to for each school year.

It was also agreed that if the school knew what sort of budget they could call on they could plan trips better.

It was also noted that some money should be kept in reserve for an ad hoc call off of funds should a special event come up in the year that is relevant to the children's learning but unforeseen in September.

Fiona Magill confirmed that the Teacher's would be behind this and also a more transparent view of how much they could request for a trip/school visit.

This year the PTFA has so far raised;

£175.35 - October Disco

£357.95 - Silver smarties

£1,966.90 - Christmas Fair

Totalling £2,500.20

It was agreed to keep the savings account of £1,000 as a back up. JB has contacted O'Reilly accountants and they have confirmed that PTFA is permitted under Charity Commission rules to hold reasonable reserve funds to cover things such as a shortfall in expected fund raising, unexpected costs and to prevent the PTFA getting into financial difficulties.

3. Disco 9th February

5 volunteers so far – Jane Barrett, Steph Bland, Anna Fagg, Joanne Fothergill and Fiona Magill. Louise Cloughton also volunteered to help.

Steph Bland to handle refreshments and cater for ~ 40 hotdogs.

Equipment from Dalesplay is already sorted.

Disco to run from 6:30 – 8pm

Alison will arrive at 5pm and will need 2 people to set up and 2 to pack away.

Steph Bland, Jane Barratt and Fiona Magill agreed to set up and Anna Fagg, Steph Bland and Fiona Magill will help pack away – perhaps with the help of Paul Kerr.

Fiona Magill will take responsibility of front door and Anna Fagg will be toilet bouncer.

Louise Cloughton can help on refreshments or Hall Clean up.

£2.50 to get in and under 5s must be accompanied by an adult.

ACTION POINT – JH to make laminated price list for refreshments. **ACTIONED**

Hot Dogs - £1

Crisps - 50p

Sweets – 20p

Juice – Free

Plenty of cups etc already attained.

£50 float needed for the door and refreshments.

It was agreed to arrange a gift to give Alison Wade for her continued support with the disco.

ACTION POINT – Stephanie Bland to purchase 2 cds ~£30 to gift Alison **ACTIONED**

4. Hopper's Sale – 12th May

Emma Guy is happy to be present for most of the day but not 'on the counter' the whole time.

ACTION POINT get a form out to all parents in March requesting time to cover the counter on the day or to donate food to the event – perhaps a checklist of different foods that they would be willing to make for the sale. Anna Fagg to send the form previously used to Jemma Hogg to distribute to all parents.

2-3 people will be needed to serve at all times especially at busy time – breakfast and lunch.

ACTION POINT – JH to make laminated sheet with prices for different items

- JH to put in the Newsletter and promote on Facebook

5. 100 Club

£150 raised to date – more promoting on facebook.

It was Decided to extend the subscription time to the 23rd February and the 1st draw to be the 26th February.

Notice of the extension to go in the Newsletter and request that Dawn send out an email in the first week back from half term to remind parents

A minimum of £500 (50 subscriptions) required for it to be viable

UPDATE – we have 98 subscribers and the first draw occurred on the 26th February

6. Additional fund raising ideas

- Pie and Pea night
- Beetle Drive/Domino Drive at Gayle Institute
- May Half term disco

It was discussed that we also do a family fun night – a bring and share evening with games and face painting. Always very popular and helps parents socialize with each other and the School

A potential date of date of Friday 13th July was proposed.

A potential date of June 15th was proposed for a beetle drive

ACTION POINTS

JH to email Hannah Vasey regarding Family Fun Night

JH to ask Angus McCarthy for cost involved in putting on a pie and pea/ buffet event to raise money

JB to enquire into Bags for School dates **ACTIONED – bags arriving on 20th March and collection will be 20th April.**
JH has informed Dawn so that it is included in the newsletter

7. Chairman's Position

Helen Pollard confirmed that she stepped in because there was mutterings that the PTFA would disband without a chairman.

Helen said she is happy to continue in the role acting in the periphery with the other members taking the lead on action points.

All attendees are happy for Helen to stay in the Chairman's position

8. AOB

Need to pencil in a date for the Christmas fair at the next meeting

Next meeting scheduled for 23rd April at 7:30pm