

# Minutes for Woodcote Primary PFTA meeting Thursday 21<sup>st</sup> November 2013

7:00 pm Venue:- School Pavillion

Minutes taken by Nicola Fordyce-Browne

Minutes opened at 7pm and finished at 8.45pm

Committee Members Present: Julie Urquhart (JU), Nick Fordyce-Browne (NFB), Claire Clark (CC), Allison MacKenzie (AM), Claire Baldock (CB)

Open Meeting attendees: Tim Rome (TR)

Apologies: Catherine Harper (CH), Maria Degenis (MD), Jackie Brown (JB)

No.	Agenda Item	Outcome / comments	Action
1	Apologies for absence / welcome to all	Discussion re JB's role on the PTFA due to her low profile so far. TR assured Committee that Governors are made aware of the importance of this role and said would follow this up.	TR
2	Agree Minutes from previous meeting	Agreed	
3	Resignation of Chairman	Discussion resulted in JU remaining as Chair until Feb AGM. JU will continue with current commitments regarding Xmas activities but all Chair communication must be directed to NFB.	ALL
3	Christmas Fair	(see after AOB)	
4	High School joint PTFA	Andrea from WHS PTA would like to meet and discuss future joint ventures. CB confirmed recent agreement of EA Board re WHS shopping event and sending flier by email. Discussion concluded happy to meet and discuss events which may be suitable/ benefit both school s/PTFAs. AM to contact.	AM
5	Playground Spending	<p>CB noted Facebook group discussion re path widening. TR confirmed any builder may quote for this job. Current quote £10k. Any works would not be carried out until Easter (before Summer when Pod roofs are being replaced). NFB to contact a parent who has a builder willing to quote. CC suggested mesh as a short-term solution as previous spending discussions suggested long-term spending plan.</p> <p>Discussed PTFA funds paying for path widening over books/play equipment etc.</p> <p>TR confirmed KS1 playframe requires repairs (quote £2k) but could be done by any builder / possibly caretakers (time permitting).</p> <p>JU has also had a request for changing facilities for male/female pupils PE lessons.</p> <p>Discussed JU's web link for Learning Through Landscapes (LTL). Agreed a £500 budget to have drawn up a five year plan for the school grounds to include themed, imaginative, interesting areas. Fund to be gained via events, grants etc. TR to register with LTL.</p>	<p>NFB</p> <p>JU</p> <p>TR</p>

6	December events cover	<p>Discussed lack of volunteer response and the possibility of cancelling the Shopping Day. Decided to send email out to request volunteers and decide pending response. CB will send out. <i>Update since meeting: Now ok for Shopping Day.</i></p> <p>NFB to check times of current volunteers. All to look out for other helpers/photographer. Volunteers for all activities still required bar 3 x-mas performances (3<sup>rd</sup> both times, 10<sup>th</sup> 2pm)</p>	<p>CB</p> <p>NFB</p> <p>ALL</p>
7	X'mas tree collection	<p>Woodcote Green no longer offering a Tree. NFB to call Crossways and request a buy one get one free. <i>Update since Meeting: Tree Wise Men will donate a tree. Will follow up and also collect trees for the 2<sup>nd</sup>.</i></p>	NFB
8	Yr 6 leavers book – extra cost	<p>Jackie Lane organizing but has negotiated with Leaver Book Company to do all compilation and therefore price £750 rather than the usual £500. Decided to cover this rather than charge parents to cover the extra but next year to see if a parent can do the work as has been done previously.</p>	JU
11	AOB	None	
<p>Christmas points for discussion <u>Items relating to the school:</u></p> <ul style="list-style-type: none"> <li>• SLT sign in</li> <li>• Grotto location/lights</li> <li>• PA system hall for Choir and Raffle</li> <li>• How do we play music? Mr Regan</li> <li>• Megaphone</li> <li>• PAT testing of lights etc (Date)</li> <li>• Cleaners Sunday (booked?)</li> <li>• Elf Costumes (Mrs Hamlyn?)</li> <li>• Does school have spare lights /decs?</li> <li>• Access Friday evening (times) and Sat am</li> <li>• External flood lights</li> </ul>		<p>Agreed any SLT staff should sign-in when arriving at the Fair.</p> <p>CB confirmed no off switch but Charlie to de-fuse light for Grotto use.</p> <p>NFB spoke to Kevin Regan who will test PA system and if not provide one for stage use. Choir happy to meet at stage in KS2 hall.</p> <p>CD players may be brought in (post PAT testing), some classes have music playing facilities/via laptops.</p> <p>TR confirmed has one and will find it.</p> <p>JU confirmed Charlie happy to do but sooner rather than later. Items may be brought to Delivery Room marked clearly PTFA</p> <p>JU booked.</p> <p><b>CC to discuss with Miss Smallwood/Mrs Hamlin</b> <i>Update: Above unable to help at Fair, CC to speak to Mrs Burgeney to see if can call for help being sent out.</i></p> <p>Possibly, will know after decorations go up on the 2<sup>nd</sup>. We can have left-overs.</p> <p>Friday from 5-9pm. Sat from 8am. Agree with Charlie.</p> <p>Have lights in Container but need to be hung up.</p>	TR

<ul style="list-style-type: none"> <li>• Risk assessment</li> <li>• Staple gun?</li> </ul>	<p>TR to agree and add chip controls for kitchen.</p> <p>JU has</p>	<p>TR</p>
<p><u>Urgent:</u></p> <ul style="list-style-type: none"> <li>• Santa volunteers</li> <li>• Photographer</li> </ul>	<p>NFB to confirm times of current 2, need more. Decide to go have one Grotto. JU to see if too late to cancel 2<sup>nd</sup> suit.</p> <p><i>Update: only one definite Santa, call out to be emailed with Bottle Donation reminder</i></p> <p>Need Santa's/photographer. Discussed possibly using a WHS photo student but NFB feels must be someone with some professional /working with children experience. Agreed if none could be found then no photos would be taken.</p>	<p>NFB/ JU</p> <p>ALL</p>
<ul style="list-style-type: none"> <li>• Frank Evans donation/purchase</li> <li>• External stalls</li> <li>• Lidl chocs?</li> <li>• Buy alternative Santa gifts</li> <li>• Banner update</li> </ul>	<p>Requires contact ideally prior to event to organize Raffle prize etc.</p> <p>6 confirmed so far. MD to provide list and AM/NFB to try to confirm more.</p> <p>In container, AM to collect and sort for Hampers/prizes</p> <p>AM to purchase 200 chocs/bags</p> <p>JU says cannot find banner. NFB will try and look soon.</p> <p><i>Update: Banner found and being updated for front of school</i></p>	<p>JU</p> <p>NFB</p> <p>AM</p> <p>AM</p> <p>NFB</p>
<p><u>Next week:</u></p> <ul style="list-style-type: none"> <li>• Flyer distribution</li> <li>• CR5 and Purley Pages promo</li> <li>• Signage</li> <li>• Mulled wine</li> </ul>	<p>NFB will email Flier to CB for distribution by email leaving 35 for non-email families. Some at Office for parents to collect /distribute. <i>Update: Has been emailed</i></p> <p>NFB emailed for publications 1<sup>st</sup> December.</p> <p>Laminate fliers for lamp posts /school fence. Deliver for shop windows etc in Coulsdon, local area.</p> <p>To speak to Debbie Scola</p>	<p>NFB</p> <p>AM/ NFB/ JU</p> <p>JU</p>
<p><b>GENERAL TO DO LIST:</b></p>	<ul style="list-style-type: none"> <li>• <b>CONFIRM ATTENDANCE/TIMES AVAIL FOR FAIR/PREP</b></li> <li>• Push on stall volunteers</li> <li>• Push on raffle donations</li> <li>• Request grotto decorations</li> </ul> <p><u>Week Before Fair</u></p> <ul style="list-style-type: none"> <li>• Helpers for set up</li> <li>• Purchase any stock</li> <li>• Print any documents (timing sheets, menu etc)</li> <li>• Banner up</li> <li>• Grotto decs</li> </ul>	<p>ALL</p> <p>AM</p> <p>JU AM</p>

Date of next PFTA meeting:-  
Hartley Down

Christmas Fair Planning Meeting 28<sup>th</sup> November 2013 at 8pm, 11