

## Minutes for Woodcote Primary PFTA meeting Thursday 19th September 2013

7:00 pm Venue:- School Pavillion

Minutes taken by Catherine Harper

Meeting opened at 7:00 pm and finished at 8:20 pm

Committee Members Present: Julie Urqhart (JU), Nick Fordyce-Brown (NFB), Claire Clark (CC),  
Catherine Harper (CH)

Open Meeting attendees: Claire Baldock (CB), Allison Mackenzie (AM), Lauren Green (LG)

Apologies: Duncan Mann (DM), Maria Degenis (MD), Tim Rome (TR)

No.	Agenda Item	Outcome / comments
1	Apologies for absence / welcome to all	JU advised DM has stood down from the committee. We welcomed AM who has agreed to join the committee.
2	Agree Minutes from previous meeting	
3	Financial update	CC walked through draft accounts. These will be independently reviewed prior to being finalised.
4	Communication with school	Committee members and subcommittee leaders are now able to communicate with CB directly using her dedicated email address.
5	Christmas Fair – Sat 7 Dec	Discussed format and agreed time 1-4pm. Will use more inside space this year and move rides to lower KS2 playground from car park. AM agreed to lead (project manage), separate meeting to be held to discuss in detail (AM to organise).
6	Working together	Discussed with require additional helpers to “take charge” of events. NFB to send out communication asking for “leaders” for events inc. Teddy Bears Picnic.
7	Dates & Events	<ul style="list-style-type: none"><li>• Agreed to move disco to 13/2/14</li><li>• Christmas shopping day to go ahead as planned.</li><li>• CH to organise refreshments for X'mas performances.</li><li>• Quiz night to go ahead. JU to check with Dave Smith re dates. CH to check with Sandy Burrell re catering.</li><li>• CH to organise purchasing of class X'mas presents.</li><li>• Easter egg hunt to be cancelled, with a token prize to be given to each pupil who enters the bonnet or egg decorating contest. Major prizes still to be awarded as usual.</li><li>• Mother's Day &amp; Father's Day presents to go ahead.</li><li>• Teddy Bears picnic, Mother's &amp; Father's Day &amp; Easter egg hunt all require a “lead”. Carry forward to next meeting.</li></ul>

8	Funding requests	<ul style="list-style-type: none"> <li>• Mathletics. Agreed not to go ahead as annual cost is prohibitive.</li> <li>• Other suggestions include: shade shelter for KS1 playground, auditorium, science presentations, hi vis vests for students for school trips.</li> <li>• CB to discuss with TR and also come back to committee with other ideas from school.</li> </ul>
11	AOB	Discussed handmade bears from Flavia – agreed to use

Date of next PFTA meeting:- **21<sup>st</sup> November 2013**