

Barnfields Primary School
Parents Teachers and Friends Association
Registered Charity No. 1033054

COMMITTEE MEETING

13th December 2018 at 1:45pm

1. Welcome and members present

Vickie Murphy, Pauline Heath, Sally Hibbert, Mayu Reynolds, Graham Ball, Stella Denniss, Hannah Chadwick. SH welcomed everyone to the meeting.

2. Apologies were received from Jo Cooper-Rowley.

3. Approval of minutes of the last meeting

The minutes of the last meeting were approved and signed off by the Vice-Chair. Any matters arising were covered by this agenda.

4. Christmas Events

4.1 Christmas Cards (VM) we used a new company this year and had no problems. Much less work was involved for us with online ordering/payments. VM has given feedback to the company that mugs with the child's design would be really popular. Profit was £355.

4.2 Christmas Shop (VM) Once again the children loved coming to the Christmas Shop. The increase of budget to £6/child meant that a better range of gifts could be provided for children to buy. VM will look out for male gifts around Father's Day. Approx 1,200 gifts were bought. Profit was £1,164.

4.3 Christmas Fayre (SH)

- The Fayre went very well on the night, and all the staff support was really appreciated.
- Queuing wasn't too much of an issue. Profit to date is £2,939, which is 43% better than last Christmas fayre. In addition, the PTFA is expecting a significant sum of match funding from two employers.
- The layout worked really well this year so will be largely the same next year. Set up notes need filing in the PTFA cabinet in the Deputy Head's office.
- The Christmas Cracker tombola was really popular with 420 crackers counted on the stall this year, which is almost double the number of jam jars received at the last fayre.
- The Grotto layout and location worked really well this year, with lots of positive comments about the set-up. 100 tickets were sold. GB said that 2 tickets were refunded due to complaints about the length of time it took to see Santa, however this is a problem that we see regularly but have little way to change. The vast majority of visitors to the grotto were very happy.
- Raffle ticket sales raised £704. Ways to boost sales need thinking about.

5. GDPR (SH)

The PTFA is following the principle's of GDPR but we still need our own privacy notice on the school website. We can adapt the school's documents to fit our own purpose. **GB to email the school's notice/GDPR policy to HC. SH/HC to go through.**

PTFA doesn't need a specific Data Protection Officer as we're such a small charity. GB told the meeting that school recently had a full GDPR audit. We can raise any questions that we have about GDPR with GB. GB said that we need to check that external suppliers have their own appropriate privacy notice.

6. AGM

6.1 Agenda The AGM will be held on **23rd January at 7pm** at school. **JCR and SH will put the Agenda together.**

6.2 Recruitment of new committee members Stuart Smith has been approached about becoming 'External Funding Co-ordinator' and will apply for supermarket funding schemes etc. The role will be able to be carried out from home. We really need to see more new faces at meetings so that people can shadow committee members from time to time and potentially take on roles so that the existing committee can step down. **SD will speak to friends in Early Years and PH will chat to parents too.**

6.3 Simplification of Committee Roles Committee roles can feel really daunting and are very time-intensive around events. School has offered to help by sharing Risk Assessments where appropriate and other documents as identified.

7. Headteacher's Wishlist

7.1 Mayu updated the 2018/19 funding priorities and spend forecast spreadsheet. GB added that the first £1,000 has been spent on the reading scheme for Reception and Y1. The supplier gave a significant discount which will hopefully be applied to future orders too.

7.2 Laptop/IT equipment purchase: GB is constantly chasing Entrust to progress this. School is currently funding the repair of the existing Surface Pros.

7.3 Forest School investment has been deferred as the Forest School teacher is currently covering maternity leave for a teaching post.

8. 2019 Events

Parents will be asked what event's they would like to see held by the PTFA and what they might be able to support. Suggestions at the meeting included a circus, fireworks and a Pimms & Prosecco tent at the summer fayre. **HC to put a survey together in the new year.**

9. Date of next meeting: **23rd January 2019 at 7:30pm IMMEDIATELY FOLLOWING THE AGM**

The meeting closed at 3pm