

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

**COMMITTEE MEETING**

**23<sup>rd</sup> January 2019 at 8pm**

**1. Welcome and members present**

Sally Hibbert, Fiona Ryan, Graham Ball, Mayu Reynolds, Vickie Murphy, Lesley Potts, Pauline Heath, Emma Heywood, Hannah Chadwick.

**2. Apologies** no apologies were received.

**3. Approval of minutes of the last meeting**

The minutes of the last meeting were approved and signed off by the Chair. There were no matters arising.

**4. Headteacher update**

**4.1 Funding Priorities**

- Mayu circulated a handout outlining priorities and spend forecasts as at 20-01-2019.
- Mr Ball has finally received an estimate from Entrust for new laptops. Mr Law is checking that the proposed equipment would be compatible with school's system. PTFA is contributing £4,000 towards 16 new laptops. School is funding the repair of the existing Surface Pros.
- It was agreed to defer Forest School items as the Forest School site is not yet prepared and the trained member of staff is currently covering maternity leave in a classroom. Mr Ball added that he hoped the old containers would be removed by half term.
- Mayu informed Mr Ball that PTFA had not yet been invoiced for the Reception reading books. School is almost ready to order the second batch of books. Mrs Heath reported that the books had been really well received. Mr Ball said that due to the size of the original order, the school qualifies for 1 year's free access to the books online. Mr Ball to investigate invoice and whether online access is just for school or families too.
- Mr Ball added that it was so useful to have the PTFA funding to use in his budget planning. Sally thanked Mayu for introducing this format to the accounts.

**4.2 GDPR**

Sally confirmed that she is in the process of drafting a Privacy Policy for the PTFA. This will be available on the school website. Being a charity, the PTFA doesn't need its own GDPR officer and cannot access school's system as it is part of a Multi Academy Trust. However, school will support us where it can. **Mr Ball to send school's privacy notice and GDPR policy to [pfa@barnfields.staffs.sch.uk](mailto:pfa@barnfields.staffs.sch.uk).**

**5. Finance**

Mayu circulated a fundraising and spend summary as at 20-01-2019. The PTFA currently has £12,928 in the bank. Mayu asked that parents be thanked for their fundraising support again, which has enabled the purchase of new library books and the Reception reading scheme. Fiona asked if books that have been funded by the PTFA could be stamped to show that. Mr Ball agreed to the books being stamped. **Fiona to research a bookplate stamp. Hannah to thank parents for fundraising in next PTFA news.**

**5.1 Cash Collection update** Mayu will continue discussions with Dave Stocking regarding PTFA using school's courier service.

**5.2 Easy fundraising** Donations via Easy fundraising continue to come in, this should be promoted whenever possible.

**5.3 Christmas Fayre finance debrief** Mayu circulated a detailed profit and loss analysis of the Christmas Fayre which will really help in planning stalls at future fayres. She is also working on 3-year trends for stall profits.

## 6. 2019 Events

The following events were agreed:

**Bag2School (26<sup>th</sup> February and 6<sup>th</sup> June):** this could be run as a joint venture with the School Council in conjunction with the PTFA. Mayu has all the information ready to hand over to School Council. These events need sharing across the local community including Wildwood Church, the Co-op and Pharmacy and on the NextDoor platform. **Mr Ball to inform School Council.**

**Silver Trail (DATE TBC):** **Vickie to advise on planning.**

**Summer Fayre (28<sup>th</sup> June):** a planning committee will start to meet soon. Mr Ball said that he would support staff incentives to encourage more support of PTFA events, and to encourage staff to stay to help clear up after major events such as the Summer and Christmas fayres.

Dates need to be put on the school calendar and send to Mr Murday for entry on the school website.

The following events were discussed:

**Race Night:** Mr Ball's old school held these events and were really successful. **Sally to research.**

**Colour Run/Sponsored Obstacle Course:** Sally suggested this as a new event at the start of the next school year to welcome families back after the summer. It could be held on a Saturday morning. **Sally to research.**

**Refreshments at Sports Day:** Mr Ball suggested that PTFA could provide bacon sandwiches and teas/coffees etc on sports day before the children come out on to the field. Everyone agreed that this would be a good fundraising opportunity. **Discuss in detail at next meeting.**

**Christmas Fayre (DATE TBC)**

## 7. Any Other Business

PTFA notes, agendas etc should be added to the school website. **Hannah to send documents to Mr Murday.**

PTFA committee members need to be publicised through school. It was suggested that School Council or a team of school reporters' interview PTFA members. **Hannah to liaise with Mr Ball and also ask if there is somewhere that the PTFA could have a small noticeboard in the main reception area.**

Hannah confirmed that all PTFA communication is now done via the school newsletter and the school email service. The PTFA email is only used for contacting committee members and volunteers around events. No contact details are stored on this account.

## 8. Date of next meetings:

**Wednesday 6<sup>th</sup> March 7pm**

**Wednesday 22<sup>nd</sup> May 7pm**

**Friday 5<sup>th</sup> July 1pm**