

B-A-WB PTFA Agendas and Meeting minutes

21 January 2020 - Minutes

Apologies: Kate Hodgson, Katherine Wood, Nicola McCreadie, Kate Bell, Fran Cartwright, Mel Cooper, Allison Calvert, Paula Scott, Inese Groszne, Helen Dinsdale

Attending: Beth Daley, Steve Bowen, Karen Raven, Deb Wood, Matthew Scrafton, Liz Tooley, Helen Dalton, Rob Stokes

1. Thank you to outgoing committee.
 - a. Huge thanks to outgoing committee for fantastic work and handover. We hope to build on their success.
2. Confirm names of new committee - to be made official at AGM..
 - a. Steve Bowen chair
 - b. Karen Raven vice chair
 - c. Deb Wood treasurer
 - d. Beth Daley secretary
 - e. Liz Tooley vice secretary
 - f. Helen Dinsdale - vice treasurer
3. Input on the new/updated constitution - to be adopted at AGM.
 - a. This constitution uses the following resources as a base - Askrigg PTFA old constitution plus Parentkind model constitution plus West Witton pre-school old constitution.
 - b. Action: Point 5.1.a Karen to find out how many families and how many teaching and non-teaching staff so that we know how many members we have and therefore how many constitutes a quorum.
 - c. Action: Beth Point 7.9 change to 8% or 8 members, whichever is the greater, for a quorum.
 - d. Suggestion change AGM 2021 to end summer or early September to coincide with financial year - this does not need adding to the constitution as it is already in line with it.
 - e. Action: Beth Correct numbering 11.1.1 should be 11.3
 - f. Action: Beth Send out with the school newsletter prior to the AGM so people can read it.
4. Funding - what kind of activities/resources should the PTFA fund?
 - a. Cross-federation benefit.
 - b. Enrichment opportunities, extra resources, to broaden pupils' outlook and experiences e.g. day trips, theatre, play equipment, sports kit, storyteller/speaker that school wouldn't normally fund.
 - c. Also, things that contribute to the enjoyment and mental wellbeing of the children, e.g. gardening tools.
 - d. Maintenance/building work is not appropriate for PTFA to fund.

- e. It would be nice to allow the children to have some input into the decision process, perhaps through the school council.
- f. Action: Beth to add this to section 3 of the constitution.

5. Events - a look at 2020 so far

- a. Feb/March - can we organise something e.g. curry night at Wheatsheaf.
Action: Helen Dalton to speak to the Wheatsheaf.
- b. New idea - World Book Day - Thursday 5 March. Children bring a blanket, teddy bear, pyjamas, a teacher reads a story and they have hot chocolate. Early evening. Entry possibly £2. Sell tickets.
Action: Steve to look into this.
- c. West Burton May Fair - 25 May. Last year this was for West Burton school funds. From 2020, this will be a PTFA event. Note, it clashes with Askrigg Sports.
- d. Raffle - summer - draw this at the summer fair if it goes ahead - see below. Usually put a notice in newsletter for quality food products to make 3-4 hampers. Could ask local businesses for prizes. Or ask people to donate unused lottery scratchcards and create a bouquet of lottery scratchcards?
- e. Some sort of summer activity would be nice - bearing in mind not to confuse with the leavers' fair (water slide, bbq, treasure stall, kids' games in Askrigg). Could we run a summer fair or some kind of summer event day on a weekend, perhaps not in Askrigg so it doesn't confuse with leavers' fair? Could use Dales Events equipment, e.g. outdoor film or silent disco.
Action: Helen Dalton to ask Dales Events.
Action: Steve - Put forward ideas for dates at the AGM.
- f. KS2 summer play - teas etc? Add a raffle.
- g. Halloween Party - potentially try a different venue. Liz suggests Falls Coffee Shop.
- h. Christmas Fair - keep this at Askrigg - Saturday 21st November. Askrigg cost about £32 or £42. Petrina has already got people signed up for stalls. Excellent community engagement in Askrigg.
- i. Christmas play - teas/mince pies

Plus...

- Carperby concerts - profits of one concert donated as the organiser borrows stage
- Easy fundraising - online shopping - could publicise more as it's really an easy fundraiser! Could we alert local business networking forums?
- Sponsored bunting - Charlotte Reilly has organised this. Topic for discussion at AGM - would anyone like to take this on?
- Easter egg decorating - Charlotte Reilly organises this. Prizes from Thorntons, one for each keystage and a parent one. Need someone neutral to judge. Would anyone like to take this on? Topic for discussion at AGM.

6. Meetings - how often should we have meetings? What days and times suit?

- a. Minimum required by constitution is one per term.

- b. Suggestion - one per half term.
 - c. Look at calendar and come up with dates in relation to events
 - d. Rotate days of the week to allow more people to attend.
 - e. 7pm is too early. 7:30 might be better.
 - f. Promote that meetings should be 60-90 mins only.
7. AGM - set date for AGM, at which the new committee and constitution will be adopted.
- a. Wednesday 8pm 12th February at The Falls Coffee Shop. This will be very short. Followed by normal committee meeting. (Committee accepts advance apologies from Matthew Scrafton.)
 - b. Action: Beth Encourage people to come with poster.
8. Set date for next meeting
- a. Wednesday 12 Feb following AGM
9. AOB - Action: Steve to put a calendar together of events and meetings. And to share with school.
10. There's a PTFA page on school website -
Action: Karen to update and add link to easy fundraising - after AGM.
11. There's a PTFA noticeboard at Askrigg. Is there at the other schools too?
12. Action: Committee members to organise to meet with Eleanor/Maxine to find out about plans for this year and remind school that funding requests need to be in time for meetings.
13. Fundraising requests will only be discussed and voted on at meetings, not on Facebook.
14. New Facebook page is required to ensure that members of the Facebook page are current members of the PTFA.
Action: Steve to look into. And mention at AGM.

Meeting closed 8:05pm

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