



Clyst St. Mary Primary School PTFA Meeting 25th Jan 2011 - MINUTES

Item	Notes and Actions	Completed / further action needed
Present	Martin Coats (Co-chair) Sam Chandler (Secretary) Gill Clavey Cathy Jermay Louise Herbert (Head Teacher) Ellie Wilkinson (dep. Head teacher) Julie Rogers Emma Ford Mike Vandeburgt Claire Ward Nigel Blacker (Treasurer) Helen Muscutt David Stevenson Sally Stevenson Trupti Desai	
Apologies	Michelle Jackson, , Caroline Davidson, Gill Hutchings (Co-chair), Katie Harrison, Nicola Blacker, Tracy Gristy, Clare Werry, Becky Roach	
Review previous minutes	Agreed correct Independent auditor request Sam outstanding what is PTFA? Class reps – email addresses obtained and minutes sent out ASAP Tobies bench	Matt Roach to audit PTFA account – Nigel to contact and arrange Sent out letter to new parents and on Fri Flyer for all and in PTFA notice board Louise to follow up Tobies bench mend
Website update	Sam has liaised with Darren re website updating achieve this via a website action box. Darren kindly agreed to continue with his current service but if a major overhaul required he may charge a fee. The Treasurer' Report when updated each time will be sent to Darren for adding to the website in order to increase people's awareness of funds raised and what is then bought/spent for the school Access to Merlin <-> PTFA	ACTION : Chairman's report and committee thank Darren for his continued support and services Treasurer to liaise with Darren Ellie to check access and liaise as necessary

Autumn Disco	Date agreed 20 th Oct 2011	Helen to liaise with the disco provider to confirm the date (as booking in advance reduces cost)
Valentines Disco	Date confirmed 18 th Feb 2011 Volunteers needed (see separate list attached)	Sam to organise, put out volunteer list
Canc event - Barn Dance 2010	Barn Dance cancelled due to lack of attendance <ul style="list-style-type: none"> Costs incurred to PTFA limited by kind nature of the band Red Shed not charging for their cancelled booking and the limited costs incurred from the Topsham Hall booking - thankyou 	The PTFA wish to thank everyone for their efforts and organisation that had been put in place prior to the cancellation, especially Katie
Wreath Making	Organiser and presenter – Gill Clavey All agreed a success – PTFA thank Gill for her event. Agreed that the event should be considered again for this year Possibility of another event involving Gill – Mother’s Day Event after school for the children to make gift	ACTION Discuss at next meeting potential date Claire W to ask and discuss feasibility with Gill
Xmas Raffle / xmas wrapping service	- thanks for all volunteers hard work - both events went well and will be considered again for this year	
Treasurers Report	Nigel presented year-end report for Aug 2010, similar to previous year. Summer fete still a huge fund raiser as is the sponsored walk General overview of what is spent annually and as one offs Conclusion: all in order, giving treasurer receipts directly worked well and there was only one item very obviously bought – centre parcs voucher that needs a receipt. To continue with this practice. Current balance at end Aug £6,000 with only small amounts spent since	ACTION: <ul style="list-style-type: none"> receipts directly to treasurer Matt Roach to audit PTFA account Inc communication by informing parents of monies raised more quickly after each event and of items purchased. Put full treasurer report on website as it is updated
Chairman’s Report	Martin thanked all volunteers for their hardwork and commitment over the year He also thanked the school – very specifically Elena, Ellie and Louise for their time, resource and commitment Martin also expressed his pleasure at the increased support the PTFA has had over the last year with lots more people volunteering; this includes old members returning as well as new people joining	ACTION: Martin to put copy on to the website ACTION: Ellie to personally thank Elena on PTFA behalf
Other events for 2011	Xmas Bazaar – always popular with pupils – PTFA to consider supporting this event – to be further discussed at next meeting	ACTION: Martin to ask Debbie Parnell if she would consider consulting/ helping to organised this with her previous knowledge and experience of this event

	<p>Quiz night - 18th March 2011 -? location</p> <p>Musical Express Evening – 30th March 2011 - Raffle</p> <p>Sponsored walk - ?date</p> <p>Grounds Day - ?date</p> <p>Sports Day- ?date</p> <p>Summer Fete – 26th June, 12- 1500hrs</p>	<p>ACTION: Julie R, Helen M, Sally S to organise event liaising with school or village hall for location and quiz master.</p> <p>ACTION: Emma F Helen M, Julie R to organise</p> <p>ACTION: Mrs Mandy Rose will organise from a school perspective e.g booking football field</p> <p>ACTION: Louise organises – need date</p> <p>ACTION: to include race order for refreshment volunteers so they do not miss their childrens races</p> <p>ACTION: Chair and Treasurer to lead event needs further discussion</p>
AGM	<p>Committee Members Current- Chair (co): Martin Coats and Gill Hutchings Treasurer : Nigel Blacker Secretary : Samantha Chandler</p> <p>NEW- Treasurer: David Stevenson Secretary(co): Trupti Desai and Gill Clavey</p> <p>(thankyou very much for taking these roles to ensure the continued success of the PTFA)</p> <p>Planned increase in PTFA membership in order to increase number of people able to manage events/support each other e.g disco etc</p> <p>- Step down to committee member:</p> <p>Samantha chandler Martin Coats (when able to relinquish Chairman role) Nigel recommended his wife Nicola Blacker</p> <p>- Other committee members:</p> <p>Michael Van de Burgt Claire Ward Cathy Jermay Louise Herbert (Head Teacher) Ellie Wilkinson (dep. Head teacher) Julie Rogers Emma Ford Helen Muscutt Sally Stevenson Katie Harrison</p>	<p>ACTION: Entire committee wish to relinquish these specific roles although wish to continue supporting the PTFA in the future</p> <p>ACTION: Martin to inform PTFA Association of step down roles and replacements and new members</p> <p>Louise expressed her thanks for the presence of the PTFA as the funds raised are a valuable resource provider and that the children love the events supported by the PTFA e.g discos etc</p>

AOB	EGM to appoint a new Chairman for PTFA	
Next Meeting – EGM (Emergency General Meeting) 15 th Feb 2011 – 1930 -2030 at CSM School		