

**PTFA**  
**Notes of the Meeting**  
**1 May 2018**

**Attendees:** Phryne Tonge, Nikki Able, Karina Balado, Amanda Parker, Wendy Tunsall, Sandra Sargent, Jane Ireland-Carson

**Apologies for absence:** Dianne Hawkins, Sarah Machin

**Minutes of the Last Meeting:** Change author visits to £450 approved.

**Meeting notification:**

A concern was raised by email from one member that she had not been contacted. The present meeting was advertised in the three previous Uffculme Bulletin's and on facebook to reach as many parents as possible. Agreed that there is a need to review all current procedures and processes.

**Action:** Karina to start review by reviewing the current objects and procedures set out in current constitution. There is a need to clarify the roles of Trustee and Committee roles. All to review at the next meeting. Future formal communication procedures would be established once the constitutional review had been finalised and processes communicated to all parents on the email / contact list.

**Action:** Nikki to check with Alan if he is to be a signatory to the cheques as Lorraine taking a smaller role at the school,

**Meeting Minutes: Action:** Secretary (JIC) to send minutes to Chair (Phryne) within 5 days to amend/approve and to send back to JIC within two days. JIC then to circulate to Committee members and to Hannah (School Secretary) to publish on the website for information for all parents. JIC to circulate agenda to committee members and Hannah a week before the meeting.

**Second Hand Uniform**

- **Action:** JIC to send request for uniform for the PTFA to sell at the next Craft Fayre to Hannah to go into the bulletin. - sent
- Year 6 Induction Evening on 3rd July. - Have uniform for sale. Phryne and Karina available to man the stall.

**Treasurer's Report**

- Any funds that are not claimed within the school year cannot be carried over into the following school year without having first agreed with the PTFA.
- Funding request forms to be approved and signed off at the meetings. Copies of all funding forms to be sent to Treasurer (Wendy) so that she knows of all commitments and Secretary, Chair and School representative. School finance department will then invoice PTFA immediately.
- Current funds are £7,321.
- Gifts to school this academic year were £6757
- **Action:** Wendy to email Treasurer's report to JA to go out with the minutes.
- Craft Fair cheques given to WT/photocopies kept on Craft Fair File

- **Action:** Internet banking forms to be followed up by Wendy – submitted to the bank in October 2017 – Wendy to reprocess if required, including checking signatory requirements – Lorraine or change to Alan

#### **Funding requests:**

- Request £600 from English Department to set up a new book/film club where students read the book and then watch the film. PTFA would like to see take up of the club. Agreed to donate sufficient money for two sets of books in the first instance. The idea is for the books to be lent rather than given. Books to be marked that they will belong to Uffculme School.
- **Agreed to fund £300 in the first instance**
- Acknowledgement of Funding: Acknowledgment to go on the PTFA page on the website.

#### **Christmas Craft Fayre**

- 24 bookings confirmed to date.
- Do we want to allow stallholders to set up on Friday evening? Would request a gold coin donation. For discussion at next meeting.
- Phyrne has started to draft 'How to Manual'.
- **Action:** Phyrne to circulate draft Manual on 6 May for each person to draft their section below. Each to send their draft section to Phyrne by 1 June prior to the next meeting.
- Admin - Phyrne
- Advertising - ask Sarah. Karina has a list of places that take posters.
- Catering - Amanda and Wendy
- Tombola and Raffle - Sandra. Nikki to do SLT section.
- Music and Entertainment - Karina
- Staffing and communications - Nikki
- School stalls/Book stall/Secondhand books and games/Kiddies Craft - Nikki
- Finance Section - Wendy

**Date of next meeting:** Tuesday 19 June 2018 at 6.30pm at Uffculme School.

**Action:** JIC to advise Hannah.

Next meeting to include funding requests and any other events.