

MINUTES of the meeting of the PTFA Association of Springwood High School held on Wednesday 1st November 2017 at 7.10pm.

PRESENT (those who signed in):	<u>Parents</u> Angie Kirkham – Chair Hayley Webb – Vice Chair Louise Paffett – Treasurer Sam Cullen - Asst Treasurer Jenine Samways - Secretary	<u>Parents</u> Karen King Jemma Engledow	<u>Teachers</u> Andy Johnson Alun Bliss
APOLOGIES:	Julie Woodhouse Sally Beadle, Vicki Boulding		

	ACTION
1. Minutes of the Last Meeting held on 18/07/2017 These had been circulated prior to the meeting via email and were agreed as a true and accurate record.	ALL
2. Treasures Report: Current Funds: General - £2129.54 Ghana - £557.00 Australia - £9,840.21 Kinetic - £3,556.77 Concert - £15,580.32	ALL
3. Updates from previous Meetings: <ul style="list-style-type: none"> • Year 7 Disco - It was mentioned about the discharge of children into the community after the disco. The caretaker highlighted that children were running everywhere after the disco. • A member of staff will HAVE to attend the disco because of access to the SIMS database. • Attending committee members should be informed of any issues medial etc that could affect a child or others • A letter will be sent out informing parents of the collection process and that they will have to sign to allow the committee to discharge their child to walk home alone. • Tickets will be sold via the Little Box office or Eventbrite where there is traceability for pupils and parents 	ALL
3a <ul style="list-style-type: none"> • Expenses – It was suggested that if a member purchase items then if they bring the receipts to the event they can be reimbursed out of the cash tin where there are two independent people who count and sign the receipts to identify the reimbursement and placed in the cash tin for traceability. • A Cash log needs to be completed with every deposit into the shop 	ALL
3b <ul style="list-style-type: none"> • Monies and Bank Deposits – It was agreed that the process will continue with the monies being handed into the school shop to be then passed to the treasurer or vice treasurer to then bank. • Louise felt it was the best way to deal with the cash and she thought it was the best process for her to manage the funds. 	

<p>3c</p> <ul style="list-style-type: none"> Projects and a Wish List – It was put to the committee that there had been mentioned that the school would like us to purchase bins for the field area, hand dryers for the boys toilets and contact had been made for camera's. The committee agreed that the hand dryers are a school maintenance issue. Jenine to send out a form for the photography department to complete and invite a representative to attend our next meeting 	<p>Jen</p>
<p>4.</p> <ul style="list-style-type: none"> PTFA Liability Insurance Renewal – This is automatically renewal with an annual direct debit 	<p>Louise/Jen</p>
<p>5.</p> <p>AOB</p> <p>The School Website</p> <ul style="list-style-type: none"> It does not really help the school. It is very outdated and not updated regularly. It was suggested that there was a page dedicated for year groups with information that is happening around the school and a page for the ptfa with up and coming events, pictures of past events, contact details and for minutes to be uploaded. It was suggested that Angie and Jen go to the PTFA hut where they carry out a stock take of the tuck shop after the school disco Date to be confirmed. <p>Concerts:</p> <ul style="list-style-type: none"> Dates: Chamber concert School 14th November 2017 School ? Teas and coffees as it's a small concert but it's to raise the PTFA profile if prosecco is required a TENS licence will need to be obtained within 10 working days (CONCERT STAFF TEAM PLEASE ADVISE) <p>Autumn Concert 28th November at St Nicks Refreshments required Jenine is away that evening but a TENS license is not required if the team would like to do the prosecco Jenine will confirm that there will be another licence holder on the premises as there is a premises licence in place. VOLUNTEERS NEEDED PLEASE</p> <p>Christmas concert – 14th December St Nicks it was agreed that the same set up as last year Mulled wine will be served enhancing the Christmas cheer. VOLUNTEERS NEEDED PLEASE</p>	<p>ALL</p> <p>Angie /Jen</p> <p>Miss Scott/ Mr Strudwick/ ALL</p> <p>Mr Strudwick/ ALL</p> <p>Mr Strudwick/ALL</p>
<p>7. Date of Next Meeting</p> <p>Tuesday 21th February 2018, 6.30pm.</p> <p>Please email any agenda items to: ptfa@springwoodhighschool.co.uk</p>	
<p>There being no further business, the meeting closed at 8.10pm.</p>	

