

HYDE PARK INFANT SCHOOL
PTFA MEETING
TUESDAY 20 SEPTEMBER 2016

Present: Laura Turner, Nicola Collins, Caroline Rockett, Stephanie Green, Hannah Bell, Marianne Locatori, Sophie Mellor, Gemma Hodgkins, Rachel Crozier, Oliver Cuthell, Rebecca Cusack, Kate Turvey, Jane Lake, Ruth Houghton, Annie Reay

Apologies: Sally Geraghty, Vicky Meacher

	ACTION
2016/17 Dates	
Dates of events and meetings will be issued termly	Laura
Parent Communication	
We are trying to use parent mail for the majority of communication with parents, rather than lots of paper in book bags. We should try and encourage all parents to sign up and all they need to do is give their email address to the office	
Parents can also find out information on the Facebook page – Hyde Park Infants PTFA	
All PFTA news will also be put on the notice board in the playground	
<i>We will create a Google Docs drive to share and store documents. Sophie to set up and invite appropriate committee members to have access/Bec to upload logo for use on documents.</i>	<i>Sophie & Bec</i>
<i>It was agreed that new templates need to be created for newsletters and letters, as the logos on the current ones have been 'cut and pasted' too many times.</i>	
<i>It was agreed that we need to make more use of the PTFA section of the school website. Ideally all PTFA events will be listed on the calendar and we will upload PFTA newsletters and letters about events so that parents can download and print if required (it was also noted that we should have access to remove documents once events have passed to avoid any confusion). Laura to speak to school about how we might have access to amend and upload content on the PTFA section of the school website.</i>	<i>Laura</i>
FINANCE & GOVERNANCE	
Current funds balance is £6,491.09	
The PTFA activity is eligible for match funding from businesses who run this scheme. Currently we get match funding from Santander. The PFTA have a list of businesses who operate this match funding scheme and will send a list out in the book bags soon so that parents can nominate the PTFA events for match funding if they work in any of these organisations.	Laura – to arrange list for book bags
Plymouth City Council have capped funding that the school receives so the PTFA funds the 'extras' that the school couldn't otherwise afford. For example the PTFA have funded £100 per class for extra classroom resources in the past and will usually 'top up' the cost of school trips and cover the cost of helpers for these trips.	
Mrs Hill will suggest a list of items that the school require that could be funded by the PTFA.	
Any suggestions about how the funds could be used to support the children in school are very welcome.	

Mrs Hill is arranging First Aid Training and it was agreed that a number of PTFA members should receive this training. If you would like to take part in the training please forward your name to Jane.	All
<i>The new Constitution is agreed and needs to be emailed to all new committee members.</i>	<i>Laura</i>
<i>It was suggested, for logistical reasons, that we look to change our bank provider to a local based branch or an account that can be accessed in Post Offices. The basic requirements for the account are that it is charity account, easily accessible via a local branch/PO and we can access online services. Sophie will research what is available.</i>	<i>Sophie</i>
EVENTS	
Dates for the autumn term events and PTFA meetings were confirmed: PTFA meeting – Wed 19 Oct Children’s disco – Fri 21 Oct Wine & Wisdom – Fri 11 Nov PTFA meeting – Thu 17 Nov Christmas Fayre – Fri 25 Nov Bag to school – w/c 5 Dec PTFA meeting – Thu 8 Dec	
Disco – Friday 21 October	
Roald Dahl theme confirmed. DJ has been booked.	
We need help to sell tickets on Mon 17 and Tue 18 October. We cannot sell tickets after this date and it is really important all parents are aware of this. It is necessary to be very strict about this as the preparation that is required to ensure the safety of the children during the disco needs to be done in advance. It was confirmed that Explorers Den have been made aware that they need to ensure any children in their care are signed in appropriately.	Anyone who can sell tickets to let Laura know
Volunteers required for the disco – anyone who can help, however limited their time or small their contribution, please let Laura know. Every little helps!	Anyone who can help at the disco to let Laura know
Rebecca will design a poster to promote the disco	Rebecca
We will provide drinks for the children during the disco but no snacks. This will save us £70.	
Wine and Wisdom – Friday 11 November	
Always good fun and everyone is welcome. You can come as a team or on your own and join a team on the night. BYO. We will invite the teachers to come.	Laura to invite teachers
Christmas Fayre – Friday 25 November	
Date set so as not to clash with Juniors or Toad Hall fayres. This is the PTFA’s biggest fundraiser and we always need lots of help. Even the smallest bit of help makes a big difference.	
Bags to School – w/c 5 December	
A good way to clear out before Christmas! Laura to check it has been booked in.	Laura
Year 2 Movie Night – Friday 13 January	
At our December meeting we will need to think about the arrangements for the Y2 movie	

night as information will need to go out to parents about this before the Christmas holidays	
The PTFA have an allotment on Peverell Park Road. It has been neglected for some time but a team of parents have been working on it over the summer to clear it. The idea is that the children can follow the progress and use the produce in their learning. The plot will need continuous work from now on and so please volunteer if you think you can help. Suggestion is during the winter months we will turn over the plot with a rotivator and cover. Next Spring we can redesign and re build the beds.	Let Jane know if you can volunteer to help
There is a small area of 'scrub' land at the back of the school next to the Orchard playground. Mrs Rose is keen to make a garden area for bug hunting. It will need to be cleared of all debris and litter and so the PTFA are going to arrange a litter picking event.	Laura /Mrs Rose
OTHER FUNDRAISING	
Tote bags are available at the school office for £2. They will also be sold at all events	
Mrs Hill has provided (and washed!) all good quality uniform that was unnamed in lost property from last year. Much of this is in very good condition. There are also some brand new shorts and Tshirts left over from when the school sold uniform. The PTFA will arrange to sell this uniform to raise funds. Laura to make a list of what is available	Laura to make list
Ruth has put together an application to The Big Lottery for funding from their 'Celebrate Through the Big Lottery' programme. It is for a suggested large scale adult social event that will bring together the Infants, Juniors and Toad Hall.	
It was agreed that producing a calendar with drawings from every child will be a good fundraiser for Christmas. Mrs Hill is happy for us to do it but, in order to turn it round in time to sell at the Christmas Fayre, the children will need to start doing their drawings soon. Sophie agreed to start thinking about how to make this happen.	Sophie
Christmas Fayre any offer of raffle prizes would be gratefully received.	All
Next Meeting to Be held 19 th October, 90 Trelawney Road 7.30/8pm start	Annie Reay