

**Shute Primary PTFA**  
**Minutes of AGM meeting: 28.01.20**  
**held at Flix, Colyton**  
**Minutes taken by Kate Williams**

**Present:** Gemma Benson (chair person); Kate Henley (treasurer); Kate Williams (joint-secretary); Gilly Clark (teaching staff, parent); Louise Winward (teaching staff); Vicky Joy (parent); Ros Wilson (teaching staff); Lizzie Parr; Holly Billington; Hayley Jones

**Apologies:** Patrick Germscheid (headteacher); Emma Sweetland (joint-secretary); Lynsey Dowell; Nic Brake; Flora Cruft; Sarah Langrish; Tracey Sutton; Bev Anderson.

**1) Introduction and comments by chair Gemma Benson:** Gemma has agreed to stay on as chair as long as other parents come forward to help run events.

**2) Agreement of minutes of last meeting:** Agreed

**3) Actions arising from last meeting:** None

**4) Roles and members**

- Roles to stay as they are: Gemma Benson - chair; Kate Henley - treasurer; Kate Williams - joint-secretary; Emma Sweetland - joint-secretary, although taking a less active role for the foreseeable future.
- Other parents must be encouraged to think of ideas and to carry them out themselves or organise a small group to run the event so that it does not fall to the three/four committee members constantly, which was too much pressure last year.
- Gemma has asked people to please to use the PTFA email address - ptfashute@gmail.com - for information and ideas or in person at meetings, rather than 'catching us when we are at school' as this is not very conducive.
- Emma S will continue to run 100 Club, which needs a push on Parentmail and Facebook with Bacs details to Gilly at g.clark@shuteprimary.org.uk. Kate W will organise the Parentmail.
- Wes has volunteered for to create any posters, leaflets, tickets for events.
- Nic and Louise have volunteered to write letters asking for raffle prizes and donations when required.

**5) Upcoming events and ideas**

- School disco - Vicky Joy and Lynsey Dowell have volunteered to organise this with help from Kate W. A Friday in April possibly, Vicky will ask the people with the disco for a date. Discussed if disco should be for Shute pupils only or open up across the federation. Across the federation was agreed, to be held at Kilmington Village Hall (cost £16). Gemma is going to contact Kilmington Primary regarding hiring the hall to see if they get it for free. Entry will be £2 per child (this was questioned if it can be paid for via ParentPay) and there will be a tuck shop, glow sticks and possibly glitter tattoos to purchase. Teas and coffees sold for any parents wanting to stay). Key stage 1 first for one hour, followed by key stage 2 for the next hour. The

number/ratio of adults/adults DBS checked needs to be confirmed (**Gilly** and **Gemma**). **Wes** will create tickets to be sold. More adults may be required as volunteers. Vicky is asking

- Movie Night - **Gilly, Louise** and **Ros** to organise for Friday, February 28th. Key stage 1 and 2 separately (in classrooms). Choice of two films put to children's vote and announced a week in advance so parents know an end/pick-up time (approx 4.45-5pm). Cost £3.50 per child to include popcorn and cup of squash. Children can bring pyjamas to school to change into for the film.
- Mother's Day cards - **Gemma** will organise. Similar to the Christmas cards idea.
- Spring Bingo - **Co-ordinator volunteer needed to organise** - near Easter, possibly before the break, Friday, March 20th? Cost £5 for book of six games. £1 per dabber or bring your own. Eyes down 4pm, hot dogs 3.30pm-4pm, drinks. Teaching staff (**Gilly, Louise, Ros**) to cook sausages in the afternoon at school. **Nic** and **Louise** to ask for donations to make winning hampers and Tesco for rolls, sauces, gluten-free and vegetarian sausages. **Gemma** has asked Complete Meats to donate plain sausages. **Gilly** and **Kate W** to serve hot dogs. **Kate H** to find out about paying via online banking.
- Quiz night - **Lizzie** says she will speak to the quizmaster (Colyton Primary) and ask if they would like to do it as a joint event. **No one has offered to organise this as yet.**
- Comedy night - **Tom Glover** would like to run a comedy night, jointly with Kilmington Primary at Kimlington Village Hall. ParentPay for each school, they keep their own funds, and split any expenses? **Wes** will get an alcohol licence to serve drinks and create tickets. Ticket pricing to be finalised.
- Jumble sale - **Holly, Ros** and **Louise** have volunteered to run a jumble sale (clothes) in the spring or summer, date to be confirmed. They will organise completely. All items 50p.
- School uniform sale - **Kate H** will organise and run it in the hall.
- Collecting crisp packets for funds - **Vicky** is going to find more details about this.
- Ice lolly sale - selling ice lollies after school in summer term. **No one has offered to organise this as yet.**
- Easy Fundraiser - **Hayley** will find out about this as she thinks we have an account.

#### 6) Treasurer's report

- Closing balance end of January 2020 is £2,391.56
- Winter and spring class monies have been paid. Each class is given £100 every term for materials, cooking ingredients, etc. Squirrels are given £150 as they do more cooking.
- The money so far will go towards the new shaded/sheltered area. Three companies are required to quote for work. **Gemma** is organising.

#### 7) AOB:

- The Grizzly: volunteers needed to be marshals - six volunteers, school earns approximately £400 - March 8th - Parentmail to be sent out. **Gilly** will send this out.
- Digital camera - The case of the missing digital camera which PTFA paid for. **Louise** will ask **Patrick**.

8) **Date of next meeting:** Tuesday, February 4th, 3pm in the school hall.