



BERRY HILL PRIMARY & NURSERY SCHOOL PTFA

Head Teacher: Mr B Trenowden

Deputy Head: Miss S Sargison

PTFA

Chair: Alison Davies

Vice Chair: Carla Oaksford-Smith

Secretary: Sarah Moulton

Treasurer: Rebecca Krieger

Deputy Treasurer: Annette Edwards

Date of Meeting: 14th September 2022

Meeting in person in Mrs Tranters Classroom.

PTFA AGM September 2022.

Attendees

Alison Davies – Chair
Carla Oaksford-Smith – Vice Chair
Rebecca Krieger – Treasurer
Miss S Sargison – Deputy Head
Mrs M Tranter – Teacher Representative
Melissa Rice
Alison Bell
Grant Cotton
David Saint

Apologies

Mr B Trenowden – Head teacher
Mrs L Davis – Teacher Representative
Mrs N Kendall – Teacher Representative
Miss L Smith – Teacher Representative
Sarah Tyers
Natalie Church
Rachel McClean-Carlin
Nadine Liptrott
Wayne Mercer
Sophie Sharp

Welcome and Minutes of Last Meeting

Alison welcomed all to the meeting. Including 4 new members Melissa, Alison B, Grant and David. Along with Miss Sargison who's first meeting it was.

She then went through the apologies followed by announcing some resignations from the committee. These are:

- Mrs Kendall has decided after more than 10 years to step back from the PTFA as we now have new staff representatives, so she feels that now is the right time.
- Annette Edwards has taken the decision to leave her post as deputy treasurer as well as leave the committee altogether.
- Sarah Moulton has also decided to step down from her role as secretary.

Alison then covered the that the first part of the meeting would be our AGM followed by our regular PTFA meeting.

Carla then discussed the minutes of our last AGM from September 2021 and confirmed with all in attendance that they had received a copy of these minutes for reference.

No actions were raised from the previous minutes.

Chairpersons Report

Alison then ran through the chairperson's annual report (a copy of which is attached). Within the report Alison thanked all for supporting us, going through what we have achieved over the past year now that we have been able to begin to run events again covering off some of the fundraisers and the successes of them as well as the donations we have made back to school. The specifics can all be found within the attached report.

Constitution & PTFA Code of Conduct

Carla handed out copies of the updated constitution and the new PTFA Code of Conduct for everyone to read. These were generally accepted by all present however they need to be checked and confirmed with Mr Trenowden before these are adopted. Once checked these will be adopted at our next meeting.

Action:

- Carla to get the new Constitution and the Code of Conduct checked by Mr Trenowden before the next meeting.
- Carla to look into updating the Constitution with the charity commission.

Financial Update 2021-2022

Rebecca updated us on the balance in the account; this currently stands at approximately £7637.00 with a pending donation to school of £3675.00 for the extra 15 iPads. The opening balance for September 2021 was approximately £7946.00 we are no longer holding petty cash as this has been paid into the account. She also ran through the operating expenses as well as donations made to school.

Adoption of Accounts

Once the accounts are circulated (copy attached) any queries can be raised directly to Alison or Bec, however based on the information given in this evening's meeting we all agreed the accounts sounded correct.

Actions:

- Bec to make the accounts available to Alison for circulation.
- Alison to circulate to the committee.

Elections

Alison confirmed we had now reached the election of the main PTFA roles. As discussed earlier it was clear that the role of secretary was now available as Sarah Moulton had decided to step down. We had decided not to appoint another deputy treasurer as we were now using electronic payment methods a lot more.

Alison explained how the elections would work and then asked if anyone wanted to take on the Chairpersons role, she confirmed that she would be happy to continue as Chair this year although she wanted to make it clear that as it is her sons last year at Berry Hill this would be her last year as chair. I said I would like to vote Alison back in as Chair which was seconded by the whole committee.

Alison then asked if anyone wanted to take on the position of Vice Chair, I said I was happy to continue in the role and Alison said she would like to vote me back into the role which was seconded by rest of the committee. We then moved on to the Treasurer which Bec agreed she was happy to continue doing and the committee agreed with this.

We then moved on to fill the Secretary role, Alison asked if anyone present would like to take on a role, no one felt they wanted to do so as this was their first step into the PTFA Alison said she would like to nominate Natalie Church for this role which I seconded, we confirmed that in Natalie's absence this had been discussed with her prior to the meeting.

Chair Alison Davies

Vice Chair Carla Oaksford-Smith

Treasurer Rebecca Krygier

Secretary Natalie Church

Actions:

- Alison to prepare handover of documents for Natalie and to provide memory stick with all the PTFA information she will need for this role.
- Carla to arrange to update the website with the new trustee details.
- Carla to update trustee details with the charity commission.

This concluded the AGM part of the meeting and we moved on to the September meeting.

September 2022 Meeting.

Minutes from May 2022.

We then discussed the minutes from the previous meeting in May. All actions from this meeting had been completed.

Christmas Raffle

I updated the committee on the progress of the Christmas raffle, due to circumstances beyond our control the charitable donation requests to businesses had gone out a lot later than we usually like to send them meaning that we hadn't had the response that we usually would have had at this stage however Alison and I had worked hard on this over the past couple of weeks to canvass 56 businesses and had so far secured 5 prizes and had 3 responses to say unfortunately no donation would be made this time. Il Rosso had said that although they will not donate, they have a function room that we could use free of charge.

Action:

- Alison & Carla to chase up the businesses that have yet to respond to see if we can secure any additional prizes.

Christmas Fair

In line with preparing for the Christmas Raffle Alison and I have been discussing preparations for our Christmas Fair. We discussed our ideas with the committee. We would like to hold the fair on a Sunday this year to hopefully allow more families to attend as well as open the fair up to the community. We also think this may mean that more people are available to help. The proposed date is Sunday 11th December 2022 from 10.30am-2.30pm. This will need to be discussed and confirmed with Mr Trenowden.

Action:

- Carla to discuss proposed date with Mr Trenowden and confirm with committee.

Christmas Artwork

We then moved on to discuss the Christmas artwork project. Alison confirmed we are using Cauliflower cards this year as parents can order directly online and then they pay the commission directly to us, rather than paying through school money and then the PTFA making the order. They still offer a variety of gifts so we will see how it works using this company.

Mrs Maker completed the artwork for years 2-6 in the summer term thankfully. We just have F1, F2 and Yr1 left to complete their artwork.

This will need to be completed and returned to the PTFA by Friday 23rd September. We will then need to prepare the artwork to go out to parents and arrange for them to make their purchases online and return the artwork to school by Wednesday 5th October.

The later they artwork is sent back to Cauliflower Cards the less commission we receive.

The deadlines are tight on this project however we do usually get a good return from it.

Action:

- Alison and Carla to prepare artwork to go out to families.
- Carla to arrange artwork to be given out.

Penny Mile.

Alison then discussed the proposed date for the Penny Mile, she explained that the Penny Mile is where all children bring a bag of pennies into school and with their class lay them out on a tarpaulin in the hall with the aim of the day to be to reach a mile of pennies. Each classes pennies are measured to see who the winner is. It has been 3 years since we were last able to run this event and it is something that the children always enjoy. The proposed date for this event is Tuesday 4th October 2022.

We discussed how the money would be collected and taken to the bank, Mrs Tranter said she would be happy to take the money to the bank for us.

Action:

- Carla to check the date with Mr Trenowden.
- Alison to prepare letter to go out to parents.

Bonfire Disco.

Alison then said the next event that we have planned for this year is the Bonfire Discos these will be held for years 1-6 with another event later in the year to be held for F1 & F2 probably a magic show. We discussed the proposed date, which is Wednesday 2nd November, starting at 4pm running until 7.30pm. We discussed the possibility of having light up things such as glow sticks, also to note that for the tuck shop our sum up machine does not support go henry cards.

Action:

- Carla to check the date with Mr Trenowden.

Doughnut Friday.

We then moved onto the next doughnut Friday which we propose to be held on 25th November, we discussed how successful the first doughnut Friday we did was and that we had sold out of doughnuts within minutes. We all agreed that we needed to get more doughnuts for next time and that this should be a regular event possibly run at the end of each term. We discussed the fact that Krispy Kreme has now closed at McArthur Glen so we would have to travel to Sheffield to collect charity doughnuts if we purchased from them again. We also talked about looking into the new Dunkin Doughnuts and Tim Hortons that have recently opened in town to see if they offer charity priced doughnuts.

We also discussed the need for to borrow the double gazebo from school that we used last time especially as this time the weather will be colder.

Action:

- Carla to check the date with Mr Trenowden.
- Carla/Alison to look into Dunkin Doughnuts/Tim Hortons.

Any Other Business

We then moved on to the final part of the business, Mrs Tranter said due to the unfortunate passing of Her Majesty the Queen we would sometime next year be celebrating the coronation of His Majesty the King and she would like to be able to give every child a commemorative gift for this occasion at no cost to parents. She asked if we could do some specific fundraising to be able to do this, Alison agreed this was a good idea and asked if she had any fundraising ideas? She suggested a pyjama fun run.

Mrs Tranter also asked if there was any chance of bringing back the class Christmas presents that the PTFA used to give to the class/children. Alison said this isn't something we have done for a few years but that the committee could discuss this to see if it may be feasible.

She also said that she would like to start some traditions for the children at school such as an Easter Egg hunt at easter and wondered if this could be something the PTFA could help with.

I mentioned that Il Rosso had offered the use of a room, possibly a function room (more investigation needed) but that if this was a function room maybe this could be somewhere that the PTFA host an adult only quiz night/bingo night/race night or similar. This would mean that we wouldn't need an alcohol licence as the alcohol will be sold by them that we would sell tickets to the event and that would be how we made our profit from the event. The committee agreed with this and I said I would get in touch with Il Rosso to see if I could look at the room, then we could discuss the options.

Alison then asked if we could possibly look to become a bit more joined up with school for example having our events listed on the school newsletter, this was something that Mrs Hill used to do for us, and it helped to promote our events. Also, Alison made an ask that teachers check the calendar before planning events as the AGM had been in the diary since May 2022, but another meeting had been booked to take place in the hall at the same time. This was not an issue as we could use a classroom but asked if teachers could be mindful of the PTFA events.

Action:

- Committee to discuss class Christmas presents.
- Carla to discuss with Mr Trenowden about the newsletter and to ask teachers to be mindful of PTFA events.
- Carla to get in touch with Il Rosso to view the room along with Alison.

Next Meeting: Wednesday 23rd November 2022 at 5:30pm on MS Teams.

Minutes Prepared by Carla Oaksford-Smith.