



PTFA minutes

These are the minutes of PTFA meeting Tuesday 04.02.14 held at St Mary's School

Those present: Poppy Sheikh, Sarah Atherton, Kezi Smith, Tina Abreu Peti, Sanela Petrovic

Apologies: Jackie Sanders

Item:	Action / detail:	By whom / timescale:
1.	Open and Welcome: Catherine Davis welcomed the meeting, which paused for a moment's reflection on the contribution made to the establishment of our school by Mr. Marshall lees, Governor, and who passed away very recently.	
2.	Apologies were received from - Jackie Sanders (Max) Nikki McLachlan (Mia)	
3.	Purpose of the meeting: To elect a committee To plan some initial events To have a general discussion and airing of ideas and ways forward	
4.0	A small committee was elected and there was unanimous agreement with those present:	
4.1	Main officers were also elected: The formal nominations were Jackie Sanders as Chair, proposed by Kezi Smith (Micah); Poppy Sheikh as Vice Chair, proposed by Kezi Smith Kezi Smith as Treasurer, proposed by Poppy Sheikh.	
4.2	The post for secretary remains vacant and there is room for several more committee members	All parents and friends to take note and contact Jackie via school
5.0	Events – dates for your diary:	Book dates!
5.1	Quiz night at school – Thursday 8 th May approximately 7.00 for 7.30 (time tbc and details to follow) Summer fete and BBQ at school– welcome new parents and share a good day altogether. – Saturday 28 th June late morning / early afternoon	

5.2	<p>Other events: There is a fair trade Traidcraft coffee morning being held at school on Wednesday 5th March at 10.15 - details soon</p> <p>Saturday 21st June St Marys church Fete – whilst the school will be running its own event the following week the PTFA presence at this event would be most welcome in terms of running a stall / game and promoting the school</p>	
6.0 6.1 6.2	<p>Fundraising wider issues: School clarified that it expected to provide an aim and focus for fundraising, and also that there would be ongoing smaller projects to fund as routine as the school grew. For example – a longer term project over a couple of years, whilst supporting a particular after school club equipment. The intention is to keep a purpose and sense of momentum. Whilst the school would direct the main targets for fundraising in accordance with school educational priorities, there is an open approach to receive other ideas for consideration – in other words it is a “two-way street”</p> <p>Charitable donations: It is proposed that the PTFA committee will consider holding a one-off activity each year from September 2015 to a nominated charity. This will tie in to an annual charitable focus adopted by the wider school. (In addition the school will always wish to respond to specific needs as they arise). This will develop a wider responsibility amongst the children as part of their education.</p>	<p>Committee will take suggestions for both 7.1 and 7.2 from the PTFA in the next open meeting and put these to the school for consideration in the light of the School development plan priorities. Charitable suggestions will be considered by the Governing Body during the Summer term for Sep 2014.</p>
7.0 7.1 7.2	<p>Further meetings: Next open meeting to be agreed and then publicised, and ideally to be held ideally in March.</p> <p>Officers from the committee to attend a half termly meeting with the Headteacher to keep lines of communication flowing. Next meeting – 7th March 9.00am</p>	<p>Tba between PTFA committee Chair and Headteacher</p>
8.0	<p>Catherine Davis closed the meeting and thanked everyone for coming and for their exciting suggestions for the future</p>	

Minutes written By Catherine Davis, pending appointment of the Secretary. These will be stored in the PTFA file available in the school office, and electronically on the school website PTFA menu.