

Withycombe Raleigh PFTA - MINUTES FOR MEETING

8th June 2017

Present:

S Dixon (Chair), A Luxton, J Sleight, L Stortenbeker, E Jones, H Fenner, E Trout, S Powley, C James, C Browning, J Rowe

Apologies: A Kew, K Lee, K Sansom T Williams L Dudman

Notes	Action
1. Minutes from April 2017	
Minutes signed as accurate record	
2. Treasurers Report	
Issued in T Williams absence: Current balance £10, 585.45 £3,000 no longer allocated to Amphitheatre (see below) £1400 already allocated to Panto for December. Over £9,000 budget.	
3. Funding Requests	
Amphitheatre: Norman Trust grant of £1000. Original builder to repair.	
Grow Your Own Butterfly kit for Foundation: £60. Committee Agreed	(T Williams)
Mushroom table + chairs for Foundation: £299. Committee Agreed.	(T Williams)
Reading Boost games to go with existing books: £108. Committee Agreed.	(T Williams)
Enhanced subsidy for trip to National Marine Aquarium. Committee Agreed.	(T Williams)
Music for Youth Festival: £875 (to be reduced by amount raised at Stomp Fundraiser). Committee Agreed.	(T Williams)
Trim Trail. School council agreed equipment: £750. Committee Agreed.	(T Williams)
4. Debrief on previous events	
Disco: Friday event went well. Run on a Friday again. No heeilies. All socks and shoes to be worn at all times. Risk assessment updated. Discussion about road safety and the changeover and whether to split the event so one date for F-Yr2 and another for Yr3-6.	A Kew

Notes	Action
5. Upcoming events	
Bags2School: next week	S Dixon
<p>Sports Day: 22nd June. Volunteers required.</p> <p><i>S Dixon update: We are unable to cook and sell hot food without a Food Hygiene Certificate which we currently don't hold.</i></p> <p><i>If anyone would like to take a Food Hygiene Course which I'm sure can be arranged through school so if in the future they would like to run BBQ's or cook & sell hot food at any of our events then please let me know & I will speak to the office & see if this can be arranged.</i></p>	Committee to note. S Dixon
<p>Summer Fayre 7th July. Sub-committee arranged for Sunday 11th June at 7-9pm at S Dixon's house.</p> <p>Children on stalls must have an adult with them. Max 3 children arranged stands if room.</p> <p>Crafts on the Ark. Stage in front. Opens at Foundation gates.</p>	S Dixon (all to note date)
6. AOB	
<p>Investigate cost for new sports kit for all Withycombe teams. Possible sponsorship from Morgan Sindell, MPS, Frobishers, Shed Direct, Lloyds TSB.</p>	A Luxton and E Jones to report back to September meeting.
<p>Schedule of year events and succession planning to be brought to September meeting.</p>	S Dixon
<p>Sals Shoes – consider donation of shoes from whole school at the end of their last day?</p>	S Dixon
<p>Water Aid fundraiser request. Year 4 recently conducted an event.</p>	
<p>Consider Summer Ball – as part of scheduling of events in September</p>	S Dixon
7. Date of next meeting	
<p>Social after the Summer Fayre – possible 13th July</p> <p>Next formal meeting is also our AGM on Thursday 14th September 2017 at the school at 7:30pm.</p> <p>The AGM part (annual reports from Treasurer and Chair, plus election of 2017/2018 committee) will be 7:30-8pm, then the main meeting 8pm onwards.</p> <p><i>If you wish to be re-elected on the committee, can you actively let J Sleigh know over July so the agenda and papers can be prepared.</i></p> <p><i>The AGM is a formal process so notification is required as per our revised constitution.</i></p> <p>2016/ 2017 Committee is:</p>	<p>A Luxton to confirm.</p> <p>All to note date of AGM. (S Smart to inform all in school of this date). S Dixon to book hall.</p> <p>All to note.</p> <p>J Sleigh to issue agenda and suggested</p>

Notes	Action
Chair – S Dixon Vice Chair – A Luxton Treasurer – T Williams Vice Treasurer – C Browning Secretary – J Sleigh Vice Secretary and Communications – L Stortenbeker Procurement – C James Vice Procurement – A Kew Health and Safety – K Sansom Teacher Rep – E Jones Teacher Rep – K Lee Governor Rep – H Fenner	committee 5 weeks in advance. S Dixon and T Williams to prepare brief annual reports.

Note from Chair: Huge thank you to all for your help. It has been a good year.