

# Frieth CEC School PTA meeting minutes



**Held:** Tuesday 24 May, school

**Present:**

<b>Committee</b>	Emma Wharfe (EW)	Chair
	Ellie Bowett (EB)	Treasurer
	Sarah Tedder (ST)	Secretary

<b>Members present</b>	Jenni Sharp	Fi Hayter	Amy Keen
Steph Pusey	Lorna Coldwell	Karen Warnes	Mrs Hughes
Ms Gibbens	Stacy Birmingham	Diane Hill	Will Richards
Jane McClaren (JMc)	Missy Davis (MD)		

<b>Apologies received</b>	Laura Webb	Ziggy Hill	Leah Cabbage
	Lorna O’Hehir	Justine Harbinson	

**Please note**

- Minutes will be circulated to all parents who have supplied email addresses to the PTA, 3 weeks before the next meeting.
- Minutes will be added to the PTA pages of the School website
- Call for agenda items will aim to be 2 weeks before the meeting, agenda will be published 1 week before the meeting.

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**Your class/parent reps are**

<b>Owls</b>	Sophie Chiappe	sophie.chiappe@googlemail.com
<b>Buzzards</b>	Caroline Walker	caroline_bouch@yahoo.co.uk
<b>Kestrels</b>	Anna Owen	annahillyer@yahoo.co.uk
<b>Kites</b>	Martine Saunders	martinesaunders@hotmail.co.uk
<b>Eagles</b>	Emma Horan	ems_horan@yahoo.co.uk

At the beginning of each term, the class teacher will contact the Class Rep with information about the term ahead. The parent class reps meet each half term with Mrs Reid to discuss any points on your behalf; they will let you know in advance when a meeting is coming up. You're rep will remind you of calendar events such as assemblies, non-uniform days etc.

You can ask your rep questions about the class/school and they will do their best to answer, or get an answer from the rep meeting or class teacher; this saves many people going into school about the same thing.

Please remember if you have any questions or issues with the class routine or upcoming events in the classroom, these can be addressed by asking the Class Rep to approach the class teacher for information. Any questions or issues about your child as an individual, it is better to contact the class teacher directly via the office.

**What is Curriculum Enhancement?** Curriculum Enhancement is **anything** that enhances our childrens time at Frieth CEC School.

All PTA events are organised to raise funds for **Curriculum Enhancement**; IT, library, reading books, kitchen, outside area, school trips, visitors to the school, playground equipment, playground markings, picnic benches etc. All this will enhance our childrens learning and time at the school.

## Expenses

Please check with the PTA committee **BEFORE** you buy anything for an event you are organising as funds are very low. You must submit receipts if claiming, we must have a full auditable paper trail.

If you are organising an agreed event and need items, please discuss with the PTA Committee as they are likely to know what's in the shed or what is available elsewhere. Larger events will need to have a budget agreed before committing.

We would like expenses to be kept as low as possible to secure as greater profit.

Agenda item	Actions
<p><b>1. Welcome</b> Emma welcomed all those who made the effort to come out. Presented Lorna Coldwell with some flowers to thank for all her help for sorting the accounts. Lorna O’Hehir will also receive a thank you gift for her hard work as deputy chair.</p>	
<p><b>Actions from previous minutes</b></p>	
<p><b>2. Accounts</b></p> <p><b>Main account current balance – £4457.23</b>            £250 to pay on an invoice            £500 earmarked for a new PA system – donation from Hambleden Parish Council  <b>Subtract - £550 for Praise in the park coaches and possibly £375 for class cameras agreed at the meeting</b></p> <p><b>Available - £2782.23</b></p> <p><b>100 club account current balance - £2822.75</b>            £180 to come out on winning tickets, minus 2x £42 for April and May winners</p> <p><b>Available - £2558.75</b></p>	
<p><b>3. Previous Events – updates and evaluation</b></p> <p><b>Pamper Night – 6 May – raised £634.50</b> - Fun had by all and will take place again.            Feedback at meeting - More notice of the date so people could organise themselves and get the tickets on sale sooner.</p> <p><b>Film Night – This raised £270 –</b> Feedback required on the new format and film choices.</p>	<p><b>All parents</b></p>
<p><b>4. Future PTA events – COMING UP</b></p> <p><b>Queens 90<sup>th</sup> Birthday – 12 June</b>            All have been invited to join in with the village communities celebrations of the Queens 90<sup>th</sup> Birthday. The celebrations will start with a short service in the Church at 14:00, tickets would be sold to attend the food and activities, which would be held on the village green.</p> <p><i>Note: JR will not be able to assist with organising this as she will be on the Yr5/6 France trip.</i></p> <p>Help required</p> <ul style="list-style-type: none"> <li>• on the bar – 14:45 to 17:15</li> <li>• to set up at 10:00</li> <li>• to sell ice cream</li> <li>• to face paint and apply tattoos</li> </ul> <p>If you are willing to help please contact Nicola Brown, <a href="mailto:nic@flyingcircus.org.uk">nic@flyingcircus.org.uk</a></p>	<p><b>All Parents</b></p>

<p>Profits will be split between the Church, School and Village Society, flyers have been sent home via book bags</p> <p><b>Camping weekend - 16 July.</b> - Charlotte Crowther has a venue for us in Fingest, with a barn with toilet facilities. Rules of the field: No dogs and No fires. To make this a social the plan is to have a hog roast so families don't need to worry about bringing their own food just drinks.</p> <p><b>Summer Queen – 15 July</b> Usual format will apply – refreshments. Pimms, creams teas, ice lollies. Helpers required. Parents to contact the PTA email with their offers of help.</p> <p>JR to be chased for the purchasing of the PA system from the money given by the Parish Council. ST to email the office</p> <p><b>Gazebos for Summer Queen</b> – We need gazebos for Summer Queen to shade the children, if you are willing to lend them to the school for the day. ST to contact the class reps.</p> <p><b>New parents lunch – 16 September</b> - helpers required to set up the lunch</p> <p><b>Family social – date tbc</b> - Justine Harbinson organised in 2015 – EW to make contact with Justine to see if she is willing to organise again. New ideas wanted.</p> <p><b>Frieth Hilly – 16 October</b> - Flyers are out. Pushing all the marketing, tending all the other races to push flyers. Challenges ahead as the Hilly has lost a sponsor so now need to find another sponsor. Anya has joined the team and will focus on sponsorship. Sponsorship for the runners' goodies are needed, so if there is anyone within the school who works for or owns a company who would be willing to take part in supplying the branded runners' goodies please contact Anya or Diane - previous items have included water bottles, drawstring bags.</p> <p>The Hilly has been given the go ahead to grow the number of runners for an extra 150, as part of that we have to look at how we deal with part of the race.</p> <p>More and more schools are now setting up races and there are some private companies also setting up races. We need to be aware that this event could soon be a saturated event and the school and the PTA shouldn't rely on this event to support curriculum enhancement.</p> <p>JMc to enquire into paleo diet bars and EW to talk to Waitrose about supplying chocolate bars.</p>	<p><b>For Info</b></p> <p><b>All parents</b></p> <p><b>ST</b></p> <p><b>ST</b></p> <p><b>All parents</b></p> <p><b>EW</b></p> <p><b>All Parents</b></p> <p><b>JMc/EW</b></p>
<p><b>5. Future PTA events SUGGESTIONS and FEEDBACK</b> Please email any feedback or event ideas to the PTA email <a href="mailto:PTA@frieth.bucks.sch.uk">PTA@frieth.bucks.sch.uk</a></p> <ul style="list-style-type: none"> <li>• <b>Pop up coffee shop</b> – Idea is to give parents an opportunity to gather and have a natter after school drop off. Feedback at the meeting: working parents wouldn't be able to attend. Where would it be held? Maybe change it to a gathering at Frieth Playground after school during fine weather and have a picnic and refreshments.</li> <li>• <b>Fish and Chip quiz night</b> – to be organised in October/November</li> <li>• <b>Film nights</b> – possibility of one in November and December – ST to discuss with the office for dates</li> <li>• <b>Winter Ball – 3 December</b> at Parmoor – sub group has been set up with Jemima Gurney, Missy Davis, Nicola Turner, Julia Sutcliffe, and Anna Owen. Ticket prices expected to be the same as 2014. The subgroup have asked if it's</li> </ul>	<p><b>ST</b></p>

<p>possible to also support a local charity from the profit. Suggestion of optional charity collection buckets to be at the event as the PTA is a charity in its own right and the families already support other charities. MD to get back to EW with the budget for this event.</p> <ul style="list-style-type: none"> <li>• <b>Christmas Fayre – 26 November</b> – we have received feedback in various guises. Helpers required for Santa grotto and Xmas Factor these are a priority. EW to organise a separate meeting to discuss.</li> <li>• <b>Child Matters First Aid Courses</b> – EW has recently attended the course and is now qualified – Courses are £25 per person and £10 will be donated to the school. This will make PTA events easier to hold.</li> <li>• <b>Tea Towel</b> – Pack has arrived. Discussion at a later meeting around tea towel or bag. What do you think?</li> <li>• <b>Christmas lunch &amp; party afternoon</b> – volunteers required. To be discussed at the next meeting.</li> </ul> <p>If you have any ideas or feedback on previous events please email <a href="mailto:PTA@Frieth.bucks.sch.uk">PTA@Frieth.bucks.sch.uk</a></p>	<p><b>EW/MD</b></p> <p><b>All parents</b></p> <p><b>For Info</b></p> <p><b>All Parents</b></p> <p><b>All Parents</b></p>
<p><b>6. School Updates/Requests</b></p> <ul style="list-style-type: none"> <li>• <b>Praise in the Park, Higginson Park, Marlow - 21 June</b> School have asked if the PTA would be willing help fund the coaches to take the children to Marlow. Cost is approx. £550. School suggested parents pay £2 per child and the PTA pay the rest. It was agreed at the meeting the monies raised at the pamper night would fund the coaches and no need to ask parents for a contribution. Frieth Hilly will be purchasing water carriers for this years race and have offered to buy them early so they can be used at Praise in the Park.</li> <li>• <b>New camera for the classes</b> – School need to purchase 5 new class cameras. A letter was issued home asking if any old cameras at the back of a cupboard to be donated but no responses have come in. The cost for 5 cameras will be £375. EW to contact parents via the parents’ Facebook group asking for the donation of cameras, if no assistance the money raised from the Queens Birthday Celebrations will pay for the cameras.</li> </ul>	<p><b>JR</b></p> <p><b>EW</b></p>
<p><b>7. 100 Club Draw</b>  Winning numbers are - April 66 and May 36  ST to send EB the winners details for payment</p>	
<ul style="list-style-type: none"> <li>• <b>AoB</b></li> <li>• <b>TAX Free</b> – Why are we not claiming this back if we’re – EB to investigate further</li> <li>• Accounts are currently being audited and will be on the charities commission website imminently.</li> <li>• Nursery at Turville are holding a fair for the Heart Foundation – idea is for people/organisations to buy a stall/pitch selling their wares, whatever they make they keep. Ellie is happy to run this but it does require parents to donate cakes. More information to follow</li> <li>• Mobile fish and chip van – a new business has approached the parish council and it was suggested it could be used at PTA events.</li> <li>• 100 club needs a new “owner” - ST to email all class reps to try and find a new owner.</li> </ul>	<p><b>EB</b></p> <p><b>All parents</b></p> <p><b>ST</b></p>

<ul style="list-style-type: none"> <li>• Barometer for the outside of school to show all where we are in our fund raising aims for that year. EW to discuss with JR for permission to install, EW will then make a barometer and install.</li> </ul>	<b>EW</b>
<ul style="list-style-type: none"> <li>• Notice board outside the school – split between the school and PTA, EW to source a key and keep up to date. Posters for meetings and events, calendar of events.</li> </ul>	<b>EW</b>
<b>Notices/Reminders</b> <ul style="list-style-type: none"> <li>• <b>New PTA email</b> account – letter to be issued asking parents to email the account with their consent and email. <a href="mailto:PTA@frieth.bucks.sch.uk">PTA@frieth.bucks.sch.uk</a></li> <li>• <b>Match funding</b> – CH reminded us some companies offer match funding. Is there anyone in the school whose company will support fund matching? Contact <a href="mailto:PTA@Frieth.bucks.sch.uk">PTA@Frieth.bucks.sch.uk</a> if your company supports this.</li> </ul>	
<b>Date of next meeting:</b> 29 June – Grouse and Ale	

### Summary of actions

100 Club draw – ST to supply EB with the winners details for payment.	ST
<b>Summer Queen</b> - JR to be chased for the purchasing of the PA system from the money given by the Parish Council. ST to email the office	ST
<b>Gazebos for Summer Queen</b> – We need gazebos for Summer Queen to shade the children, if you are willing to lend them to the school for the day. ST to contact the class reps	ST/Class Reps
<b>Family social</b> – EW to make contact with Justine to see if she is willing to organise again. New ideas wanted.	EW
<b>Frieth Hilly</b> - JMc to enquire into paleo diet bars and EW to talk to Waitrose about supplying chocolate bars.	JMc/EW
<b>Film nights</b> – possibility of one in November and December – ST to discuss with the office for dates	ST
<b>Winter Ball</b> - MD to get back to EW with the budget for this event.	MD/EW
<b>Praise in the Park</b> - JR to supply final quote for coaches to Praise in the Park	JR
<b>Old camera donations</b> - EW to contact parents via the parents' Facebook group asking for the donation of cameras	EW
<b>TAX Free</b> – Why are we not claiming this back if we're – EB to investigate further	EB
<b>100 club</b> needs a new “owner” - ST to email all class reps to try and find a new owner.	ST
<b>Barometer</b> for the outside of school to show all where we are in our fund raising aims for that year. EW to discuss with JR for permission to install, EW will then make a barometer and install.	EW
<b>Notice board outside the school</b> – split between the school and PTA, EW to source a key and keep up to date. Posters for meetings and events, calendar of events.	EW

**Dates for your diary**

**2015/16 School Year**

**2016/17 School year**

June		September	
w/c 6	Residential trip – Years 5 & 6	5	BACK TO SCHOOL
12	Queens 90 <sup>th</sup> Birthday celebrations (F & S)	16	New parents lunch (S)
13-15	Phonics testing – Yr1	tbc	Family social (S&F)
July		October	
1	Sports Day	1	Fish & Chip Quiz night
8	DISCO (F)	7	DISCO (F)
15	Summer Queen – joint event (F)	16	Frieth Hilly (F)
16	Family Camping (F&S)	24	<b>End of half term</b>
21	<b>End of school year – 14:00 finish</b>		
21	<b>End of school year – 14:00 finish</b>		
		November	
		tbc	Fish and Chips quiz night
		tbc	Film night
		26	Christmas Fayre (F&S)
		December	
		3	Winter Ball (S&F)
		tbc	Film night
		tbc	School Christmas lunch
		tbc	Nativity
		20	End of term
		January	
		February	
		March	

Orange – PTA event    F = Fundraiser    S = Social event                      White – school event