

# Frieth CEC School PTA meeting minutes



**Held:** Tuesday 28 June, Grouse and Ale

**Present:**

<b>Committee</b>	Emma Wharfe (EW)	Chair
	Sarah Tedder (ST)	Secretary
	Laura Webb (LW)	Deputy Chair

<b>Members present</b>	Stacy Birmingham	Miss Gibbens	Steph Pusey
Jenni Sharp	Amy Keen	Jane McLaren	Ziggy Hill
Alison Goodright	Katy Dunn	Diane Hill	

<b>Apologies received</b>	Ellie Bowett	Jenni Sharp	Lorna Coldwell
	Lorna O’Hehir	Leah Cabbage	Nicola Brown
	Jo Reid		

**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
<b>1. Welcome</b> Emma welcomed all those who made the effort to come out.	
<b>Actions from previous minutes</b>	
<b>2. Accounts</b>  <b>Main account current balance – £4947.84</b> We have paid out the expenses for the Queens Birthday celebrations but have not received this back from the reimbursement nor profit as yet.  Awaiting the invoice for Praise in the Park coaches and for class cameras. Agreed costs - Subtract - £550 for Praise in the park coaches and possibly £120 for class cameras agreed at the meeting  Subtract - £600 for sponsorship payments for the Frieth Hilly, which will be paid out shortly.  <b>Subtract - £500 earmarked for a new PA system – donation from Hambleden Parish Council</b>  <b>Available - £3209.84</b>  <b>100 club account current balance - £2532.22</b> Previous winning payments have been made.  <b>Available - £2532.22</b>	
<b>3. 100 Club draw</b>  Winning numbers are 2 - June 59 – July  ST to send EB the winners details for payment	ST & EB
<b>4. Previous Events – updates and evaluation</b> <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></b>  <b>Queens Birthday Celebrations – 12 June</b> - Not received any confirmation from the village regarding profit at this point. 11 bottles of Pimms left over – these will be used for Summer Queen. PTA was asked to pay for all the alcohol for the event. Feedback is this was a painful event, school helpers weren't made to feel particularly welcome by the village. Future events will need more discussion and planning.  <b>Praise in the Park</b> – feedback received this was very well organised.	

<p><b>5. PTA Events – COMING UP</b></p> <p><b>School Disco – 8 July</b> – Lorna O’Hehir to send out letter.</p> <p><b>Summer Queen – 15 July</b> – Letter has been sent home, volunteers are coming forward slowly. Gazebos still needed for the day.</p> <p><b>Family Camping – 16 July</b> – Letter has been sent home. Hiring a catering BBQ for £50. Veggie sausages to be purchased and to be added to the pack. Those coming please bring games.</p> <p><b>New Parents lunch – 16 September - Volunteers</b> required to set up lunch.</p> <p><b>Used School Uniform Sale</b> – this will take place before the end of term. Letter to be sent out.</p>	
<p><b>6. Future PTA events</b></p> <p><b>Family social – September 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. EW to talk to Jackson at the Chequers.</p> <p><b>Frieth Hilly – 16 October</b> - Flyers are out. Pushing all the marketing, tending all the other races to push flyers. Already £1418.00 in profit from corporate sponsorship. Runners have started to book their spaces and we are on track as per 2015. We have lost the use of the field for the car park as it’s up for sale but the Hilly Committee have already secured a new field.</p> <p>Prizes are looking healthy but helpers number are not, we need 80 people to make this event run smoothly – 31 marshals are needed, we have lost 9 marshals already. KS1 parent helpers are down and this puts us in a bad place for future races as KS2 parents start to leave the school.</p> <p>With more and more schools in the area now 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 from Primal Pantry. JMC has sourced some bars and will seeing the contact on Saturday 2 July – JMc to update DH.</p> <p><b>Quiz Night – 1 October or 12 November</b> – School is booked and we have had an offer from the Dunns to host a Music Quiz. More information to follow. EW and KD to discuss.</p> <p><b>PTA Tea towel or bag</b> – ST has the pack ready to be sent into the school first day back in September. What do you think it should be tea towel or bag? Feedback gratefully received.</p> <p><b>Film Night</b> – 11 November, 9 December, 20 January and 3 March – School hall is booked.</p> <p><b>Christmas Fayre – 26 November</b> – Helpers required for Santa grotto and Xmas Factor these are a priority. EW to organise a separate meeting to discuss.</p> <p><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. MD to get back to EW with the budget for this event. Posters are up and plans are forging ahead.</p> <p><b>Christmas lunch and party afternoon</b> – volunteers required.</p>	<p><b>EW</b></p> <p><b>All Parents</b></p> <p><b>EW &amp; KD</b></p> <p><b>All parents</b></p> <p><b>All parents</b></p> <p><b>All parents</b></p> <p><b>MD</b></p> <p><b>All Parents</b></p>
<p><b>7. 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>	

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>	
<b>8. School Updates/Requests</b> <ul style="list-style-type: none"> <li>No updates or requests from the school.</li> </ul>	
<ul style="list-style-type: none"> <li><b>AoB</b></li> <li>TAX Free – Why are we not claiming this back if we're – EB to investigate further</li> <li>100 club needs a new "owner" - ST to email all class reps to try and find a new owner. Email sent to class reps – nothing back as yet.</li> </ul>	<b>EB</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> – 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: SEPTEMBER</b>	

#### Summary of actions outstanding from May meeting

<b>Pa System</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>Old camera donations</b> - EW to contact parents via the parents' Facebook group asking for the donation of cameras 5 to be purchased through Car Phone Warehouse - £120 for 5 cameras, rechargeable batteries and power pack.	EW
<b>TAX Free</b> – Why are we not claiming this back if we're – EB to investigate further	EB
<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 etc.	EW

#### Summary of actions from this meeting

<b>100 Club</b> - winners details to be set to EB for paying	ST
<b>Family social</b> – <b>September date tbc</b> - EW to make contact with Justine to see if she is willing to organise again. EW to talk to Jackson at the Chequers.	EW
<b>Quiz Night</b> – <b>1 October</b> –Music Quiz. EW and KD to discuss.	EW/KD

## Dates for your diary

### 2015/16 School Year

July	
1	Sports Day
8	DISCO (F)
15	Summer Queen – joint event (F)
16	Family Camping (F&S)
21	<b>End of school year – 14:00 finish</b>
21	<b>End of school year – 14:00 finish</b>

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

### 2016/17 School Year

September	
5	BACK TO SCHOOL
16	New parents lunch (S)
tbc	Family social (S&F)
October	
1	Fish & Chip Music Quiz (2 dates provisionally booked)
7	DISCO (F)
16	Frieth Hilly (F)                      VOLUNTEERS NEEDED!!!
24	<b>End of half term</b>
November	
11	Film night (F)
12	Fish and Chips quiz night (F&S) (2 dates provisionally booked)
26	Christmas Fayre (F&S)
December	
3	Winter Ball (S&F)
9	Film night (F)
tbc	School Christmas lunch & party afternoon
tbc	Nativity
20	End of term
January	
5	Back to School
20	Film night (F)
February	
March	
3	Film night (F)

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