



## Watermore PTFA Committee Meeting 28<sup>th</sup> March 2019 - The Rising Sun

### Welcome & Introductions

Andy welcomed everyone to the meeting.

### In Attendance

Andy O'Donnell	Lisa Richards	Yasmin Bailey	Lauren Poulter
Vic Butcher	Janet Hoyle	Simon Way	Dan Newhall
Nic Ware	Clare Roberts	Rowan Clemente	Rich Pearce
Rik Gibson	Lydia Cerguera	Sarah Barnett	Vicki Rodda

### Apologies

Karen Thompson	Catherine Pritchard	Wendy Howse	Jenny Allam
Dan Dunne-Squire	Jude Tapscott	Eoghan O'Sullivan	Jackie Novels-Prior

### Review of Previous Minutes / Update on Actions

The previous minutes were agreed as an accurate record. There were no outstanding actions. An update on various matters was provided as below:

- Chris has submitted expenses for 2019 to date
- Leaver's hoodies are sorted, PTFA funding will come from profits of junior film night which Year 6 and parents are running
- New set of PTFA email addresses sorted e.g. chair@watermorePTFA etc. and these will launch soon
- Next PTFA newsletter due soon – please feed in ideas for content to Andy

**Action:** *Everyone to feed ideas for newsletter content to Andy*

### Bingo Night Update & Planning

Andy gave update on behalf of Wendy for the event which is happening tomorrow:

- Kick-off is 5pm with a game every half hour except 6pm which is when food will be served
- Prizes secured for all games
- Sold out early, have pushed the numbers a bit (87) on basis that people will drop out and also won't stay for whole evening
- Janet asked Andy to make announcement so people stay in hall and don't venture into classrooms as these will still be open and being cleaned between 5-6pm
- The committee recognised Wendy for all her hard work in organising this event

## **Summer Festival Update & Planning**

Dan provided an update as below:

- All progressing well, only issue is with bouncy castles, new guidelines have been issued regarding health and safety and none of suppliers used previously comply with these guidelines, it's unlikely we will source a new provider and may be best not to have them due to space restrictions
- Not having Bitton Archers this year as no room
- Only one BBQ at school, not sure whether Nick wanted a new charcoal one for the summer festival – will need to confirm requirements and either buy or borrow one
- Next Team Summer meeting will be Thurs 25<sup>th</sup> April, 8pm, Rising Sun – all welcome!

**Action:** Andy to talk to Nick to confirm BBQ requirements (summer and 10K)

## **10K Update & Planning**

Nic provided an update as below:

- Date publicised as 15<sup>th</sup> September 2019
- Website will go live end of April/early May
- First committee meeting has taken place with new committee shadowing the old committee
- The event will be chip timed again
- Chris Vice's parents have stepped down from doing tea/coffee/cake stall but Kirsty Vice has put forward a proposal that they do it again this year but split the funds from the stall 50:50 between the PTFA and Alex Vice who is fundraising to go to Ecuador for 4 weeks in 2020 to work over there, he has to raise ~£4000 - the committee voted in favour of Kirsty's proposal and no objections were raised
- There will be 400 places (with some held back for parents of new intake) and the price will increase slightly, medals may be provided as well as T-shirts
- Need to work out sound system, Janet confirmed the site layout in Sept should be the same as it is now, rainbow run can take place on grass, bar on playground. Dan N will provide sound support again this year, will need to consider previous sound issues and come back with plan/solution

**Action:** Team 10K to liaise with Dan N re sound system and issues

## **Accounts/Treasurer Update**

Simon provided a brief update as below:

- Bank balance ~£40,000
- Movie night made ~ £250
- No other confirmed profits as still waiting for expenses from Chris for previous years

## **PTFA Storage**

There is a quite large storage area within the school that can be shared with the PTFA. School and PTFA can decide how to configure the inside of storage area. Need each event committee (summer, winter, 10K) to map out how much storage they require. It was also suggested that we could ask parents if anyone has any storage space that we could utilise.

**Action:** Event committee leads to come back with storage requirements

**Action:** Andy to include plea for storage space in next newsletter

## School Funding Requests

No specific requests now.

Janet provided an update on the new build and outlined that the school would like the PTFA to support funding of outdoor play equipment:

- There are 4 outdoor areas in the new school that will need equipment etc.
  - The early years area for which money has already been secured
  - The Year 1 area which will require some fixed equipment – there is a possibility this could be funded by money the Governors have set aside
  - The area where the current temporary year 4 classrooms are, this is a flat area and school have a lot of ideas of what could be done there e.g. shade, outdoor seating, covered area for observing football, garden, public art etc. (public art can be functional e.g. seating/garden areas designed by an artist), some funding will come from the local authority and some from public art funding
  - The area where the current timber trail is, this is the biggest area in need of funding support from the PTFA
- An outdoor play equipment supplier (Pentagon) has been appointed, they are visiting on Thurs 4<sup>th</sup> April to evaluate the area and discuss options – Janet said anyone from the committee is welcome to attend if interested
- Andy suggested we form a small investment subcommittee to work with Janet re recommendations for play equipment, this subcommittee can then bring back recommendations for the PTFA to vote on
- Andy asked for volunteers for the sub-committee – Lydia, Lauren, Rich volunteered and Rich will lead on this, if anyone else who wasn't at the meeting would like to join the subcommittee please let Rich know ASAP

**Action:** Rich to lead subcommittee to liaise with Janet re outdoor play equipment and bring proposals back to PTFA

## Other Fundraising Opportunities

### **Amazon smile**

Andy has set the PTFA up with Amazon Smile. Essentially anyone purchasing from Amazon can use a link which will generate 0.5% of the order value for the PTFA.

**Action:** Andy to communicate details and distribute link in next newsletter

### **Sponsored Walk**

Lisa confirmed this is going ahead on 24<sup>th</sup> May 2019, she will email out soon asking for help.

Reception and Yr. 1 do 1 mile, Yrs. 2 -6 do 2 miles.

Please support this event if you can as it makes quite a bit of money!

## End of Year Event

Andy proposed holding an end of year event as we have a number of people leaving the committee this year and also feel we should celebrate the hard work of the committee and say thank you. An off-site evening event in June (adults only) was suggested and it's likely to take place in a local hall (e.g. Crossbow). There are 3 options for hall hire:

- Try to secure the hall for free, Yasmin is looking into this
- Committee members all chip in to cover the cost (~£70 total)
- If the above options don't work out we would have to ask the committee to approve funding the hire

**Action:** Yasmin to try and secure Crossbow for free

**Action:** Andy to propose dates to the full committee

**Action:** All - if anyone is missing from the email distribution list please let Andy know ASAP

## **AOB**

### **Infant Film Night**

Yasmin and Lauren provided an update on the event:

- Overall it went well, slightly lower numbers than previous events, this may be due to the fact there was no junior event
- One learning point - don't use Blu-rays as not compatible with school AV equipment

The committee discussed future film nights and how they could run when the school is all on one site. Janet suggested running a few different events throughout the year and advertising in advance which film is being shown. We could have a limited number of tickets and children would be able to choose if they want to attend based on the film being shown. It was also suggested that we could ask Year 6 to run two events (with support from parents) so that they can use profits to fund leaver's hoodies.

### **Sound Equipment**

Dan N currently provides laptop and external USB sound card, he will be leaving PTFA at end of this academic year so we will need to purchase a new sound card, the cost will be ~£80. The committee voted and agreed to fund this.

**Action:** Dan N to purchase USB sound card

Dan also stores the PTFA speakers in his garage so we will need to find alternative storage in the future. We will also need to find someone else to be in charge of music for events for next academic year – this needs to go out in next PTFA newsletter.

**Action:** Andy to include plea for help for key roles in PTFA that will be vacant at end of this year (e.g. sound, purchasing etc.)

### **Aviva Community Fund**

£1000 from Aviva has to be spent on outdoor area, Janet had meeting today re pond area so money will be put towards this.

### **Draught Beer for Summer Festival and 10K**

Dan confirmed that Richard from Left Handed Giant will not be providing draught beer for any events after this year's summer festival. The requirement is approx. 5 barrels (150 pints) and a cooler and pump. This would cost ~ £500 and storage would be difficult. We need to look into sourcing draught beer and the necessary kit. Simon knows someone with a microbrewery, he will approach them to see if they would be willing to support – we would pay cost price for beer and they would be able to advertise on pumps etc. The other option is just to sell bottled beer but this can cause storage issue in advance of event and issue with amount of glass to be recycled. It was agreed we should see if we can find other brewers to support the events.

**Action:** Simon to speak to his contacts to see if they could help

**Action:** Andy to put appeal for help in next newsletter

## **Date of Next Meeting**

Tuesday 21<sup>st</sup> May, 7.30pm, The Rising Sun