

## **The Minutes from the Cockwood School Parents and Friends Association meeting on Tuesday 9<sup>th</sup> September at 3:40pm**

**Present** - Beck Tallamy (Chair), Brigitte Hawkins (Treasurer) and Jane Hirst (Secretary), Michelle Lott, Christine Ham, Adele Jeffs and Mellony Kirby.

**1. Apologies** - Joy Taylor, Sue Jago, Lorraine Curry, Toni Smith.

**2. Previous Minutes** - The minutes for the previous meeting were approved.

### **3. Treasurers Report**

-Brigitte and Beck are working together to reorganise the PFA Accounts so that they are formalised online using a cloud. It was discussed that once the accounts were available in this format that an independent Accountant would be able to check them yearly at a cost of approx £100. This is now particularly important as we are a registered charity.

-Jane Hirst's Lloyds Bank form is to be redone due to an error. When this is completed she will be a signatory replacing Mellony Kirby.

-After more than 3 years as PFA Treasurer Brigitte Hawkins will be stepping down next year from this role. Brigitte has also worked tirelessly as a PFA member since her children were enrolled. The PFA will need a replacement Treasurer from January 2015.

### **4. Request for Funding**

- Year 1 Trip to St Nicholas Priory in Exeter. £5 per child was agreed with the remainder of the trip £4.50 to be paid by parents making the full trip price £9.50 for each child.

- Mrs Curry requested funding for five new laptops including one to replace her own. This would provide class 1 with four more laptops so each child has more access to them. Funding was agreed at approx £1475 for five laptops.

### **5. Autumn Term Events.**

-A September event was discussed with regard to a company called BAM (building/engineering company) who helped to rebuild the railway line etc locally after the storms. They would like to put on an event to present a donation to the school of £2000. The event is expected to take place in late September with PFA or Fairtrade providing teas and coffees.

-Quiz night is due to take place in November, date to be confirmed.

-Thursday 18<sup>th</sup> September the PFA will be holding a Cake sale with teas and coffees for parents/carers picking up from school from 3pm until approx 3:45pm so that the children can buy cakes too. Vanessa Tomlinson will be bringing all the preloved uniform for sale also on that day. Cake donations gratefully received.

## **6. New Bank Accounts for Paypal and Fairtrade – update**

-New accounts for Fairtrade and Paypal are now open and we are waiting for cheque books to be issued.

## **7. AOB**

-A Calendar including photographs of permitted children and other aspects of school life was discussed. Christine Ham has kindly researched this and found a company in Dawlish who can produce these calendars at approx £4 each and the PFA would sell them in the run up to Christmas for approx £7(price to be confirmed.) The calendars would also have term dates and other PFA event dates printed within. An approximate deadline for this project would be 10<sup>th</sup> October.

## **8. Date for next meeting – Wednesday 8th October at 3:40pm.**

Meeting ended at 4:30pm