**Cockwood School PFA Meeting**

Wednesday 13 November 2013, 3.40pm

**Minutes of the Meeting**

Chaired by: Mellony Kirby

Present: Mellony Kirby, Brigitte Hawkins, Toni Smith, Joy Taylor, Michelle Lott, Sue Jago, Adele Jeffs, Gill Watts, Steve Lott, Lee White, Nick & Beck Tallamy

1. **Apologies**

Nicola Rose, Lorraine Curry

1. **Approval of Minutes from last meeting**

No matters outstanding

Mellony Kirby signed the minutes off.

1. **Treasurer’s Report**

The accounts are looking good. Highlights since the last meeting are:

Receipts:

* £44.00 received from Easyfundraising
* £81.00 received from Sutton Seeds – this was a great figure and was mainly due to the large order placed by the Langstone Cliff Hotel
* £40.00 donation received from a grandparent to assist in a performance to take place in January along the lines of the Theatre Alibi production
* £196.08 received from Christmas card sales
* £112.00 raised at Hallowe’en Disco – this is a lower amount that in 2012, however it was agreed that we had had less stock in hand therefore purchases were made resulting in a higher outgoing sum

Expenditure:

* £50.00 donated to St Mary’s Church organ fund – NB the members of the church may be able help with something at the Christmas Fayre
* £79.00 re white board for Sunny Room
* £480.00 for the summer Forest school sessions for Class 3
* £280.00 for the Class 2 Forest School autumn sessions before half term
* £250.00 paid for the Puppet Theatre in assembly
* £720.00 for laptops
* £52.50 paid for 10 Pampered Chef safety knives for Class 3
* £250.00 provision for the Class 1 trip to Bovington \*
* £600.00 provision for the forthcoming trip to @Bristol \*

 (\*invoice not yet received)

Requests for funding raised by Sue Jago:

A total of four iPads are required for the school as an ICT priority. Nick Tallamy, ICT Governor stated that the iPad 2 is available via the Apple Education Pricing scale for £266 + VAT. He is to look further into pricing.

The books are believed to be ok, however Sue confirmed she would check and let the PFA know if further items are needed.

All present agreed that the funds raised by the Panto will be missed but that the teachers need a break this year. It was mentioned that a parent panto could be considered in the future. Mrs Watt’s sister will however be approached to assist at the Christmas Fayre to allow for the Barclays fund match scheme to be applied to monies raised at that event.

Joy Taylor thanked the PFA on behalf of the school Governors for the funds raised.

1. **Bank Account Signatories**

Toni confirmed that she had chased the bank regarding her registration forms. There had been a problem at the bank’s end however all should be sorted in 7-10 days. Brigitte stated that once was this was resolved the new account could be set up for PayPal / eBay transactions. This will be discussed further in the New Year.

1. **Used Uniform Sales/eBay**

Lots of uniform items have been donated and passed to Vanessa Tomlinson. A small amount of money has been raised to date. The facility will be mentioned in the newsletter and items may be specifically requested until such time as a sale is organised – possibly at the end of the term.

There is no other update re eBay however this will be kept as a running item on the agenda.

1. **Recycling Collection**

Brigitte stated that it would be nice to find a parent willing to take responsibility for co-ordinating these collections. EcoKids will not be used again, however Bags 2 School could be an option. Toni offered to look into the various options and report back.

1. **Christmas Fayre**
* **Puddings** – these are now with Tanya Tothill who has kindly offered to co-ordinate distribution as and when orders are received. Beck T has written the letter to go home by the end of the week. Details to be passed to Sue asap
* **Raffle** – Mellony to place order with Swift Print as venue confirmed. There is a week’s lead time therefore they should be sent home by the end of w/c 18.11.13. Adele agreed to package books into envelopes using labels provided by Sue – NB since the meeting, as she is a member of school staff, Brigitte has undertaken this task to observe confidentiality protocol. Thank you to Adele for her kind offer of help!

The letter requesting donations for prizes etc is to go home this week. Mellony suggested that local businesses be approached.

Mrs Watts’ sister will be approached to assist with the sale of tickets at the Fayre to allow the match funding to work.

* **Fayre** – A decision was needed re the venue. The school was an option however the amount of work required to ensure security and prevent damage to school resources was a concern. The last time the Fayre took place at school was 2006, Joy explained it was chaotic and took over a week to tidy up. It was therefore decided that the Village Hall would be the venue for this year.

A plan of table layout will be made prior to the event and it was agreed that tables would be placed around the edge of the hall rather than in the middle as in previous years.

Stalls as per attached list. A PFA table will operate providing details of the 50/50 club, Abel & Cole and possibly the School Bus.

Toni offered to bake gingerbread men and cakes for the craft table and to purchase the icing etc for decorating.

Sweets will be bagged (by Brigitte and Adele) in the same way as for the Hallowe’en disco and priced at 25p or 50p.

Brigitte, Beck and possibly Mellony will go to Macro/Bookers w/c 25.11.13 to buy Grotto gifts, prizes and other stock as required

**Action Point** – Beck to confirm hall booking and fee of £13.00, arrange to borrow the Tombola from the Langstone Cliff Hotel, confirm FC (Rod Crook)

**Action Point** – Committee to have a planning meeting at the Village Hall w/c 25.11.13

1. **AOB**

Mellony informed the meeting that she does not intend to stand for re-election as Chairman at the forthcoming AGM although she will remain an active member of the PFA.

Beck suggested creating an online survey to capture parents’ views and understanding of the work the PFA does for the school.

1. **Date for AGM and next meeting**

Wednesday 15 January 2014, 3.40pm at School

The meeting ended at 4.45pm

**CHRISTMAS FAYRE STALL ALLOCATION**

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| **STALL** | **ORGANISER** |
| Lucky Dip | Nicola Rose |
| Lucky Bottle | Nicola Rose |
| Christmas Puddings | Tanya Tothill |
| Decorate a Biscuit/Cake | Michelle Lott / Toni Smith |
| Tombola | TBC |
| Raffle | TBC |
| Santa’s Grotto | Nick Tallamy / Dave Andrews (set up)FC & Karen Hannaford |
| PFA Info + Grotto Tickets | TBC |

**REFRESHMENTS**

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| **STALL** | **ORGANISER** |
| Cakes | Gayner Andrews  |
| Tea & Coffee | TBC |
| Soft Drinks & Sweets | TBC |
| Mulled Wine & Mince Pies | Governors |

**INDEPENDENT SELLERS – Table Fee £10**

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| --- | --- |
| Tall Amy Bags | Beck Tallamy |
| Angels Soap Kitchen | Clare Llewellyn |
| Fair Trade Table | TBC |
| The Book People | Jacky & Mei |