**SMALLEY RICHARDSON ENDOWED PRIMARY SCHOOL**

**PTFA Meeting**

**Held on Tuesday 22 January 2013 at 7pm**

**1. Present**

Stacey Hudson (Chair), Catherine Duro (Vice Chair), Suzanne Pancisi (Secretary), Julia Goodliffe (Treasurer), Joanne Mellor, Matthew Crawford, Caroline Trivett, Heather Buckley, Lorna Taylor, Fiona Lambourn

**2. Apologies**

Kate Mason, Katie Ufton, Stef Wass, Jodie Slater

**3. Correspondence**

The information regarding the small lotteries licence has now been received. Holders are required to complete a return form for each lottery or raffle held within three months of the date of the draw. **Suzanne to complete and send a retrospective form for Xmas fayre raffle.**

**4. Treasurer’s Report**

Julia presented the Treasurer’s Report. There is currently £6537.85 in account, we made an overall profit of £2,428.00.

**5. Fundraising**

 A discussion was held regarding fundraising activities for the coming year, the following events were agreed.

 **Discos**

There was a discussion around what to do this year following change of disco in 2012. It was agreed that the new disco, Popsters, was a success with the children enjoying the activities that the new DJ put on. After discussion it was agreed to ask Popsters again this year, and to book a disco for end of term before Easter, Julia will check availability for week beginning 18 and 25 March, to be called end of term disco . There was also a discussion about the DJ used previously, Gazza, who due to confusion with bookings arrived to do the disco the week before the one we had booked at xmas. It was agreed to send him a letter of apology and a cheque to cover petrol etc. **Stacey to write the letter.**

 **Easter fundraising**

Following discussion it was agreed to do the art event again with a small Easter Fayre on Friday 22 March 2013, stall suggestions - chocolate tombola, smellies tombola, jewellery, cakes, raffle on the day. Catherine to look into companies who produce artwork on mugs, coasters etc to see if anybody will keep an order open for the year. Lorna to investigate. Matt suggested jewellery and smellies to be put on a stall in school for mother’s day presents – **Matt to speak to Mrs Mason/Mrs Boyles.**

 **Countryside Walk**

 Lorna suggested a family walk around the surrounding area with a treasure hunt, the charge would be £5 per family for the walk and treasure hunt plus refreshments and cake at school afterwards. It was agreed to hold this in September to use as a get together for parents. **Walk/treasure hunt to be arranged early in the next academic year.**

 **Car boot sale**

It was agreed to hold a car boot sale on the playground in summer. A date was agreed of 6 July 2013.

 **Bingo night**

 It is a couple of years since PTFA held a Bingo Night – it was agreed that one would be arranged early in the new academic year ie September or October. **To be discussed nearer the time.**

 **Summer fayre**

 A date for the summer fayre was set as 8 June 2013.

 **Auction Night**

 PTFA to hold an Auction Night on 17 May 2013. Requests to be made for anyone who wishes to donate services or promises which can be auctioned eg Mr Crawford will come and mow your lawn. Promises are then auctioned to the highest bidder. The auction will take place in the school hall. Refreshments will be cheese and wine – alcohol will be ‘bring your own’ and we will approach local businesses for donations of cheese and biscuits.

**6. Allocation of funds**

 **ICT update**

 Matt has had four quotes for the wireless network and has had some very useful advice from Mr Hollingshurst, Luke’s dad, who has had a look at quotes and advised that there was a big difference in cost for little difference in goods. The quote decided upon comes to £2,600 and comes from a company that works with alot of Derbyshire schools; they have got good references and provide good aftercare. Matt is to speak to the Governors at their next meeting and if they give approval it is hoped to get the network fitted during February half term holiday. Once that is done we can start purchasing hardware – Matt is currently getting various quotes for laptops, ipads and secure storage. PTFA agreed to fund the cost of the wireless network.

 Lorna said she felt that the timing was right to give some education regarding posture and keeping safe whilst using computers and offered to produce a short leaflet for school re healthy backs and use of IT equipment.

**7. Any Other Business**

 Heather requested donation from PTFA for leaver’s party. It was agreed to donate £100.

Catherine suggested promoting The Giving Machine, on the school website. The school registers with The Giving Machine and then if anyone shopping online goes through the site first school will receive a donation. Matt to put a link on the website. We need to advertise the site, Stacey and Suzanne agreed to get together to produce a newsletter.

 Fiona to go to Birthdays in Heanor to see what stock we can pick up in their closing down sale

**8. Date of next meeting**

Tuesday 26 February 2013 at 7pm at The Rose and Crown, Smalley Crossroads.