



MINUTES OF PTFA MEETING
Wednesday 20th September 2017 at 7.00pm
at Royal British Legion

PRESENT:

Anna Wardle, Rachel Mellor, Vicky Allen, Judith Flower, Tracy Blackwell, Linda Wright, Helen Debes, Katherine Webley and Vicky Critchlow.

APOLOGIES:

Liz Broomhead, Nicola Richmond and Zoe Clark

WELCOME:

Anna thanked everyone for coming.

Minutes were read from the previous two meetings and signed as follows:

- 1) 5th April 2017 - signed by Anna Wardle (chair person), Vicky Allen (secretary), Judith Flower (proposed) and Katherine Webley (seconded)
- 2) 16th May 2017 - signed by Anna Wardle (chair person), Vicky Allen (secretary), Judith Flower (proposed) and Tracy Blackwell (seconded).

AGENDA:

- AC/AD night
- Lottery License
- Banking/Accounts
- Number Run Winners
- Christmas Fair

AC/DC NIGHT:

AC/DC night to raise funds for the PTFA was a great success. Overall we made £645.00, from which we had to deduct £280.00 for the band and £50.00 for the hire of the village hall (still awaiting on receipt of payment for accounts), total profit minus expenses was £315.00.

NUMBER RUN LOTTERY:

The name of promoter to be changed from Linda Wright (former chair person) to Anna Wardle (current chair person), Derbyshire Dales District Council Notification of Change of Promoter for Society was signed by Anna Wardle ready to be returned to The Licensing Team. Also Lottery Statements were signed by Anna Wardle and witnessed by Vicky Allen giving them permission to complete the returns.

ACCOUNTS:

- The grant for money towards the EYFS play area from Councillor David Chapman (that the PTFA applied for on behalf of the school) has been paid into the PTFA by BACS. The amount was for £800.00 and not £850.00 as previously minuted on 16.05.17. This is to be paid into the school fund to help finance the improvements already in place.
- Judith Flower renewed the Charity Commission on 27.07.2017.
- It was agreed by all at the meeting to remove Sarah Broadley, Diane Cope and Kerrie Wager from the Number Run Account and add Anna Wardle and Vicky Allen as signatories. Two signatories are required on the cheques for this account - Judith Flower will remain as the other signatory. Anna Wardle and Vicky Allen have signed NatWest forms to enable them to be set up as new signatories'.
- It was agreed to change the number run account correspondence address officially to Judith Flower from Diane Cope.
- Caf Cash account and Caf Cash Gold account - It has been agreed by all present at the meeting to close the accounts and combine them into one new account with the Natwest bank. This is due to the fact that we receive very little interest on the Gold account and we are being charged £5 per month for the current Caf Cash account. It was agreed to remove Kerrie Wager as signatory and add Anna Wardle and Vicky Allen. Remaining, signatories on the account are Judith Flower and Rachel Mellor; the account requires any two signatories on cheques.
- The Caf Cash current account correspondence address is Kerrie Wager and the CafCash Gold account correspondence address is Diane Cope. Once the accounts are closed all correspondence from the new account at Nat West will go to Judith Flower as treasurer.
- PTFA have agreed in previous meetings to pay:
 1. Corner stones £2050.00 (This is minus VAT as school can claim this back)
 2. Lea Green contribution £960.00 (£60.00 per child x 16) Proposed by Helen Debes and Seconded by Vicky Critchlow
 3. White Hall contribution £160.00 (£80.00 per child) Proposed by Anna Wardle and Seconded by Helen DebesAll to be paid and completed by 30th September 2017, which is the end of the financial year for PTFA.

It was agreed by all at the meeting that two cheques, that were written in November 2016 to pay outstanding invoices for the school, would be cover the cost. (*This was when the school couldn't get cheques signed due to the resignation of the school business officer and no other signatories available until the paperwork had gone*

through to change them.) PTFA members at the time agreed to pay these amounts on the understanding that the money would be reimbursed once the signatories were sorted.

The cheques were Clarice Cliffe plate Decorating £160.00, and Christmas Pantomime £183.00. Mrs Blackwell expressed her thanks to the floor for their generosity.

- Savannah Rags - clothing donated by parents and members of the village are taken in exchange for cash by Vicky Allen, this is steadily bring in money.
- Hartington Farm Shop - Barbara Davis has been supplying the farm shop with some items to sell that were donated to school by Val Bradley, this is steadily bring in money
- Donation given from Mary Goodwin of £10.00 as she was unable to attend the AC/DC night and wanted to contribute to the fund raising. A card/ letter of thanks to be organised by Vicky Allen on behalf of the PTFA.
- Rachel Mellor to chase up receipts, from the flowers ordered at Christmas from Wild Orchid for Tracy Blackwell and Brenda Kirkham, for the accounts.

NUMBER RUN WINNERS:

- 29.04.19 - Alison Ivins won £121.00, run took 11 weeks and PTFA made £121.00
- 17.06.17 - Holly Blackwell won £88.00, run took 8 weeks and PTFA made £88.00
- 05.08.17 - Alison Ivins won £77.00, run took 7 weeks and PTFA made £77.00.

CHRISTMAS FAIR:

- Proposed for Sunday 3rd December 2017 but Anna Wardle to check date with Liz Broomhead due to Christmas tree event in church.
- Vicky Critchlow proposed children make Christmas decorations, to sell at the Christmas fair, during an after school club on a Wednesday evening after October half term. All parents to help where they are able and PTFA to fund the resources.
- Anna Wardle will start to contact companies for the stalls, charged at £20.00 for the day
- Adults will be charged entrance fee on the door of £3.00 which will include free drink and mince pie/biscuit (entrance slips to be used from last year)
- Helen to attract people to the fair with help from the children and the festive mascot 'cow' in the village
- Vicky Allen and Helen Debes to contact companies for prizes ready for the raffle tickets and the raffle/auction on the nativity pea and pie night
- School are going to get the ICT man to set up an email address especially for the PTFA, for the companies to contact, instead of using the school email address, as in previous years this caused problems and e-mails got missed due to the volume that come in on the school address.
- As soon as we have three top prizes the raffle tickets will be ordered.

NEXT MEETING:

Meeting to be organised nearer the time of the Christmas fair and nativity night to organise raffle prize ordering and general running of the events.

Meeting closed approx 8.30pm

Thank you to everyone for attending and giving up their time.

Chairperson:

Date:

Secretary:

Date:

Proposed:

Date:

Seconded:

Date: