

# Clifford Primary School PTFA MINUTES

Thursday 26<sup>th</sup> April, 7.30pm  
Tomatitos



<b>Attendees</b>	Jess Coccozza-Clack (chair) Cat Barnett (treasurer) Bridie Whittle (secretary) Sarah Scourfield (head) Annabelle Coombes Andy Fryers	<b>Apologies</b>	Matthew Bickley Louise Parish
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**1 Apologies** – listed above

**2 Approval/corrections to minutes of the last meeting**

Approved without corrections

**3 Treasurers report**

- **Bank balance (at 26<sup>th</sup> April)**

Current account balance £5009.19

Savings account balance £2149.68

- **Income:**

£396.55 raised at Easter egg hunt, money continues to come in from DDs through local giving - £150 this month, and £30 has come in through Easyfundraising.

- **Expenditure:**

£300 paid for Parentmail text bundle, £250 for art week at Berrington Hall, £50 spent on voucher as a thank you to Mark Price for the toilet refurb and £77 delayed payment for class Christmas presents.

- **Expenses owing:**

£420 paid for bus travel to Berrington Hall but this has not yet cleared through the account so is not reflected in the current balance.

**4 PTFA funded projects and funding requests**

**a) Astroturf** (for area of grass between wooden sheds and playground)

Mrs Scourfield added this to the wish list at last inspection and we agreed we'd consider it but quote obtained by school came in at £20,000! Andy suggested wet

## Clifford Primary School PTFA MINUTES

pour rubber might be an alternative to consider. Mrs Scourfield may look for another quote but the project is unlikely to proceed.

### b) Music resources

Objective is to promote music and increase access to a range of musical activities – hoping to deliver this from September. School is considering a number of options.

The whole school is trialling the Charanga scheme which is proving popular with teachers and the children. This is an online music resource costing £170/year, though Mrs Scourfield is to check this as it's such a low price.

Whole class teaching - Sara Scott is a visiting teacher at cost of £30/hour session for a whole class, but the school would need to provide the instruments. Already have recorders, would like to get ukuleles, have had steel drums in the cupboard in the hall for many years but these have been moved/gone missing. Mrs Scourfield will ask for any information about their whereabouts in the newsletter.

#### Action Items

Check quote for Charanga and review trial with staff  
Obtain quote for instruments

#### Person responsible

Mrs Scourfield  
Mrs Scourfield

#### Deadline

Next meeting  
Next meeting

### c) Bird feeders/gardening equipment

Mrs Scourfield has requested this since the last meeting after it was requested by the children. All agreed we'd be happy to buy/provide/make one before next winter. She also asked whether we might help to buy plants and equipment for the school garden – gloves and trowels etc. Andy suggested asking parents. Mrs S is going to organise a work day for teachers and parents and is compiling a list of maintenance and gardening jobs to do. Since this might take a bit of organisation and may not happen quickly it would be helpful if PTFA/parent volunteers might do a quick dig over of the garden to get it ready for the children to start planting. This was last done in late autumn so shouldn't take too long.

#### Action Items

Arrange work day for garden/maintenance  
Request donations of tools/plants in newsletter  
Arrange a gardening afternoon/after school for parents

#### Person responsible

Mrs Scourfield  
Mrs Scourfield  
Bridie

#### Deadline

asap  
asap  
asap

### d) Additional requests for funding from school

- Art books – school would like to provide an art book - one per child. Suggested we could ask Forest Art if they could give us a good price for this. All agreed we'd be happy to support this

#### Action Items

Get quote from Forest Art

#### Person responsible

Bridie

#### Deadline

asap

## Clifford Primary School PTFA MINUTES

- II. Maths equipment – Maths is a priority focus for school. There is currently one set of equipment shared between classrooms but they would like to have one per class. Mrs Scourfield to obtain a quote. It was suggested that Llanigon primary school which has been closed may also have maths equipment to sell off – Mrs Scourfield to investigate.

Action Items	Person responsible	Deadline
Obtain quote for maths equipment	Mrs Scourfield	Asap
Contact local school closing down	Mrs Scourfield	Asap

- III. Staff room – In the longer term, Mrs Scourfield would like to propose to the council that the staff room is switched with her office so that she can be in an office next to school admin, and so that the staff can have somewhere peaceful to retreat to. Mrs Scourfield will discuss with the council. Although this was discussed at the meeting, the PTFA are not currently being asked to raise funds for this

### 5 Debrief of recent PTFA supported events

#### a) Easter Egg Hunt

This raised (approx.) £390 after costs. Agreed this was a fundraising success and everyone seemed to enjoy it although the weather could not have been much worse! Good to have it piggy-backing on the Eisteddford and worked well having it at the school hall. Maybe look at having a different sort of hunt next year, that doesn't involve pens and paper so that it's a bit more weather proof!

### 6. Upcoming fundraising events

#### a) Hardwicks Got Talent.

Bottles are being left at school for the PTFA bottle raffle. Bridie to pick up the bottles from school and sell raffle tickets at the door. Jess CC will do face-painting. Hardwick committee have generously offered to split the profits from the night and allow the PTFA to keep all the takings from the raffle and face painting.

#### b) Everest Cycle Challenge, 16<sup>th</sup> June

Ben W and Scott W are in training and have now recruited Patrick (Tabby and Bea's parents) and Mark Lynas. Bridie is considering it too. Ben is setting up a Just Giving page and fundraising will need to start in earnest.

#### c) Clifford castle event.

Bridie has visited the castle and met with the owners and discussed options for having a social/fundraising event there for the school, possibly in tandem with an

## Clifford Primary School PTFA MINUTES

educational visit. Bridie was concerned about safety at the site and felt it would be very difficult to manage large numbers of children prevent them from disappearing to the river. Andy thinks it could be done safely and is happy to do a site visit

Mrs Scourfield has decided that it probably won't be possible to do an educational visit this term as there is so much going on but suggests doing it early in the autumn term. This might also be a good time to do a social event as it will include new starters. Bridie will email Keith and Annie at the castle, let them know that we are still considering doing something but would look at doing it in the autumn. Mrs Scourfield will get in touch with them separately about an educational visit.

Action Items	Person responsible	Deadline
Email castle owners about social event	Bridie	asap
Email castle owners about educational school visit	Mrs Scourfield	asap

### d) Bag packing at the Co-op

Following a profitable day last year, we are keen to do this again. Cat will approach the Co-op and find a day and then try and recruit some volunteers.

Action Items	Person responsible	Deadline
Arrange date	Cat	asap
Send out doodle poll for volunteers	Cat	asap

### e) Additional events proposed at meeting

#### Art exhibition next Friday, 4<sup>th</sup> May

Mrs Scourfield has asked if PTFA would like to provide refreshments. Jess and Annabel to make a cake, Bridie and Jess to do teas

#### Royal wedding celebration, 18<sup>th</sup> May

The whole school will be taking part in a pretend wedding in the outside classroom to celebrate the royal wedding on 18<sup>th</sup> May.

Mrs Scourfield asked if the PTFA would like to follow this with a disco, 3 – 4.30pm. Agreed we'd try to do this (the children have said they'd like more discos!). £2 entry charge. Jess CC will ask Neil as he has offered to support the school even though daughter Anna is no longer at school. Bridie can ask Ben/Max if Neil can't do it. Cat to ask Coop if they'll donate snacks for the wedding party.

Action Items	Person responsible	Deadline
Find DJ	Bridie/Jess	Asap
Ask for biscuit/food donations from the Co-op	Cat	Asap
Put notice in newsletter	Mrs Scourfield	Asap

# Clifford Primary School PTFA MINUTES

## Football opening ceremony, 15<sup>th</sup> June

There will be a celebration at school – would PTFA like to get involved? Could do face painting/sell ice-creams. Would need to revisit this when arrangements for the event have been finalised. This will need to be in advance of the meeting and can be arranged by email

### Action Items

Inform PTFA of plans for the day

### Person responsible

Mrs Scourfield

### Deadline

asap

## 7. Future fundraising events

### a) Auction of Hay Festival sketches.

All sketches now mounted and framed and have been photographed ready to put on Ebay. Jane Moreton has kindly offered to help arrange ebay auction as Egbert is too busy at the moment. Emma Wheeler will also help with the social media hype. They aim to get it online before this years' festival and complete auction end of June.

Auctioning this number of sketches is a big project so Andy proposing to change strategy for future Hay festival sketches and will split each years' sketches between the three schools and the library, rather than giving all of the sketches to each in rotation.

### Action Items

Arrange ebay auction

### Person responsible

Andy

### Deadline

Before festival

### b) Film/story night

This was suggested as a social/fundraiser at the last meeting. Jess has done some research to find out what the licensing implications are. Apparently need a licence if showing a film commercially but if asking for donations this might not be necessary. Andy thinks it can be done without licence. This was something Annabelle's old school used to do so she can ask how they did it. Mrs Scourfield to ask at Wellington too. All agreed better to do this as a winter activity so shelved for this term.

### Action Items

Find out how other schools have got around licensing issue

### Person responsible

Mrs S/Annabelle

### Deadline

Before next meeting

## 8. Non-social fundraising

### a) 100 club/lotto

Annabelle has looked into the options for a school lotto/100 club. In a 100 club people purchase a number for £12 - £15 which they then retain while they are a member of the club. A number is drawn out of a hat once each term/half term.

## Clifford Primary School PTFA MINUTES

The owner of that number wins some money and a percentage of the profits are retained. Annabel has offered to manage this and will set up for the start of the next school year.

Action Items	Person responsible	Deadline
Set up 100 club, deal with registration, recruit parents	Annabelle	Autumn term

### b) Co-op funding round.

Cat has applied. No decision yet. Hoping to hear within the month.

### c) Non-uniform days

Mrs Scourfield will arrange these for the last day of each term and has planned one for 25<sup>th</sup> May and will be asking for a £1 contribution to the PTFA.

### d) Additional suggestions for non-social fundraising

Finn Beales has kindly offered to do a repeat of the fabulous year group photos he did several years ago, with funds going to the PTFA. He will arrange this with Mrs Scourfield. It'll need to be done as soon as possible to give us plenty of time to sell to parents after half term.

Action Items	Person responsible	Deadline
Arrange a date for year group pics	Mrs Scourfield	asap

## 9. School communication

The PTFA have paid for a bundle of text messages that will last until end of 2018/beginning of 2019. Bridie suggested that we review the Parent Mail service and explore alternatives before the current bundle expires. Matthew has already done some work on this and could be asked to expand on it.

The school also looking to do a new website in 2019. It was suggested that committee members could help by asking friends and families from other schools about the services/platforms they use for communicating with parents and they can feedback to Mrs Scourfield.

Action Items	Person responsible	Deadline
Bridie to ask Matthew whether he would be willing to lead this	Bridie	asap
Committee members to get feedback on other services from friends/family members and feed this back at next meeting	All	Before next meeting

## 10. Car Park

Chair of governors, Kate Thomas, and parent governor, Graham Mason, were not present at the meeting, but emailed to confirm that the responsibility for car park safety lies with them. Kate confirmed that numerous meetings had been held with

## **Clifford Primary School PTFA MINUTES**

the council over the years and explained that the school itself have been told that they cannot make alterations to the carpark as it would invalidate their insurance.

They are currently employing softer strategies while they continue to explore longer term solutions

- To provide regular reminders to parents - do's and don'ts and where to park
- Kate has attended as a traffic warden and handed out 'parking requests' to those that parked inconsiderately.
- Staggered pick-ups being trialled.

Mrs Scourfield and the governors would welcome any feedback on whether the staggered pick-ups are effective.

### **11. Any Other Business**

Additional suggestions for fundraising activities/events and requests from school for funds/support that were not on the agenda have been put under the appropriate headings above.

### **12. Date of next meeting**

14<sup>th</sup> June, 7.30pm. Venue tbc