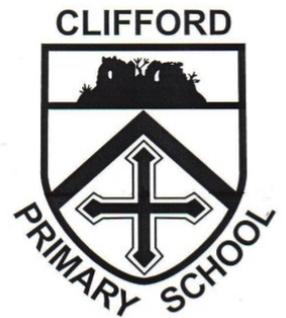


Clifford Primary School PTFA MINUTES



9th November 2017, 7.30pm
Tomatitos

Attendees	Jess Coccozza-Clack (chair)	Apologies	Jess Hope-Jones
	Cat Barnett (treasurer)		Hannah Sampson
	Bridie Whittle (secretary)		Jess Shaw
	Zoe Verry		Louise Parish
	Marie Thomas		
	Sarah Scourfield		
	Graham Mason		
	Andy Friars		
	Matthew Bickley		
	Barney Sampson		

1. Apologies – listed above

2. Approval/correction to minutes of last meeting (AGM 28/09/17).

Marie Thomas highlighted an error in 7.2, bullet point 2 – she clarified that the council have *not* agreed to fund improvements to the boys toilets but that the school has saved some of their capital projects budget to contribute to the refurb.

3. 2017-18 school funding requests

Cat gave brief report on current financial status -

Current balance £11,000 with approx. £3000 expected to land in account soon from Co-op fund, giving £13,500.

Required to keep £2000 in reserve

Expected to pay out £8,500 to purchase laptops, leaving approx. £3000 in reserve to roll on to this years' projects.

a) Toilet refurbishment

Jess C-C reported on the state of the boys toilets and the work required.

None of the doors have working locks, floor and walls in a poor state and there is rusty metal protruding below the basins which is an injury risk. She has spoken to Mark Price, who is a maintenance officer and a school parent, who has generously agreed to do some preliminary work this weekend (Sunday 12th Nov), fixing new locks and filling/repainting the walls. Jess asked school to send an email to parents to request volunteers to help but this has not elicited much response to date. Dave Coccozza-Clack will help Mark on Sunday.

Marie has had a quote for a refurb from the maintenance company they usually use, which came to £4543 for refurbishment of boys' toilets, £5323 for girls to include new floors, new lighting, new basins in boys toilets, tiling.

She confirmed that funds from the schools' capital budget (£4000/year) could be spent on the refurb providing it is pitched to qualify as a capital project as opposed to general maintenance (where cost for maintenance projects exceed £2500 the school has to apply

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to the council for funds and given the current budget constraints it is unlikely that funds would be forthcoming).

Action Items	Person responsible	Deadline
Ask Mark Price to quote for the work	Jess C-C	asap

a) Oxford Reading Tree books stages 16-20

Marie Thomas has had a quote of £861.89 to cover all the books required. PTFA have been asked to fundraise to cover this and all agreed that it was an achievable sum and an objective that parents would support. Marie suggested that if PTFA can cover this cost, it will mean that more of the school funds can be diverted to the toilet refurb. Committee to consider making this the target for a future fundraising event – perhaps the ceilidh? Decision can be made at next meeting once we have quotes for toilet refurb.

4. Additional suggestions for funding

a) Encore music service

Jess Shaw proposed this at the last meeting as an idea for a PTFA funded initiative but was not present to report on it.

In discussion, all parents present seemed keen in principle though the consensus was that while this could remain an aspiration for the PTFA it cannot be progressed until we have more funds and a clearer idea of the costs of the other projects we've been asked to fund this year.

Marie Thomas believes it is something that can be taken up pro-rata and does not require a commitment from the beginning of the school year, so could be revisited later in the year.

Marie Thomas and Sarah Schofield suggested that the children will not realise the full potential of the project unless allowed to take instruments home with them to practice. Bridie reported that the service is used at Almeley school where her mother is a school governor so she will ask for feedback on how well it benefits the children.

Action Items	Person responsible	Deadline
Request feedback from Almeley school	Bridie	Before next meeting

5. Review of carpark safety

a) Proposals considered/rejected

Barney Sampson provided some background on proposals that have been considered/rejected. He looked in to this in his role as health and safety rep on the school governors several years ago. At the time he was in discussions with David Davies from Hereford Council and had some discussions with Clifford hall committee. In brief:

- Another access/exit point to facilitate a one-way system – council rep, David Davies, believed this would not be possible within the bounds of the current car park as sight lines of 50m each way required. He suggested considering route round the back of

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Busy Bess, through adjacent field. This would be very expensive and require buy-in/compliance of landowner. Might be worth pursuing in the longer term.

- Installing lay-by under trees adjacent to road to provide parking for an additional 4/5 cars – David Davies believed this would be approved by council.

Marie Thomas clarified that the carpark is not owned by the school but is council property for joint use by the community hall, the school and Busy Bees. Because of this, it's thought it would not be possible to install any permanent structures/markings that specifically relate to school use as this may make school liable if there are any accidents resulting from inappropriate use. She reported on an incident where an elderly lady attending an event at the hall, tripped and injured herself and sued for damages which embroiled the community hall in legal disputes for several years.

Marie reported that when we talk about car park safety concerns the council emphasise we're lucky to have a car park at all. There has only been one 'near miss' reported to the council, giving little weight to our insistence that the car park is dangerous. To have any hope of getting money from the council for improvements we have to be able to demonstrate the car park is really dangerous!! Worth reminding parents to report 'near misses'?

b) **Suggestions for improvement**

- The governors have suggested a drop off point at the field gates (double gates) where children could be met in the morning by a teacher and follow a 'walking bus' to the school playground. This would be helpful in the morning but would not address the pressures at pick up, which parents present at meeting thought to be the greater priority. Would necessitate a hardcore/matting path alongside the hedge.
- Moving school field fence - Andy Friars suggested pushing back the school field gateway (opposite gas cylinders) in line with the rest of the fence to remove that pinch point and increase parking spaces.
- Moving gas cylinders – Andy suggested we get a quote to move the cylinders to free up extra parking spaces.
- Crossing point – Bridie suggested having a dedicated crossing point, provided by a temporary (moveable) zebra crossing. Proposed locating it at the entrance between the corner of the hall at the bollards, and the grass – this would be a very visible location with good sight lines providing entrance splay kept free of parked cars. Marie Thomas thinks this is too close to the entrance and cars approaching car park would not have time to see it and stop, also might become a bottle neck if cars accessing carpark have to wait at crossing. Alternative site for crossing from across the narrow point by the gas cylinders though to keep this visible you' have to prevent cars parking on the approach so might lose parking capacity.
- Paths along the front of the parked cars – Bridie suggested installing paths along the front of each row of cars. For cars parked against school field hedge, would require them to be moved back from hedge and a raised kerb/path installed. If the field fence

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was moved as described above, this could continue all the way to Busy Bees providing safe access to cars along that side of the car park. A paved path could also be installed along the front of the other cars, in the grass area. This would give avoid the need to walk through the middle of the car park.

- Bollards – Bridie confirmed that the community hall committee paid to install the plastic red and black bollards on the roadside verge to prevent cars parking there and would be happy to continue them round the end of the grass verge to stop cars parking there on the entrance splay. It may also be possible to install them the other side of the splay.
- Appropriate use of the car park – discussed that parents need to take responsibility for ensuring safety of their children. Letter has been sent out by governors. Marie Thomas wil put out cones to prevent parking at entrance and next to bollards. Children doing signs to slow traffic. Jess C-C asked whether it would be worth lobbying council for 20mph speed limit on that stretch of road/council signage, but Andy reported that speed restrictions only imposed on roads lit by street lights and council funds would not stretch to this – Cusop council recently appealed for this on a stretch of road in Cusop to no avail. Cat proposed getting parents to sign a pledge to encourage appropriate use but a few parents felt this might lead to finger pointing.

c) **Actions**

Barney suggested first priority should be to commission a scale drawing of the car park which we can the use to take measurements, get quotes etc. Graham has a meeting with CO2 architects and will ask them to quote. Andy wondered whether community hall plans still available. All to be considered.

Meetings to be arranged with stakeholders (Busy Bees, Community hall committee, Parish Council, school governors) where potential solutions discussed.

Quotes to be obtained for moving cylinders, moving fence, tarmacking, installing paths/kerb, temporary crossing

Action Items

Quote to install paths/moving fence from Colin Burks

Quote to install paths/move fence from Gammon

Quote for temporary crossing

Quote for moving gas cylinders from Mark Vaughan/Ben

Scale drawing of car park

Request extension of plastic bollards from community hall committee

Preventing parking by bollards/entrance splay

Person responsible

Marie Thomas

Barney

Bridie

Bridie

Graham

Bridie

Mrs Thomas

Deadline

Asap

Asap

Asap

asap

Asap

Asap

Bridie

6. Review of text messaging service

Bridie explained that this request had come from Caroline Peachey (school administrator) who was having trouble with Parent Mail, our current messaging service provider.

However, these issues have now been resolved and the service is working satisfactorily. There are a lot of alternatives available, including 'MySchoolApp', used by Fairfield which provide push notifications. Bridie has not had time to investigate the alternatives in detail

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and does not believe there is any urgency to do so given that Parent Mail is now up and going but there may be cheaper and better alternatives and this does need to be kept under review.

There is potential to have a service where you can pay for school meals/school trips on the same site.

Mathew reported his sisters' school has a similar 'push notification' messaging service and will ask her for details/feedback.

Action Items	Person responsible	Deadline
Look at alternatives	Matthew	Before next meeting
Look into alternatives	Bridie	Before next meeting

7. School Disco (Friday 15th Dec)

Marie confirmed this is to be in the afternoon, 1.30 – 3.15. Max has kindly offered to DJ. Children will be asked to pay £1

No food necessary as afternoon event, but PTFA to provide glow sticks and sweets/treats (dairy free and nut free).

Volunteers required to help - Andy, Cat, Matthew willing and able, Bridie to ask Caroline to send round email to school parents.

Action Items	Person responsible	Deadline
Order glow sticks	Bridie	By Dec 15th
Order sweets/treats	Bridie	By Dec 15th
Email to parents	Bridie	By Dec 8th

8. School Christmas lunch

No date has been decided yet but school would be very grateful of PTFA help to set up/serve.

Feedback from last year – concern over huge amount of food wasted/thrown away at the end of the meal – would caterers consider an alternative to the traditional Christmas lunch (particularly not sprouts??) Marie doesn't think so but suggested portion control would go a long way to reducing waste. Last year was a scramble as volunteers had not realised they were expected to set up the hall, so everything a bit chaotic. With better planning could agree portions/measurements and do better this year!

Action Items	Person responsible	Deadline
Confirm date	Marie	asap
Recruit volunteers	Bridie	
Source additional cutlery/beakers??	Bridie	

9. Fundraisers

a) Joke book

Jess C-C reported that most of the jokes are now in, but some are missing names so she'll need to go back into school to get names for them. She's working to try and get the book completed for Christmas. Discussed that it would be great to have it in time for the Christmas performance so that they could be on sale to parents/grandparents.

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Action Items	Person responsible	Deadline
Print books	Jess C-C	By Dec 5 th (if poss) or by Christmas

b) Christmas raffle

This has been organised by Louise Wright in previous years. Zoe happy to ask for direction from Louise and organise/recruit parents to donate items. Bridie to help. Hampers to be raffled at school performance on 5th December.

Action Items	Person responsible	Deadline
Ask Louise for lists of items for hampers	Zoe	asap
Secure donations for the hampers	Bridie/Zoe	Last week Nov

c) Burns night ceilidh

Discussed whether to go ahead with this plan. Some uncertainty due to unknown appeal and upfront cost to hire band. Scotts' father has offered to help and provided (by email) a brief overview of what is required/expected at a Burns' night supper. Discussed whether it should be a family ceilidh or for adults only and it was felt that 'family friendly' may result in many of the school children coming which would end up being very chaotic. Barney offered to talk to Mari Fford, Clyro school PTFA, who has helped organise ceilidhs.

- **Band** - Local Ceilidh band, The Fordsons, provisionally booked Sat 27th January and will charge £300 with caller.
- **Venue** - Bridie to check Clifford hall availability.
Alternative venue's suggested – local warehouse (used recently for Elec Shop 'clubbing for grown ups event) but this would not be suitable for winter event – too difficult to heat. The Globe – Barney to ask Hilary Lawson – discussed it would only work for us if we could run the bar as it is anticipated this will be a significant part of the nights' takings
- **Food/drink** – Traditional menu of Haggis, neeps and tatties. Would want to find volunteer to cater at cost if possible. Paying bar.
- **Décor** – do we aim for sparkly event, transform the venue and expect people to dress up? Matthew thinks this may put people off. To be decided after taking advice from Mari Fford
- **Auction of sketches/promises** – we could use this event to do live auction of the Hay festival sketches and/or the promises carried over from last year. Andy planning to organise auction to take place on ebay before Christmas - Emma Wheeler has offered to promote on social media, Egbert Smit will run the auction. 3 or 4 could be held back to auction live at the ceilidh
- **Promotion** – need to get this up and running well before Christmas as only two weeks after start of new school term.

Action Items	Person responsible	Deadline
Consult Mari Fford	Barney	asap
Ask if Globe could be used	Barney	Asap
Check availability of Clifford Hall	Bridie	asap
Liase with band	Bridie	

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d) Charity shop

Zoe has spoken to town estate agents who will allow us commandeer a vacant shop for a week to use as a charity shop. Discussed timing. Before Christmas would be challenging – everyone busy. Mrs Thomas suggested years 5 and 6 might organise this as a school project but it would need to be after SATS (week beginning May 14th). It will be dependant on availability of a suitable shop – Zoe to liase with estate agents. Mrs Thomas will talk to Mrs Colingwood about whether she'd like to use this as a class project. Details to be discussed at future meeting.

Action Items	Person responsible	Deadline
Check whether Mrs Colingwood happy to run as class project	Marie Thomas	December

e) Everest cycle challenge

Cat reported that Drovers Cycles run an Everest Cycle Challenge each year in June, where a team of 4 cycle up and down to Hay bluff 18 times (between them) – the equivalent of the height of Everest. Opportunity to use this sponsored event to raise money for school. Scott very keen to do it and will organise a team.

Action Items	Person responsible	Deadline
Recruit participants!	Scott	Meeting in Feb

10. Any other business

a) Panto trip

Mrs Thomas asked if the PTFA would contribute to the cost of transporting the children to the panto at The Courtyard in Hereford. School is paying for tickets (£9 each). Caroline has had quotes for buses from memory the minibus for reception will be £80 (6th Dec). A big coach will be required for Y1-6 (1st Dec), cost estimate not available at meeting. Agreed we'd be happy to contribute if funds allow. School to send Cat the quotes.

Action Items	Person responsible	Deadline
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b) Refreshments at the Christmas school performance 5th December

PTFA usually provide refreshments – are we happy to do this again this year? Previous years we have done mulled wine/mince pies – Jess H-J arranged this last year. Will ask if she'd be happy to do this again this year. Volunteers will be required to help at both afternoon and evening performance. Bridie to send email to get volunteers.

Action Items	Person responsible	Deadline
Ask Jess H-J if she'd be willing to organise refreshments	Jess C-C	asap
Arrange volunteers	Bridie	

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c) **Christmas presents for the Christmas party**

Bridie asked whether school is expecting us to fund Christmas presents for the children again this year. Mrs Thomas thought we budgeted £3/child last year and this was used to buy a present for the class rather than individuals. Agreed we'd be happy to fund/contribute providing funds allow.

Action Items	Person responsible	Deadline
Check PTFA funds and agree total	Cat	asap

d) **SuperSonicDisco**

Max and Ben are again putting on a night at The Globe to raise funds for the three local schools. Each PTFA will get 40 tickets to sell, as before with all profits from these sales taken by the PTFA.

e) **Vote of thanks to Marie Thomas on behalf of PTFA**

This was the last PTFA meeting that Marie Thomas will attend as our head and Andy thanked her hard work and dedication over so many years at Clifford Primary School

11. **Date of next meeting THURSDAY 11TH JANUARY 2018**