

## **Chaddesley Corbett PTFA Meeting Notes**

**Date: 23 April 2024 @ 8:30pm (online)**

Committee OPEN Meeting:

Present:

Helen Stockdale, Steph Craddock, Jo Bannister, Angela Walker, Kathryn Bellerby, Sam Woodyatt, Lydia Roberts, Jodie Poole, Catriona Cork

*Welcome from the Chair*

Update to the PTFA meeting structure - moving forward, meetings will follow an Open PTFA Meeting structure:

- All members of the association can attend an open PTFA meeting and all members should be invited.
- Only elected Committee members can vote at an open PTFA meeting, but the PTFA Chair may ask for a show of hands from all members to inform the committee members.
- The committee members may stay on at the end of the meeting to formally vote. Both the formal vote and the show of hands from the members should be recorded in the minutes.

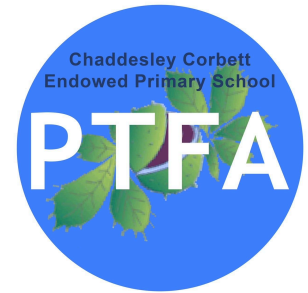
### **1. Disco**

*Risk Assessment*

- Helen Stockdale has sent an Event Risk Assessment to Sam Woodyatt for review.
- **ACTION:** Sam to review RA and return by Friday 25 April. The following additions need to be included:
  - Glowstick joining pieces need to be risk assessed as they are a choking hazard.
  - Personal Belongings: Risk Assessment needs to reflect that if children are bringing in ear defenders, they are the responsibility of the child.

*Ticketing*

- Tickets will go on sale automatically at midnight 23 April - form has been updated to request all necessary information from parents.
- PRICES: Standard non-uniform £1, £3 disco & non uniform
- There will be no monitoring of who is or is not paying for Non Uniform Day
- Disco Poster will be shared: Social Media Posts, School Office, Dojo, Class Room Door.
- Ticket sales will close TWO DAYS before disco, no exceptions. This will enable committee to review attendees/adult ratio, stock levels and review any allergy concerns.



### *Staff & Volunteer Support*

- Kathryn Bellerby has confirmed 6 members of staff (Miss Champ, Miss Campbell, Mrs Machin, Miss Haynes, Mrs Carr, Mrs Bellerby + 3 maybes (Miss Flude, Mrs Try and Miss Hadley) it allows us to fully staff the music room as a quiet space (1 member of staff in there).
- Staff will manage toilets and music room
- Committee members on the doors, in the canteen, doing tattoos and glow sticks and 1x Committee member needs to be by the DJ.
- Please refer to the Safeguarding update below for restrictions placed on volunteers.
- First Aiders: Mrs Machin (event staff support), Mr Dobson (on site during event).

### *Calm Room*

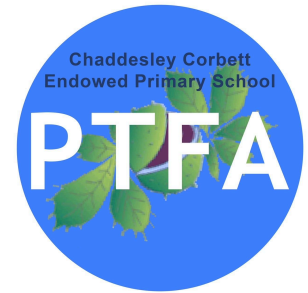
- Music Room has been confirmed for use during the disco as a quiet space for any child who is overwhelmed.
- As it is intended to be used for short periods of time (to regulate overstimulation) and not act as an extra activity room, there will be no activities provided.

### *Parent Attendance*

- Discussion on whether parents can attend in order to support a nervous child (parent enquiry) - committee decision: ultimately there is no DBS/volunteering set up that would support this.
- Discussion on whether there is a disco format that could be adapted to make them more accessible to students who are nervous.
- Suggested Event: Welcome to the school - parent and child disco in September to give younger children an opportunity to attend a disco with their parents. Further consideration needed on how to accommodate kids whose parents work full time.
- **ACTION:** Helen Stockdale to send initial feasibility note about Parent/Child Welcome to School Disco to Head.

### *Tuck Shop and Activity Stock and Purchasing*

- Tattoos: Good existing stock
- **ACTION:** Glowsticks: Catriona Cork to research and source a suitable option.
- Existing food stock: mini Haribo x 120, Freddos x 30, Iced Rings x 30, Jammy Dodgers x 30, Oreo x 30, Penguins x 56
- **ACTION:** Helen Stockdale to send Jo Bannister a crisp purchasing list
- **ACTION:** Steph Craddock to package up remaining Christmas sweet bags to be sold in the Tuck Shop
- All items will be sold individually for 30p each.
- Staff thank yous - at least 6 needed currently, currently 7 in stock.



- Tuck shop and Allergies: once allergy information is submitted (as part of ticket purchasing), there will be time to source allergy appropriate foods if needed.

### *Logistics*

- Committee will ensure that Permission is sought for tattoos - tattoo artist will have a list of who cannot have a tattoo and will liaise with teacher volunteers if needed.
- DJ wants to set up an hour before - attended by Chair or Vice Chair.
- Committee members to arrive from 2:30pm
- Volunteers will arrive at 3pm
- Teachers to arrive at 3:20pm

### **2. Safeguarding Update**

- Volunteers with No DBS/Barred List/RA (Jo Bannister, Catriona Cork, Sam Woodyatt) will have to be in the canteen and run the tuck shop
- All teachers and fully DBS/checked members can be on the floor
- **ACTION:** Helen Stockdale to research what happens in terms of members' DBS/Barred/RA - clarification needed from the school on how/when this lapses.

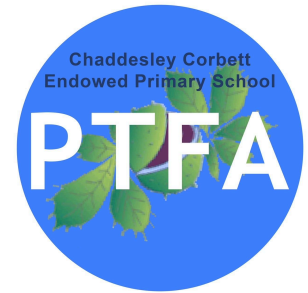
### **3. Financial Update and Approvals**

#### *Handover*

- Helen Stockdale has a USB from outgoing committee which hopefully has the remainder of receipts
- Lydia Robers has access to the bank statements
- Bank balance £7,566.16
- **ACTION:** Lydia Roberts to review and feedback if there are any issues.

#### *School Funding Requests*

1. iPads and accessories
  - Yolanda Biggs (Business manager) has sent through updated 3x quotes for 15 ipads + mini mac to replace broken stock.
    - Apple: £5153.50,
    - Laptops Direct £4164.00,
    - KRCS £4098.36 (school preferred)
  - £169.65 requested for shock proof cases
  - OPEN MEETING VOTE on iPads: 7 of 9 said yes to accepting the KRCS quote + cases
  - Committee Recommendation: Old/broken iPads should be sold
2. Playground equipment
  - £300.00 requested for playground equipment (balls etc.)
  - OPEN MEETING VOTE: 8 of 9 said yes



### 3. Curriculum Reading Books

- Reading books for group reading: Total project budget £5,000
- School proposes to approach the Sebright Foundation for £2,000, Allocate £800 of school funds and request PTFA to cover the remind £2,200
- Committee believes this is a reasonable request but we want assurances that the school will not request the money until they have secured funds from the Sebright Foundation.
- OPEN MEETING VOTE: 8 of 9 said yes

#### *Other Financial Business*

- Y6 leavers - PTFA usually contribute according to their enterprise event in June - PTFA matched contribution to increase from £100 to £150
- OPEN MEETING VOTE: 8 of 9 said yes
- [Your School Lottery](#) proposed by the former committee. Parents buy a ticket that is entered into a weekly draw. Revenue from tickets sales goes to the PTFA
- **ACTION:** Committee to investigate further and address it at next meeting

### 4. Social Media and Volunteer Recruitment Update

- Jodie Poole to be nominated as Social Media/Marketing/Recruitment Lead on behalf of the committee
- OPEN MEETING VOTE: yes unanimous
- Recruitment Event: Monday 17 June New Parent Starter evening - to be discussed at the next meeting)

### 5. Spring Cleaning (cupboard and any storage)

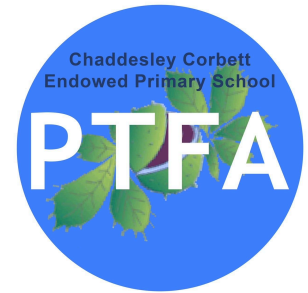
- Tuck shop: Out of date food has been sorted and removed
- Post disco - a full spring clean is needed - Morning cleaning session during school hours.
- Preloved uniform - uniform that is not moving can be donated.

### 6. Confirmation of next meeting: Not Confirmed (in person meeting) -

- **ACTION:** Catriona Cork to do WhatsApp poll: Thurs 16/ Tues 7/ Thurs 9 May

#### A.O.B

- Request from Chair: Events that we want to run - brainstorm new ideas for discussion next week.
- Sports Day Refreshments - mini refreshments on the day - staffed as and when we can
- No ice cream van booked for Sports Day.
- Potential booking: Ice Cream Van for Summer Fair



- Suggested additional event: Ice Cream for the last day of term - Friday 24 May  
**ACTION:** Helen Stockdale to ask Head and research what is needed in terms of paperwork/insurance
- Website - PTFA section needs to be updated - Catriona Cork to liaise with School Office.

## **Committee CLOSED Meeting**

### **1. Financial Approvals**

- KRCS iPads/Mac Mini/Shock Cases - Quote approved unanimously.
- Playground equipment - approved unanimously.
- Curriculum class reading - Unanimous Yes on the provision that the school secures the Sebright Foundation money first.
- Note: Y6 leavers matching contribution amount to be voted on at the next meeting due to lack of time.

### **2. Further Financial Updates**

- Financial reporting from the previous reporting is being reviewed to ensure Charity Commission Compliance.
- Cash has been handed over by outgoing committee and is accurate
- Treasurer will review all financial information and will keep Committee members updated if there are any questions or concerns.
- **ACTION:** Year End Reporting for 2022/2023 must be submitted to the Charities Commission by June.

### **3. Small Lottery License**

- New Committee has been informed that Small lottery license submission for Raffles has lapsed - it needs to be submitted within 3 months of each event.  
**ACTION:** Lydia Roberts to send over Small License paperwork for an account.  
**ACTION:** Angela Walker to call Small Lottery License to confirm what is needed moving forward.
- License annual fee is £20.00 (due in May)

### **4. Safeguarding**

- Head has requested 1 hour of Safeguarding training for all committee meeting
- **ACTION:** Catriona Cork to do WhatsApp poll for best date

### **5. PTA Events level of cover**

- Committee to research whether it is worth upgrading the membership plan and make a decision at the next meeting.