

## Northlew PTFA Annual General Meeting

<b>Date:</b>	Friday 23 <sup>rd</sup> September 2022	<b>Location:-</b>
<b>Time:</b>	3.30pm	Northlew Methodist Church Meeting Room
<b>Attendees:</b>	Katherine Cole (KC) ( <i>Previous Chair</i> ), Hayley Canham (HC) ( <i>New Chair</i> ), Elaine Tidwell (ET) ( <i>Secretary</i> ), Jade Hatt (JH) ( <i>Treasurer</i> ), Jo Dryden (JD) ( <i>Vice Treasurer</i> ), James Canham (JC), Becky Vallance (BV), Claire Page (CP)	
<b>Apologies:</b>	Sarah Hancock	
<b>Agenda</b>		<b>Actions</b>
<b>1</b>	<b>Committee Positions and Admin</b>	
	<p>All members stepped down from their roles and new committee positions were assigned as follows:</p> <p>Chair – Hayley Canham. ET proposed, seconded by KC.</p> <p>Secretary – Elaine Tidwell. HC proposed, seconded by CP.</p> <p>Treasurer – Jade Hatt. Jo Dryden will be a Vice Treasurer so that she may learn the role from JH. In April 2023 JH will hand the role of Treasurer to JD. KC proposed, ET seconded.</p> <p>Social Media Admin – Jo Dryden.</p> <p>HC said that she would update the constitution to reflect the changes and send a signed copy to the school for their records.</p> <p>Parentkind needs to be updated. JH said she would provide HC with the details.</p> <p>KC has asked Hannah if the IT department can assign the PTFA a Northlew School email address instead of having to use the current Gmail account. This would help link the PTFA with the school more fully and would be helpful when emailing local businesses.</p>	<p><b>HC:</b> Update constitution and provide the school with a signed copy.</p> <p><b>JH:</b> Provide HC with Parentkind details.</p> <p><b>KC:</b> Inform committee members when this is actioned.</p>
<b>2</b>	<b>Treasures Report</b>	
	<p>JH reviewed the treasurers report with the committee.</p> <p>The easyfundraiser account has proved to be a really effective, expense free way of raising funds with over £800 made so far. We shall ask the school to include details of how to sign up to use the easyfundraiser</p>	<p><b>KC:</b> Send easyfundraiser details to the school to include in the newsletter.</p> <p><b>JD:</b> Advertise</p>

	<p>website in the next school newsletter. JD will advertise it on the PTFA FaceBook page.</p> <p>Everyone felt that we need to push ahead with becoming a registered charity and set up a charity bank account. JH and JD said that they will work together to set this in motion before the next PTFA meeting. The committee agreed that a Lloyds or Post Office charity bank account would be the most appropriate.</p> <p>The PTFA offered Northlew School £200 to spend on school library books, divided evenly between each class. This money hasn't been accepted yet, so we need to remind the school about this.</p> <p>The PTFA also offered to pay for a school trip to the Eden Project. We need to check whether the school would still like to book this in. KC agreed to speak to Mrs Cook about this with HC on Monday 26<sup>th</sup> September.</p>	<p>easyfundraiser on the FB page.</p> <p><b>JH&amp;JD:</b> Work together to register the PTFA as a charity and set up a charity bank account.</p> <p><b>KC &amp; HC:</b> Speak to Mrs Cook about how they want the PTFA to pay for the books and whether the school still wishes us to fund the school trip.</p>
<b>3</b>	<b>Carnival/Bonfire Night</b>	
	<p>HC suggested that we provide Jacket Potatoes with chilli or cheese and beans this year on bonfire night as the Northlew Pub has indicated that they will be doing a BBQ.</p> <p>Group members discussed hiring the Church Rooms and providing teas, coffees, cake, jacket potatoes as well as drinks and sweets for the children.</p> <p>The Carnival Committee have said that they will not be running a traditional fancy dress competition this year, so ET suggested that the PTFA run one instead.</p> <p>BV agreed to speak to the Carnival Committee to find out what they have planned and we can then make arrangements that will not overlap theirs. HC said that she would be happy to attend a Carnival Committee meeting if a more in depth discussion is required.</p>	<p><b>BV:</b> Discuss bonfire night plans with a member of the Carnival Committee. Let HC know if they would like her to attend their next planning meeting.</p>
<b>4</b>	<b>Christmas Fayre (26<sup>th</sup> November) and Raffle</b>	
	<p>CP said that she would be happy to ask Tarpaflex if they would donate a hamper like they did last year to raffle at the Fayre.</p> <p>KC has put together a list of businesses who may be willing to donate prizes for the Christmas Raffle and will be in contact with them to see what donations we can secure.</p> <p>The Victory Hall has been booked for 26<sup>th</sup> November. The Fayre will be open to buyers from 11am – 3pm.</p> <p>KC suggested that, instead of having a BBQ outside, we pay for the use of the kitchen at the hall and sell bacon</p>	<p><b>CP:</b> Ask Tarpaflex if they would be willing to donate a hamper. If so, we would like it in time for the Xmas Fayre.</p> <p><b>KC:</b> Contact list of businesses for raffle prizes.</p>

	<p>sandwiches along with tea, coffee and cake. JH said that she would find out how much it will cost to hire the kitchen to see if it is cost effective.</p> <p>JH said that she would email last years stall holders to offer them first refusal on having a stall this year. We shall open up stalls to other sellers if all the tables do not sell.</p>	<p><b>JH:</b> Find out the cost of using the kitchen and feedback at the next meeting.</p> <p>Contact stall holders from last years list.</p>
<b>5</b>	<b>AOB</b>	
	<p>KC said that Boasley Cross PTFA have arranged an apple pressing workshop with a local business for their school. The business, Harvest Workers Co-Op, has some availability left if our PTFA would like to book this. It would be £2/£3 per child and Northlew School has apples that need using. All agreed that this would be a positive experience for the students and KC said tha she would contact the school and the business to fix a date.</p> <p>HC informed the group that the swimming instructor for her children offers water safety lessons which include what to do if a child fell into a river or they became out of their depth at the beach. All agreed this would be a very beneficial trip for the Spring Term and that we could fund the cost of this and the transport. HC said she would research prices and how many children would be able to participate per session.</p>	<p><b>KC:</b> Make arrangements with the business and the school to book this workshop.</p> <p><b>HC:</b> Research details for this proposed trip and feedback at the next meeting.</p>
<b>Time Meeting Concluded: 5pm</b>		
<b>Next Meeting: 14<sup>th</sup> October, 2.30pm, Church Rooms</b>		