

Thursday 26th January 2023

Attendance and Apologies

Present: Sian Ahern, Ricky Wild, Emma Rickard, Jenny Stansfield, Christina Thomas.

Apologies: Jules Davis, Sarah Bruce, Rob Paton, Joanne Hulme, Becky Wild

1. Accounts & Finance Report

Prior to the meeting, Sarah confirmed that the accounts were up to date and the current total in the account is £3983.86.

- Approximately £1000 of this total is funding money allocated to the anniversary path and forest school project.

- Jenny and Sarah both still have some expenses to claim from events towards the end of 2022, however it still leaves a healthy balance in the account.

2. Requests for Funding

- Rob has requested for PTFA funds to pay for KS2 Dictionaries. The committee agreed to this expenditure in principle. Rob to confirm the amount of money required via email and the committee will sign it off.
- Miss Hannan requested for additional help with transport costs for an EYFS school trip as coach/mini-bus hire costs have increased dramatically. Again, the committee were supportive of helping with a funding contribution this year, and would review again next year, but need more details about the amount required. Lauren to provide some more detail about the costs.

3. Anniversary Path and Forest School Update

Ricky Wild gave an update on progress to date:

- The path is almost complete – James is waiting for a delivery of hardwood chippings which will finish off the project. With his other prior commitments taken into account, he is hoping to finish the path entirely by March.

- We need to provide a written report to the 3 organisations who provided funding about how their money has been spent. The funding has to be fully allocated to the path and forest school, not to ongoing maintenance.
- The committee agreed to allocating the final £1000 of funding as follows:
 - £500 for James for additional work to the forest school area which will include the wooden 'totem' to which plaques with sponsor people's names can be added. Idea so far is to create a Stoodly Pike inspired piece to which wooden leaves can be added.
 - need to formalise the design and confirm with James how it will be produced.
 - Rick Morley to design and produce the name plaques
 - piece could also include an information board about the forest school and field
- Additional £500 to be spent on items for forest school including bug hotels, bird feeders, additional 'furniture', seeds for the wild flower meadow, fairy doors etc.
 - The committee agreed to go away and work on ideas to bring to the next meeting on 23rd Feb at which a decision will be made on which items to purchase.
 - Emma suggested that this could be tied in with work that the Eco-school team are doing regarding biodiversity.
- When all funds are allocated, Ricky and Jenny will work on the final reports to share with sponsors.
- A general discussion took place regarding the lack of signage for the school field and the committee suggested that if the school needed any help with funding to get some more signs made for the field to ensure that it is not misused by the wider community then the ptfa could allocate some funds.

4. Next Event: Trades Club Disco on 10th Feb

Sian provided an update on publicity efforts to date and confirmed that we have currently sold 83 tickets.

- Rob will continue to push the event at Friday Assemblies
- Sarah is planning to post on Hebden Facebook group on 1st of Feb
- Sian is going to contact Hebweb to add a picture to the posting
- Everyone else agreed to share the event as wide as possible to try to sell as many tickets as possible before the event. It's likely that we'll sell more on the door on the night too.

5. Easter Fun Day in the back yard: Friday 24th March

Rob has proposed a similar Easter event to last year in the school yard and the committee agreed that it was a good idea as it was a good fundraiser last year and a lovely family occasion.

Proposed date of **24th March confirmed**. Emma, Jenny and Becky are available to help, but we will need some additional helpers.

Treasure hunt, games, glitter/temporary tattoos and nail art for a £1 donation per child. Cakes and refreshments sold separately.

6. Christmas 2022 Debrief

Rob and the PTFA agree that going forward the **Disco and Christmas Fair** will be held on separate days.

- PTFA suggestion to hold the Christmas Fair in early December and the Disco in the last week of term

We discussed the pros and cons of holding the Christmas Fair in the Church. It's better to hold the Fair inside since winter weather makes an event in the yard uncomfortable, however the Church itself wasn't particularly warm on the day and also needed a clean. However, the committee feel that it is important to support the church and holding ptfa events there is one way of doing that.

- We agreed to discuss again closer to our Christmas event to decide where would be best to hold the Fair.

Everyone agreed that the **Christmas Nativity photos** were a great success and Christina agreed that they would do the same again this year, but will do the photoshoot earlier so it's less of a rush to get all the prints ready. Thank you to Christina and Ian for all their hard work.

7. PTFA Constitution

Sarah has put forward the proposal to move to the ParentKind Consitution. We are already members of ParentKind.

The ParentKind Consitution is much more up to date than our existing Constitution which has been in place for well over 5 years, and it covers remote meetings which we often hold.

The committee discussed the requirements for the new constitution and our main concern was that with our current committee of 6 named members, we would need 12 attendees to our AGM in order to adopt the new constitution.

- We discussed the option of reducing our committee to 3 named posts: Chair, Treasurer and Secretary, so that we could comfortably meet the requirement of 6 attendees at meetings. Sian will follow up with Sarah to discuss further and we agreed to continue discussion at the next meeting.
- We also discussed the addition of a Risk Assessment for ptfa events going forward, but none of the committee feel confident in producing one without further training. To be discussed again at the next meeting.

8. AOB

- **Succession Planning:** most of the current committee have been in post for 5 years, although we are very pleased that Emma has joined us and both Becky Wild and Claire (Dexter's mum) have expressed interest in joining the next meeting. We need to think of more ways to encourage new members to join the ptfa so that the committee can change.

We discussed adding a PTFA page to the welcome pack which is planned for new parents in September. Jenny to discuss with Rob.

Next meeting **Thursday February 23rd 7.30pm**