

Minutes of the Hebdenroyd Primary & Nursery School PTFA Meeting

Thursday 18th May 2023 - 7.30pm

Attendance and Apologies

Present: Sian Ahern, Jules Davis, Sarah Bruce, Christina Thomas, Emma Rickard, Joanne Hulme, Rob Paton.

Apologies : Jenny Stansfield, Ricky Wild, Becky Wild.

1. Outstanding Items From Last Meeting

- A. **Constitution update** - All agreed that 3 PTA members will take on officer roles and moves onto the new AGM meeting.
- B. **Party pack promotion** - Needs to go up PTFA section of school website - Jenny to action.

3. FINANCES

A. Updated Balances -

Bank account - £3,521.63

Cash - £105.00

B. Planned expenditure -

Ms Hannan trip - School need to Invoice PTFA £372.00

Rachel Hawthorn £72 Tommy topsoil - Paid

School trips - for this year have all been paid. Discussed PTA contributing more next year as travel costs have increased so much. Agreed that school will invoice us per trip to to make the paper trail easier.

School leavers - Agreed to set aside £200

C. Funding Requests

£20 for wildflower seeds (Paul Knights, eco committee) - agreed

£100 for pond works back terrace (Paul Knights eco committee) - agreed

Balsam clearance by Jam (Ricky) - School to arrange

Ivy clearance by James (Ricky) - asked for quote?

D. Clarification of how funding requests should be managed outside of PTFA meetings

- Sian highlighted the fact that we need a better system in place to ensure

transparency and that all members can be in agreement outside of meetings. After much discussion it was agreed that the best way forward was for Sian to create a 'submit form', similar to the request for leave one that the school use. Rob will then upload/embed this onto the school website - this will trigger an email into our PTFA account.

4. FIELD UPDATE.

£474 still in account from funding. clarification from Ricky if he has anything planned with this money?

Agreed that Forest school area is being maintained by eco school and Kaomi and that PTFA are responsible for the path upkeep.

5. SUCCESSION PLANNING.

Discussed options and ways to bring in new members. Proposed coffee morning in September to meet new families. Draft notice to let people know what resources will be lost if the PTFA doesn't get more support during events etc. Also discussed, changing time of meetings to suit family times.

6. SUMMER SHOW - Fri 23rd June

Jenny has drafted another brilliant poster. Agreed 6.15pm start. Licence has been applied for. Asking people to buy tickets so numbers are known but it's just a donation.

7. SUMMER FAIR - SATURDAY 8TH JULY - 11-2pm

Ricky & Becky have done a great job of contacting vendors - awaiting confirmations. Posts going out on social media and school sites to save the date/ask for volunteers and gazebos. Rob has ordered the bouncy castle. Hoping for a good turnout of teachers- all first aid trained if needed. Church will be open for access to the toilet. Ricky organising the licence. Sarah to do risk assessment. Further planning at the next meeting 15th June.

8. DATE OF NEXT MEETING - THURSDAY 15TH JULY.