

Friends of Whitefield Meeting
Tuesday 6th June 2017
6.00pm start, at The Brown Hare

Attendees: Katie Mitchell (Chair), Lesley Mellis, Jenny Mitchell, Jane Lever, Sheralyn Holme, Sarah Willers, Irish Moore and Joanne Shorrocks

Apologies: Joanne Crawford, Sarah McKiernan, Natalie Tayburn

Previous meeting's minutes were agreed by Katie Mitchell

1. Matters arising from previous meeting:

- Defib – How best to publicise that we have one – KM to discuss with JG
- New bank account progress – LM feedback. Process on hold until Mrs Foster can sign paperwork.
- List of trustees on Charity Commission website to be updated – LM feedback. She is currently in the process of collecting ID from trustees
- Fund raising – Easyfundraising.org and stampastic. LM to research, then ask school for permission to put the information on the school website. Reminders may be useful too, as people may forget to use the service.
- Safe – KM to get keys from JG (will need it for Summer fair). Also discuss school's cash handling of ticket requests. SH volunteered to process ticket requests and bank as needed (KM as back up if SH is unable to do it)

2. Feedback from New Starters evening

- Deemed a great success. School prepared a relaxed, but informative evening. Agreed that having a group of 'FoW' reps was a benefit. Slight overspend on raffle hamper costs, but worth it to welcome new parents.
- Extra info to be given out to parents on the 'stay and play' days – we have received the sample name labels from Stikins, so they need to be handed out to new starters.

3. Spending

- SAS has invoice for books – KM/LM to write cheque for that once invoice is received
- JG to provide receipt for £500 donation towards Sadie's memorial – KM/LM to write cheque once this is received
- Invoice for Year 6 Hoodies has been received – cheque for £484.10 given to school office
- Benches/football nets – Mrs Willers volunteered to look into moving the larger benches from KS1 to KS2 playground, and to confirm how many new 'rainbow' benches will be needed for KS1.
- Football nets – SW suggested that nets for KS2 might not be needed as full size samba nets are currently on the field. SW agreed to look into whether smaller nets for KS1 would still be useful as they don't have access to the field nets.
- Outdoor area on KS2 – Mrs Willers volunteered to take our suggestions to School Council and ask for their opinions.

4. Upcoming events:

- Welcome to Whitefield party – Sat 23rd Sept – School hall has been booked (free hire), and Star Entertainment has been booked for Moana & Capt. America to attend with a tailored package (cost tbc). All agreed that definite plans, re: catering and activities, can be done after summer fair.
- Quiz & Curry night – Thurs 12th Oct 2017 – Vernon's Cricket & Sports Club JS to arrange caterers (Croft Bakery was suggested).

5. Summer Fair – Fri 14th July

Task	Action
Summer Fair flyers out to all children	KM
Process ticket requests	SH (KM to support if needed)
Raffle prizes	Joanne Crawford to source prizes KM to ask Shirley Murrell
Raffle tickets – no necessary	Agreed to only sell tickets on the night (cost implication of printing tickets, logistics of school handling tickets on top of everything else they will be doing, and restrictions to selling tickets prior to an event)
Kitchen Team	SW to confirm that usual staff are happy to help prep the food. IM and one other volunteer to be 'front of house' at the kitchen to hand out food and handle tickets
Food – Pies from Croft Bakery (as in previous years), 5p increase to £1.05 per pie	KM to confirm numbers and delivery arrangements nearer the time (no later than Monday 10 th July)
Food – Hot dogs & bun	JS to source hotdogs KM to approach Sainsbury's about buns SH/LM to arrange condiments, peas, gravy, napkins etc. JS to ask contact about onions
DJ/MC	JS to check if the Houghtons are able to DJ and MC (for a fee).
Beer tent	Dan Fisher and his team agreed to run the beer tent again this year
Gazebos & marquee	JG To confirm how many gazebos school have in storage
Temporary Event Notice application (for alcohol sales etc)	KM to send off paperwork to LCC and police (£21 charge)
Cash handling	LM & KM to finalise plan for event and banking KM to discuss school's handling of ticket requests
First Aiders, event marshals, and entry gate	Volunteers needed
FoW stalls: - Sweets/Drinks - Bake off (tray bake theme this year) - Face painting - Chocolate tombola - Bottle tombola - 2 x year 6 stalls	School will not be doing a stall for every year group as they need to concentrate on curriculum at the moment KM to coordinate a rota for stalls, entry gate, and marshals KM to add two stalls (for year 6s) to our usual, and coordinate with school as to what they would like to do.
Risk Assessment	Andy Pegg has volunteered to do risk assessment and layout
Event Safety Plan	KM to pull together a folder with all relevant info. Adding in marshals to circulate round the fair as point of contact for any questions, ensure no one is in 'no go areas' etc Class rooms to be locked, and 'no go' areas to be clearly marked.
Clear up team	Volunteers needed for a definite clear up effort (last year furniture rearranging took site supervisor hours)
External stall holders & attractions	KM to coordinate Laser tag – confirmed – KM to check offer of inflatable Ice cream bike – SH contact would like to attend
Flyer to local residents, explaining date of fair, and offering free entry	JG to arrange and distribute Requests for free entry to go to FoW email
Arena area	SW to discuss with staff (possibly SAS) 'Whitefield's got talent' School to arrange programme for activities – suggestions were: Finalists for WGT, school choir, guitars, other musical instruments, local club demos (karate etc)

AOB

Constitution – KM proposed a constitution for the FoW to adopt. All the review, and any changes must be passed on by Fri 16th June.

Facebook – LM asked who updates the school's facebook page, so we know who to send requests to. SW confirmed that they are in the process of deciding who is responsible, but if we send requests to the office they will pass it on.

Events for next academic year need to be finalized – KM to pull together list of suggested events/dates for next meeting.

**Date of next meeting is the Tuesday 4th of July
at 6pm in The Brown Hare**

Actions

Item	
Summer fair – various action point detailed in section 5 of these minutes	Everyone to review Separate action points listed above in section 5
Check progress of new bank account opening	LM/KM
Publicise that school now have a defib	Discuss best way
All to review the proposed governing document and feedback by 16 th June	All
Collect documents needed from list of trustees	LM
List of trustees, on Charity Commission website, to be updated asap	LM
Take details of football nets, benches, covered outdoor areas etc to School Council and feedback to FoW	SW
Prep extra info packs for new starters – by 21 st June (first stay and play session)	KM
Chase up invoicing re: Sadie's memorial and book purchase	KM – JG & SAS
Update website with meeting minutes & relevant info	KM

DRAFT GOVERNING DOCUMENT TO BE REVIEWED

NAME: Whitefield Parents, Teachers and Friends Association (*Friends of Whitefield*)

AIMS:

- a) to promote close co-operation and communication between parents and teachers
- b) to study and discuss matters of mutual interest relating to the education and welfare of pupils
- c) to engage in activities which support and advance the education of pupils attending the school

POWERS:

The PTFA shall have the power to do anything considered by them to be in furtherance of the aims, while remembering that they are there to represent the views of the members.

NUMBER OF COMMITTEE MEMBERS

The general membership consists of any parents/carers of children attending Whitefield Primary School, and school staff as selected by the members. However, committee members are elected at the AGM

ANNUAL GENERAL MEETINGS

The Annual General Meeting (AGM) shall be held in September each year. The notice calling the meeting shall be sent to the members of the PTFA at least two weeks in advance. Any parent, carer or staff at the school is automatically a member of the PTFA, however committee members are to be elected at the AGM.

The AGM business shall include:-

- a) the work of the PTFA
- b) approval of the accounts
- c) appointment of an individual who will review the annual accounts
- d) any resolutions submitted by the members
- e) election of members to serve on the PTFA

At all general meetings voting shall be on the basis of one vote per parent/full PTFA Committee member present at the meeting.

At the AGM the quorum shall consist of five general members, with at least two of those being a committee member.

The PTFA Committee or five members shall have power to call an Extraordinary General Meeting.

PTFA COMMITTEE MEMBERSHIP

Members of the PTFA Committee shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election.

The Office Bearers will be Chairperson, Secretary, Treasurer and such others as may be required. The office bearers will be elected by the PTFA Committee at the first meeting after the AGM.

The PTFA Committee may co-opt up to two to help carry out its functions. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term.

Each member of the PTFA shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote. The Chairperson's casting vote shall be used only in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member.

A member of the PTFA failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the PTFA.

Should a member act in a way that is not within the aims/objects of the PTFA, or brings it into disrepute, the committee shall meet to discuss

MEETINGS

Meetings of the PTFA shall be held as required. At all meetings of the PTFA the quorum shall consist of

Three members, with at least one of those being a committee member.

All PTFA meetings shall be open and any member may attend although they may not have voting rights.

FINANCE

The funds of the PTFA shall be lodged in a bank, building society or other account in the name of the PTFA. Cheques shall be drawn or withdrawals made against the signatures of at least two named PTFA Committee members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the PTFA. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the members.

The Treasurer will be responsible for submitting the PTFA's annual financial report to the Charity commission.

The PTFA shall be responsible for ensuring that all property/money received by/for the members/PTFA Committee shall be applied for the aims of the PTFA.

CHANGES TO THE CONSTITUTION

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

DISSOLUTION

In the event that the PTFA ceases to exist, any remaining funds should be distributed for the benefit of the children at the school and/or Local Authority as necessary.