



## Chevening Primary School PTFA

### Minutes of the meeting held on 4<sup>th</sup> February at 2.30pm in person

#### Attendees:

Karen Minnis	Headteacher
Laura McTurk	PTFA Chair
Hannah Bodek	PTFA treasurer
Lucy Fyfe	PTFA Secretary

1. School Disco - Agreed to move it to 27th February. Hollie informed and in agreement. There is a staff meeting after school that day so staff will be in the building later than usual.
2. Quiz - Date options given as 21st or 28th dependent on Martin's availability/preference. Timings agreed as 7.30pm for 8pm start - 9.30pm finish.
3. Easter Fun Day - Date agreed Tuesday 1st April
4. Summer Fair - Date agreed 12th July. 19th not good due to Year 6 event. Need a new main event as decision made to rest the Colour Run this year. Discussed a games arena made up of haybails and bunting in which games and competitions are held.
5. Summer Ball - Date agreed 20th June
6. Freddie's supper club at the school - Laura to discuss with Freddie - How many can be catered for, what would the cost be. Date to be a Friday in April tbc.
7. Smaller events ie playground stalls to be held across the year, dates tbc.
8. New Parents' Evening - No date set.
9. Call for meeting to approve costs - Date agreed 4th March 8pm. Need approval of cost to update the school server. PTFA's share of this cost would be 7.5k . The work needs to be done over the Easter break. Agenda to be circulated 1 week prior.
10. Discussed the possibility of external funding for the above server. Perhaps the charitable trust that helped fund the new kitchen. The trust was formed when Combe Bank became Radnor and the funds are just for local organisations, they have struggled to spend them all in previous years so worth a try. Noted that Mrs McLean has already approached Tesco about a separate project.
11. Positions to fill - Chair, Treasurer, and Secretary needed for the next school year with hand overs from June/ July. Reach out to classes regarding this.
12. New role - Legal/Compliance Volunteer. Reach out to classes to hopefully find a parent with relevant experience but if no one is forthcoming we discussed paying a professional for this. We shall put a request in the Newsletter and discuss in the March meeting.

Lucy Fyfe PTFA Secretary *Lucy Fyfe*