



Chevening Primary School PTFA

Thursday 22nd April 2021

Time: 8.00pm

Location: Zoom

Attendees:

Karen Minnis	Headteacher
Emma Parmley	PTFA Secretary
Prue Burrlock	Chair of Governors
Alan Leaman	Chair of Resources Committee
44 Members of the PTA Committee.	
Apologies:	Kelly Stiff

1. PTFA Officer - Thank you and Farewells

- KM opened the meeting and thanked the three outgoing PTFA officers, Sarah Hodson, Becky Massam and Graham Stoneman for their hard work and dedication over the last year to the PTFA. Prue Burrlock also extended the thanks and gratitude to Sarah, Becky and Graham on behalf of the Governors. Thank-you gifts have been organised by the class reps.

2. Officer Elections and Updates

- KM invited nominations for the vacant positions of PTFA Chair, Vice Chair and Treasurer. No nominations were forthcoming at the meeting. KM invited any interested candidates to contact herself or the outgoing officers for further information on the vacant roles and what they involve.
- Kelly Stiff has agreed to oversee the PTFA Chair position as Interim Co-ordinator and Liz Smith (Class 6) has kindly stepped in as interim Treasurer until the end of the school year.
- For any interest in any of the PTFA roles, please contact Emma Parmley, Kelly Stiff, Sarah Hodson, Graham Stoneman, Heidi Brooks (ex PTA Head) and Fran Sanderson (ex PTA Treasurer).

3. Swimming Pool Working Party – Formation & Purpose

- KM updated the committee on the newly formed Swimming Pool Working Party which will be led by Anna Burns and Leonie Paris. Anna and Leonie are looking to recruit more volunteers for the committee which has been formed solely to raise funds for the school swimming pool. Volunteers should contact Anna or Leonie for further information and a working party meeting to be scheduled in the coming weeks.
- The Swimming Pool Committee run separately from the PTFA Committee.

- It was agreed that the existing 'Fish board' should be displayed clearly in the school reception area to encourage more sponsorship, especially amongst the KS1 parents who may wish to participate.

4. Swimming Season 2021

- KM updated the PTFA committee on the positive steps taken towards the swimming lessons and pool opening in Term 6. Adaptions will have to be made in regard to COVID guidelines and volunteers have been selected for lifeguard duties.
- KM to meet with Mandy Turner (Swim instructor) to run through procedures and processes with the aim that swimming takes place and that Chevening adhere to the new Covid guidelines.

5. Governor update on future school priorities – Alan Leaman

- Alan Leaman - Chair of the Resourcing Committee gave an update to the PTFA on the Governors expenditure & finances.
- 80% of expenditure is directed towards staffing costs with the remaining 20% on rates, energy, cleaning, IT, insurance, training, books & equipment.
- Capital costs received (circa £1-2k) typically enable improvement of fencing, tarmac & general care and maintenance of the school.
- Bigger projects are funded from grant applications to the Diocese of Rochester which in recent years have been spent on replacing the floor in the school hall, boilers and improvement of the toilet facilities for the children.
- Resources have to be managed carefully and respectfully but new sources of revenue will be investigated and will focus mainly on how to use our existing assets (i.e. the swimming pool) to raise revenue.
- The Governors and the PTFA have historically collaborated together concerning the school priorities and it is hoped that this will continue.
- The Governors are now planning for the future and creating a strategic plan capturing priorities over what should be achieved this year, over the next 3 years and over the next 5 years.
- This plan will aim to be concluded by the Autumn and will be shared to all.
- Renting the pool out privately will be looked into as a viable plan and it is hoped that this is something that can happen as soon as it is possible. KM will be speaking to Mandy Turner to discuss the practicalities of leasing out this asset.

AOB:

- Liz Smith suggested that an initiative showcasing past Chevening successes and achievements be created (possibly by the students) with memories from past events that can be shown to KS1 parents who will not have seen the full potential that Chevening can achieve.
- KM closed the meeting and emphasised how important the PTFA have been to enriching the experience of the children at Chevening and the hope that this will continue going forward.

Next PTFA meeting TBC.