



John Rankin Schools

PTFA Meeting

Thursday 15th September 2022

John Rankin Junior School

Minutes

Present: Emma Odwell (Chair), Michelle Evans (Vice Chair), Rebecca Hunt (Secretary), Kate Brear (Treasurer), Flora Cooper (Executive Head), Rachael Knight, Katy Atkins, Helen Higgons

Apologies: Kerrie Newton, Amber Parker-Wilson, Nick Wakeham, Yvie Creasey, Nia Wharry, Vicky Breakspear, Helen Douglas, Lizzie Lock, Sarah and Ed Rose.

1. WELCOME & APOLOGIES.	ACTION
Emma opened the meeting and apologies were noted.	
2. MINUTES FROM 28 APRIL 2022.	
Christmas cards- Kerrie has emailed the company which we are using for Christmas Cards this year, to chase when they are arriving- should be in September.	Kerrie Newton
Junior Adventure Playground- There were additional works for clearing the area more and to order 40 tonnes of stone to lay as a base so that the rubber crumb could be laid.	Emma
We have received an additional invoice of £2,730 (Net).	
The PTFA agreed to pay to this additional work.	
Colour Run Fun Fest- This ended up being a very successful event. Children and adults loved it and loads of positive feedback with people being keen for it to run again next year. Think there will be more uptake next year now that people know what its about.	
Ticket sales were very slow and low to begin with. Increased rapidly in the last 24 hours- this did present issues with the registration process taking longer than anticipated but next year, if we can get enough volunteers then we will have more sign in desks. Need more water guns next year too. Would be good to promote the fete side of the Colour Run too next time- and perhaps develop this to include more stalls if we can get enough volunteers.	
Uniform Sales- Try and promote more, especially to new parents. Try and use social media channels more to promote.	Emma
2. TREASURERS REPORT.	
28th April to 8th September 2022 attached.	Kate
Raised £4,734.11 from events – Break The Rules Day, Colour Run Fun Fest, Frosty Friday. Raised £1130.91 from armchair fundraising - Bag2School, West Berks lottery, uniform sales. Need to promote Amazon Smile and Easy Fundraising more- easy way to raise money.	

<p>Just under£38,000 for the Junior adventure playground has been paid. Ringfenced the £257 from Newbury Town Council for the nursery sunsails (which Kate STILL need to refund to the Council)</p> <p>£16k left to spend</p>	
<p>FOOD FEST Saturday 24th September 5-7pm</p> <p>Rebecca, Emma and Michelle (& possibly Rachael) to set up from 4pm- if anyone can help then please let us know.</p> <p>Will need help washing up/tidying away at the end.</p> <p>Ask Jo/Brian to send a reminder email out next week.</p> <p>Agreed that Rebecca will purchase new table cloths to use at this event as well as future events (Bazaar, Fun Fest etc) as ours are old and tatty.</p> <p>Emma will put the poster on social media accounts and talk to Laura Pearce about leaving out craft bits.</p> <p>Rebecca to buy squash and apple/orange juice. Lager/wine and crisps left over from Fun Fest which are all in date and can be used.</p>	<p>Rebecca and Emma</p>
<p>REQUESTS</p> <p>1) Outdoor Library (Miss White)</p> <ul style="list-style-type: none"> - Furniture/plants/bunting/ornaments are needed to complete this project. Library is nearly ready so would be good to finish it off with these final bit. - £905 requested. - Agreed to ringfence £1000. <p>2) Junior Library Project (Mrs McGall)</p> <ul style="list-style-type: none"> - Have £10k in the school budget for redeveloping the junior library. - Ideal design is £13k - Would like to get this work done by end of Oct half term if possible. - Agreed to ringfence £3000. <p>3) Foundation Stage 2 and KS1 Libraries (Mrs Murphy)</p> <ul style="list-style-type: none"> - Main library is changing. - Little library in every classroom instead- more accessible - Fixtures and fittings needed - Agreed to ringfence £9000. (£1k per classroom) <p>4) Foundation Stage 2 adventure playground (Mr Taplin)</p> <ul style="list-style-type: none"> - Would like to replace the Trim Trail- given £5k from school budget but needs extra to cover cost of flooring, removal and installation etc. - Need to get more quotes - Agreed to ringfence 5K later in the year, once we have raised more funds. 	<p>Miss White, Emma</p> <p>Mrs McGall, Emma</p> <p>Mrs Murphy, Emma</p> <p>Mr Taplin, Emma</p>

<p>Ask Helen/Laura to look into Greenham Trust funding?</p> <p>PTFA agreed to fund all requests. As £18,000 in total, agreed to go ahead with library project and ring fence amounts needed.</p> <p>Ask Mr Taplin to get quotes then once we have more funds in the bank (hopefully at the end of the Autumn term if Bonfire night and the Christmas Bazaar go ahead).</p> <p>Used to have a teachers funds request form in school which teachers could use to communicate their requests with us – may need updating...</p>	<p>Helen Douglas, Laura Lewis</p>
<p>BONFIRE NIGHT AND CHRISTMAS BAZAAR PLANNING MEETING</p> <p>Colin and Andy have agreed to do the fireworks this year. Will need volunteers again to build the bonfire. If need pallets- contact Rivar.</p> <p>Need to purchase extension leads.</p> <p>Discussed asking for sponsorship for BF night but aware that we also ask for sponsorship for Egg Hunt and Colour Run/Summer Fun Fest so may be best to leave it for now. Michelle will apply for the TENs license. Up ticket sales to 1250 and keep prices the same as last year (£6 adults, £3 children)</p> <p>Decided that we don't need a planning meeting for BF night- just the Christmas Bazaar- will combine with the AGM on 3rd October 8pm to avoid asking people to attend 2 meetings. Emma will bring refreshments. NEED AS MANY PEOPLE AS POSSIBLE TO ATTEND THE AGM FOR IT TO BE ABLE TO RUN (Don't have to take a role on). Will go straight into the planning meeting afterwards as the AGM doesn't take long.</p>	<p>Colin and Andy Emma Rebecca Michelle</p>
<p>KS1 AND KS2 DISCOS</p> <p>Katy has agreed to take the lead on both the KS1 and KS2 discos (though she won't be able to attend the KS2 discos).</p> <p>Michelle will speak to her boss about DJ-ing at the KS2 disco. Discussed selling tickets to the KS2 disco ahead of the event using PTFA events and then only having to tick names off at the door. Need to make sure that the ticket price covers the cost of the DJ but will try and keep as low as possible.</p> <p>Agreed to no plastic tat at discos (though we have some glow sticks etc left over which may be used to use them up- possibly at infant disco?)</p> <p>Bec, Emma and Rachael can help at KS2 disco (Emma will do face painting) and Lisa Jewell has already offered to help too.</p> <p>Emma to put dates on social media accounts.</p>	<p>Katy Atkins Rebecca</p> <p>Michelle</p>
<p>7. FUTURE EVENTS:</p>	

<ul style="list-style-type: none"> • Food Fest - 24 Sept 5-7pm • AGM and Christmas Bazaar planning meeting- 3rd October 8pm- need as many people to attend as possible • KS2 Disco -14 Oct 6.30-8pm • KS1 Disco- 19 Oct 3.15-4pm • Bonfire night mufti day- 4 Nov • Bonfire night - 4 Nov • PTFA meeting – 10 Nov 8pm • Bag2School- 15 Nov • Christmas Bazaar mufti day – 2 Dec • Christmas Bazaar – 3 Dec 	<p>Rebecca & Emma</p> <p>Katy Atkins & Rebecca</p> <p>Katy Atkins & Rebecca</p> <p>Rebecca</p> <p>Emma</p> <p>Michelle</p> <p>Rebecca</p>
<p>8. ANY OTHER BUSINESS.</p> <p>PLEASE START LOOKING FOR RAFFLE PRIZES FOR THE CHRISTMAS BAZAAR- IF YOU CAN HELP WITH EITHER DONATING A PRIZE OR APPROACHING COMPANIES FOR PRIZES PLEASE LET US KNOW.</p> <p>Next meeting: 10 Nov 8pm</p> <p>MEETING CLOSED AT 9.00 P.M.</p>	