

**TRELLECH SCHOOL**  
**Parents, Teachers & Friends Association**  
**Trellech, Monmouth, Monmouthshire, NP25 4PA**  
**Tel: 01600 860395**  
**Registered charity no. 1101355**

**PTFA MEETING**  
**Thursday 22<sup>nd</sup> June 2010 at 7pm**

**1. Meeting opened by Fiona McColgan.**

Present:

Steve McNally	Liz Van der Horst	Fiona McColgan
Tamayo Hussey	Lisa Edwards	Emily Ryder

Apologies for absence:

Beth Rogers	Steve King	Laura Houghton-Snell
Helen James	Leanne Wakerley	Jess Everett
Amanda Jack	Jocelyn Morgan	Jane Foster
Chris Watkins	Di Everett	Dee Miles
Maria Appleton	Tina Kilner	

**2. Previous Minutes**

Agreed.

**3. Treasurer's Report**

Approx. £4050 in the bank.  
£500 from Stars in Your Eyes still to go in.  
Bags to school money still to come.  
£3125 paid out for log trail, den and music garden.

Classroom cash system seem to be working well. No more cash requested at present.  
50/50 club to be drawn at later date.

**4. Update on outdoor projects**

New plans suggested by Mr. King on further PTFA-funded provision for the school:  
- Steel frame & Perspex canopy to run along R61 and R62 classrooms. £3000 approx.  
to include frame, roof, paving/decking and benches.

This new plan was agreed by present members. Fiona is to discuss and gain agreement of other committee members by email.

This has now happened and the committee have voted YES.

Additionally, Liz suggested possible project for PTFA funds to purchase new oven/ovens for school cooking projects. The oven that is at present in the infants is very difficult to control and therefore the end-product that the child or parent receives is not as good as it could be. Liz to discuss with staff members to see if they feel with is needed.

**5. Summer Fayre and Stars in your Eyes update**

Still photos requested by Steve M. for future use. Liz vdH. to check with family members and forward to Steve if possible.

If possible, a DVD of Stars will be made, either to sell or to borrow from school.

Tomayo is going to try and compile the DVD.

Mark Arnell has offered to do catering for future PTFA events. Fiona to look into necessary food hygiene certificate as this is now required for PTFA events.

**6. Sports Day Cream Teas**

Mrs. Robbie has promised to donate 100 scones for the cream teas. £1.50 for cream teas agreed as reasonable selling price. Any help on the day is welcome.

**7. End-of-year picnic and games**

Fiona has suggested reinstating the picnic and rounder's match on the last day of term for any parents and children who wish to partake. Fiona to discuss with Mr. King if this may be possible. Time to be decided.

**8. Sonia Cook leaving gift**

Fiona suggested small gift and card to be organized for Sonia Cook who has been a member of the PTFA for some years and held the post of treasurer some of that time.

Liz vdH offered to organize garden plans and card. Money to be arranged.

**9. Website**

Well done Steve M. on the new website! Website to be updated with request for volunteers to come forward for September AGM. Date of meeting to be posted.

**10. Update PTFA constitution**

Fiona suggests that our constitution be looked at in more detail with aim of bringing up to date. Fiona to action over the summer period and discuss at September AGM.

**11. Plans for September**

- 1<sup>st</sup>/2<sup>nd</sup> week of September, Fiona to canvas for helpers to sweep high-street for gifts for the Christmas fayre. As discussed the sooner the better in September. This was done a little late last year.
- Fiona suggested for each class to make a Christmas card design, to be printed and sold to parents. Fiona to discuss further with class teachers in early September.
- Emily suggested using Vista print to make calendars to sell for Christmas. Existing photos could be formed into collages for each month. Steve M. volunteered to do the picture collage. Ongoing project come September.

**12. Suggestion for 2010/11 job allocation**

Fiona has suggested that some of the larger jobs throughout the year could be **headed** up by individuals from the committee. This strategy is being used by lots of PTA's so that the work is more fairly shared out. There was general agreement with this plan from the members present.

**Jobs taken:**

- Di Everett has offered to organize Discos and Bags-to-School twice a year
- Emily and Lisa offered to do present buying and wrapping for Christmas/Summer Fayre and mother's day

- Tomayo has offered to take care of DVD compilation for events throughout the year. Tamayo & Liz's Dad to video.

**Jobs left :**

- Tombola (Christmas/Summer Fayre)
- Refreshments at events (not BBQ or meals, just tea, crisps, juice etc...)
- Bar (approx. twice a year)
- Gift collection from high street (once a year, Ray, Onnon's mum, will do it for the Summer Fayre).

It would be great if we could fill all these jobs, if you think you could help please let FMcC know.

**13. Date of next meeting**

Thursday, 23<sup>rd</sup> of September, 7pm at school (yearly AGM)