

**CHESLYN HAY PTFA  
MINUTES OF MEETING  
Held on 20<sup>th</sup> September 2005**

<b>Notes</b>		<b>Action</b>
<p><b><u>Attendees:</u></b> Wendy Powell; Sue Cartwright; Debbie Davies; Martin Tibbetts; Linda Kerr-Jones; Toni Proverbs; Christian Davies</p>	<p><b>1. <u>Apologies:</u></b> Jackie Haldron; Stuart Cain; Jayne Barratt; Jane Foulger; Jacinth White; Mrs Williams; Suzy Cain; Linda Jones</p>	
<p><b>2. <u>Minutes of meeting held on 7th July 2005</u></b> Accepted as a true record.</p>		

<p><b>3. <u>Matters arising not on the agenda</u></b></p> <ul style="list-style-type: none"> <li>• <b>PTFA notice boards</b> – JW to be asked to order two replacements as quoted</li> <li>• <b>Library refurbishment</b> – Agreed to paint shelving in rotation as specialist paint obtained. Yellow doors also need a second coat. LKJ to co-ordinate timings. Official opening – MT to ask Tim from Hollybush</li> <li>• <b>Playground Equipment</b> – school council to be invited to next meeting. MT to check with JW about use of Tesco's and Sainsbury's vouchers</li> <li>• <b>Audi-visual equipment latest</b> – CD confirmed that everything was obtained except for 2 digital cameras and 3 stereos. Noted that one new free standing screen had gone missing from lighting cupboard (worth £150)</li> <li>• <b>Outside Security</b> – one quote received from West Midlands fencing of £2077 + VAT. MT to obtain two more quotes. This item put on hold until 2006.</li> <li>• <b>PTFA cupboard</b> – Quote from Mr Ford awaited – MT to chase and get works done ASAP (before area is needed for Christmas Fayre secure storage)</li> </ul>	<p><b>Wendy to ask Jacinth</b></p> <p><b>Linda KJ</b></p> <p><b>Martin</b></p> <p><b>Martin</b></p> <p><b>Christian</b></p> <p><b>Martin</b></p> <p><b>Martin</b></p>
<p><b>4. <u>Review of financial position</u></b></p> <p>DD confirmed that</p> <ul style="list-style-type: none"> <li>• Bank account 1 balance of £650.58</li> <li>• Bank account 2 balance £1990.60</li> <li>• Total PTFA funds as at 20<sup>th</sup> Sept = £2641.19</li> <li>• WP to sign mandate to confirm signatory – account change of address details in progress</li> <li>• account 1 money to be transferred into one account</li> </ul>	<p><b>Debbie</b></p>
<p><b>5. <u>Planning for other events</u></b></p> <ul style="list-style-type: none"> <li>• <b>Autumn term discos</b> – agreed as: <ul style="list-style-type: none"> <li>o 14<sup>th</sup> Oct 2005 year 3/4 6.30pm</li> <li>o 11<sup>th</sup> Nov 2005 year 5/6 6.30pm</li> <li>o 9<sup>th</sup> Dec 2005 KS 1 6pm (MT to confirm to Marian)</li> </ul> </li> <li>• <b>Chocolates and candles evening 20<sup>th</sup> October 2005</b> – DT confirmed booking of Chocoholics. WP confirmed booking of Partylite.</li> <li>• <b>Christmas Fayre</b> – discussion regarding sponsorship, organisation, etc. Agreed to split responsibilities – see attached sheet. MT to check out school PA system for background music. Agreed no private stalls this year. Suggestions for new stalls sought – Santa's Mouth has had it!</li> </ul>	<p><b>Martin</b></p> <p><b>Debbie Taylor Wendy</b></p> <p><b>Wendy Martin</b></p> <p><b>All</b></p>
<p><b>6. <u>Other fundraising ideas</u></b></p> <ul style="list-style-type: none"> <li>• Play Booth, Norton Canes – LKJ and SC had visited. £125 hire for 2 hours. LKJ to investigate further</li> <li>• Yellow Moon catalogues and Simply Stuck order books</li> </ul>	<p><b>Linda KJ</b></p>

<p>ready for distribution. WP to draft letter. SC and WP to meet Friday 30<sup>th</sup> Sept am to pack for teachers.</p> <ul style="list-style-type: none"> <li>• Movie and chips night – to be discussed at next meeting</li> </ul>	<p><b>Wendy Sue Cartwright</b></p>
<p><b><u>Any Other Business</u></b> None</p>	
<p><b><u>Date of next meeting</u></b> Wednesday 12<sup>th</sup> October 2005 at 7pm</p>	