



# Shottermill Junior School

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## **Parent Teacher & Friends Association (PTFA) meeting**

26 February 2015

7 – 9 p.m.

Dance Hall, SJS

**[shottermill.junior.PTFA@gmail.com](mailto:shottermill.junior.PTFA@gmail.com)**

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## **Minutes**

### **Attendees**

Mrs Kate Barnes (Head Teacher)

Kirstie Hockham (PTFA Chair)

Lisa Hatchell

Robert Keusch

Kate O'Brien

Sarah Strachan (PTFA Secretary)

Johanna Virolainen

Sarah Wilson

### **Apologies**

Karen Giles

Shelly Harding

Sarah Bates

Sheila Johnson

### **1. Name change**

To be more inclusive and recognise that all relatives, carers and friends are part of a Shottermill Junior School pupil's life, therefore our group's name has changed from PTA to PTFA.

### **2. PTFA Mission**

Shottermill Junior School has two main forums for parents: the Parent's Forum and PTFA. The Parent's Forum is the primary forum for communication between the parents and the school's senior leaders. The PTFA's mission is to organise events and activities that raise funds to advance the education of pupils enrolled in Shottermill Junior School.

All parents and friends are part of the PTFA and volunteers are always welcome and needed to help us reach our goals. If you are unable to attend a meeting, but have fundraising ideas or would like to comment, please send an email to **[shottermill.junior.PTFA@gmail.com](mailto:shottermill.junior.PTFA@gmail.com)**.

### ***PTFA Roles***

Kirstie Hockham (Chair)  
Liz Walton (Treasurer)  
Sarah Strachan (Secretary)  
Vacant (Public Relations)

### **3. From last meeting**

Thank you to the teachers, parents, and friends who generously volunteered their time to help make the disco evening a success. The PTFA raised £500.

The next fundraising event was set. Sarah Wilson volunteered to run a Quiz Night Friday 20 March 2015.

### **4. Major projects requiring funding (from Mrs Kate Barnes, Head Teacher)**

Mrs. Kate Barnes outlined the projects that required funding above and beyond the school budget. The school's budget varies depending on enrolment, so PTFA funds are invaluable to ensure priority projects are completed in a timely manner.

#### ***a. Classroom kitchen:***

The government has added greater emphasis on Food Technology to the Key Stage 2 curriculum. As this is a new requirement, the school does not have dedicated cooking facilities for the pupils to learn cookery skills. The current cooking facilities are for contractors who prepare the school lunches. *Fundraising target: £10,000.*

#### ***b. Library renovation:***

The library space is functional but not inviting. The goal is to renovate the space to create a reading environment that is welcome and inviting that promotes a love of reading and sharing books. This is also in support of the government's initiative to improve children's literacy. *Fundraising target: £3,000.*

### **5. Notes from the Chair (Kirstie Hockham)**

Thank you to all the volunteers who made the disco night a success. I received wonderful feedback from the children, and we raised £500. I am looking forward to a fun and successful inaugural SJS PTFA Quiz Night!

### **6. Upcoming events (from Sarah Wilson)**

#### ***a. Quiz Night***

***Friday 20 March 2015***

***7:30 p.m. Doors open***

***8:00 p.m. Quiz begins***

***£5 tickets ([shottermillquiznight@gmail.com](mailto:shottermillquiznight@gmail.com))***

***Drinks/nibbles on sale***

Sarah Wilson provided a detailed plan to make the evening a success. The target ticket sales are 100. Volunteers are needed to run quiz, set up & take down, sell drinks/nibbles, and donate prizes.

#### ***b. Summer Fair is scheduled for Friday 26 June 2015.***

Planning for this event will begin at the next meeting. If you are interested in being the event coordinator, please send an email to **[shottermill.junior.PTFA@gmail.com](mailto:shottermill.junior.PTFA@gmail.com)**.

## 7. Charity status (from Kirstie Hockham, PTFA Chair)

The SJS PTFA typically raises £4,000 annually. An organization must be registered as a charity if it raises more than £5,000. The PTFA is in the process of registering as a charity now as our fundraising goals for this year exceed that threshold. **For action: PTFA Chair, Treasurer, and Secretary.**

## 8. Fundraising ideas (all)

- a. School scheme with vegetable box delivery. Johanna Virolainen mentioned that local companies will donate to school if a group of families use the company. Johanna Virolainen is researching and will report back to the group. If you would like to participate, please email [shottermill.junior.PTFA@gmail.com](mailto:shottermill.junior.PTFA@gmail.com).
- b. Easyfundraising is a way to raise money. The PTFA must be a registered charity to take part in this scheme. Once charitable status is obtained, the school will be registered for this. Sarah Strachan will report back to the group.
- c. Sainsbury's is running its Active Kids campaign until 5 May 2015. You can collect Active Kids vouchers from 28 January until 5 May 2015 at all Sainsbury's stores, petrol stations and when ordering groceries online. One voucher is earned for every £10 spent in a single transaction at Sainsbury's Supermarkets, and one is earned for every £5 spent in a single transaction at Sainsbury's Locals. There is a drop box for vouchers in the front lobby of the school. Please encourage your family and friends to collect for the school and remember to drop off your vouchers.
- d. Waitrose picks 3 local organisations a month to receive funds. Recommend submitting a request to receive donations.

## 9. Administration (all)

The PTFA discussed ways to leverage the talents of the entire parents and friends of the school. Mrs Kate Barnes and Kirsty Hockham have varied meeting times to accommodate the different schedules of parents and friends. If you have a suggestion, please send your ideas to the PTFA organization email: [shottermill.junior.PTFA@gmail.com](mailto:shottermill.junior.PTFA@gmail.com).

It was suggested to set the fundraising activities earlier in the year, so the events could be advertised at new parent evenings and de-conflicted with the infant school. It was also suggested that the PTFA circulate an email release form, so the PTFA Chair could contact parents & friends directly via email.

It was also suggested the PTFA leverage social media to reach out to a wider audience. The position of Secretary was filled by Sarah Strachan to create meeting minutes; however, a Public Relations person is needed to assist with marketing and creating a closed group Facebook site. If you would like to volunteer for this position, please send an email to [shottermill.junior.PTFA@gmail.com](mailto:shottermill.junior.PTFA@gmail.com)

Meeting minutes will be posted on the school website under the Parent's Information tab and PTA: [http://www.shottermill-jun.surrey.sch.uk/page\\_viewer.asp?page=PTA&pid=198](http://www.shottermill-jun.surrey.sch.uk/page_viewer.asp?page=PTA&pid=198).

## 10. Next PTA meeting is **16<sup>th</sup> April 2015 at 7pm at the school in the Dance Studio.**

Friends and parents are welcome to attend the next PTA meeting. The PTFA Secretary will post the agenda at least one week prior to meetings. If you have an idea or issue you would like addressed, please send your agenda item to the PTFA secretary no later than Friday 27<sup>th</sup> March 2015 at: [shottermill.junior.PTFA@gmail.com](mailto:shottermill.junior.PTFA@gmail.com).

