



Plympton St Maurice Primary School – PTFA Committee

Notes & Actions

Date & Venue: 23rd February 2018 at Plympton St Maurice Primary School

Attendees

Becky Crichton, Chairman elect
Heather Rose, Treasurer elect
Nigel Taylor, Secretary elect

Sarah Jane Tustain, Headteacher
Karen Allen, Business Manager

Agenda

1. Apologies for absence
2. Acceptance of minutes from last meeting
3. Matters arising
4. Election of Officers
5. Secretary's report
6. Treasurer's report
7. Fundraising
8. Any other business
9. Date of next meeting

1. Apologies for absence

None

2. Acceptance of minutes from last meeting

Not applicable as this was the start up meeting.

3. Matters arising

Not applicable as this was the start up meeting.

4. Election of Officers

Sarah Jane Tustain welcomed everyone to the Plympton St Maurice Primary School PTFA start up meeting. Sarah Jane Tustain proposed that the Officers for the PTFA be elected.

Chairperson - Becky Crichton, Proposed by Karen Allen, Seconded by Sarah Jane Tustain, carried unanimously.

Treasurer - Heather Rose, Proposed by Sarah Jane Tustain, Seconded by Becky Crichton, carried unanimously.

Secretary – Nigel Taylor - Proposed by Karen Allen, Seconded by Sarah Jane Tustain, carried unanimously.

5. Secretary's report

Nothing to report.

6. Treasurer's report

Nothing to report.

Money raised this year	£ 0
Money in bank	£ 0

7. Fundraising

- Past Events

None

- Forthcoming Events

Friday 9th March 2018 at 2.45pm – Cake Sale

Friday 23rd March 2018 at 7.30pm Bingo Night, rescheduled from 2nd March due to snow and ice.

Thursday 29th March - Easter Bonnet and Easter Garden competition

Friday 13th July - School Fete

8. Any other business

Becky Crichton proposed a Mothers Day Cake Sale at 2.45 pm on 9th March 2018, this was agreed.

An Easter Bonnet and Easter Garden competition will be held with entries on 29th March at a cost of 50 pence. The Headteacher agreed to donate 7 easter eggs as prizes for a 50p raffle – named envelope with 50p in to be sent in to school for entry to raffle.

Karen Allen advised that PSMPS emails would be set up as follows for PTFA officers:

ptfachair@psmps.co.uk

ptfatreasurer@psmps.co.uk

ptfasecretary@psmps.co.uk

Karen Allen would register the Officers positions officially with PTA UK.

Karen Allen will investigate purchasing an 'A' frame noticeboard to advertise fundraising events for the future.

Karen Allen would investigate whether the School website could be updated with a PTFA page and link to PTFA minutes.

9. Date of next meeting

Friday 23rd March at 8.50 am at Plympton St Maurice Primary School.