

Selby Abbey School PTFA Meeting Minutes

Held on 16/01/2025, The Giant Bellflower, Selby

Attendees:	Livvy Campbell-Telfer (Chair)	Apologies:	T Dearnley
	Louisa Farr (Vice Chair)		S Sullivan
	Jennifer Czichowski (minutes)		R Ray
	Clare Campbell		D Smith
	Clare Bromley		M Barnard
	Catherine Stevens		S Dodd
	Anika Southcott		S Berry
	Isca Watson		

1. Minutes of the last meeting were agreed.
2. **Treasurers Report** – see appendix A.
£3175.97 current bank balance. The Asda Cashpot money has not been received yet, plus there is c£300 cash float not included in bank figure.

Around £80 was raised from the Carol Concert Refreshments, with some tea/coffee/cups left over and around £400 from the Christmas raffle.
3. **Bonus Ball Draw** – The first 2 draws have taken place with winners been paid. Not all people who requested entry to the draw have paid and will be sent a reminder and numbers are still available. The January winner won £18 and February £20.

Action: CC/CB to send bonus ball draw reminder

CC/CB

4. **Sponsored Read** – The group agreed to go ahead with a sponsored read across school for World Book Day 2025. Children can read out loud for a suggested donation of 25p. Sponsor forms will be supplied in paper and electronically and this will run from 3/3/2025 to 17/03/2025. Various options for collection of donations were discussed and despite the difficulties of banking cash it was decided that children can bring cash into school, in an envelope and it will be collected in each class then passed to the PTFA to count and bank. There will be a small prize for the classes in KS1 & KS2 who raise the most money.

Action: LF to look for a sponsor form example

LF

The group discussed a Book Review competition, it was felt that we would be unable to read a large number of book reviews in order to judge this. We also discussed a Golden Ticket competition, with tickets hidden around school, after the meeting we were asked by school to focus on the Sponsored Read only.

5. **Future Events**
Golden Rule - The group decided that running the 'Golden Rule' chocolate bar event would be looked at another time, last year the majority of the chocolate bars were donated therefore we could charge £1 and still raise funds, it was felt it would be difficult to get a large number of donations.

Mother's Day – The PTFA agreed to look at a Mother's Day playground sale for 2026. It was felt that it would mostly be Mum's buying their own gifts and in future we could look at some sort of pre-ordering system to ensure that we are not over buying stock and that items could be bought outside school and collated by children.

Easter Raffle – The group agreed to hold an Easter raffle, CC/LCF/JC will arrange for a prize to be donated. Tickets will be sold in school and at the Easter Services.

Action: CC/LCF/JC will arrange for prizes to be donated for an Easter raffle

CC/LCF/
JC

Donut Sale – a further Krispy Kreme Donut sale will be held in the playground after school on 28/03/25. The PTFA will take pre-orders of full boxes (12 donuts) before the sale via ParentPay

Summer Fair – date TBC. It was agreed without a firm number of volunteers we will not be able to run this. The group will ask for volunteers around May time and plan from there.

Disco – a future disco will be held during the lighter evenings to ensure that attendees can be checked off quickly against the list of names and enter the disco quicker, we would also have 2 snack rooms and possibly extend each disco by 15 minutes.

Action: CB to check with school on dates for a disco and a summer fair.

CB

6. **Annual General Meeting (AGM)** – As the PTFA has now been running officially for one year and AGM must to held to report on the previous years' activity and elect committee members, ideally this needs to be held at a time when the maximum number of people can attend. All current committee members will resign and can stand for the next year if they wish along with any other member of the school community. The PTFA agreed they would welcome any new members and anyone who would like a role (i.e. chair/vice chair/secretary/treasurer).

Action: CB to advise a date the AGM can be held in school

CB

Action: JC to check the actions required to hold the AGM and elections

JC

Action: JC to send Spond invite link to CB

JC

7. **AOB**

Bonus Ball

Action: LCF/JC to approve Bonus Ball winner expenses

JC/LCF

Fundraising – School had mentioned a company that will provide collection bags for clothes/toys etc that can be weighed in and raise funds. CB suggested there is a company via Parentkind that also raises money for leukaemia research as well as funds for the PTFA.

Action: LCF to register the PTFA for charity collection

LCF

CC notes that the membership fee for Parentkind will increase next year.

8. **Date of Next Meeting**

AGM – 3.15 pm 11/02/2025, School Hall, all welcome (inc children)

No	Action	Who	Status
1.	From 7/11/2024 meeting LF to research how Sponsored Read was run in other schools	LF	C/F
2.	JC to pass PTFA report to CB by 18/12/24	JC	Completed
3.	LCF to produce PTFA achievements poster by 18/12/24	LCF	Completed
4.	From 02/12/2024 CB to send bonus ball draw info out again	CB	Completed
5.	CC to prepare letters detailing next to go out with individual children	CC	Completed
6.	JC to buy sugar/milk/cups/stirrers/binbag/cups/serviettes	JC	Completed
7.	CC to provide a cash float (for KS2 performance)	CC	Completed
8.	From 16/01/2025 meeting CC/CB to send bonus ball draw reminder	CC/CB	
9.	LF to look for a sponsor form example	LF	
10.	CC/LCF/JC will arrange for prizes to be donated for an Easter raffle	CC/LCF/JC	
11.	CB to check with school on dates for a disco and a summer fair.	CB	Completed
12.	CB to advise a date the AGM can be held in school	CB	Completed
13.	JC to check the actions required to hold the AGM and elections	JC	
14.	JC to send Spond invite link to CB	JC	Completed
15.	LCF/JC to approve Bonus Ball winner expenses	LCF/JC	Completed
16.	LCF to register the PTFA for charity collection	LCF	Completed