



## Friends of Trannack School

### Meeting Minutes

Held at Helston on

Friday 12th May 2017, 7pm - 11:30pm

Present:	Laura Stott	Chair
	Kara Wilson	Treasurer
	Natalie Woods	Secretary
	Susannah Sedgewick	Trustee
	Jackie Jewell	Trustee
	Louise Meacham	Trustee

Apologies: Emma Stritt, Emma Mustafa, Claire Mitchel

Item	Discussion and Decisions	Action
1. Welcome & Apologies	LS thanked everyone for attending and opened the meeting. Apologies were accepted from Emma Stritt, Emma Mustafa and Claire Mitchel.	
2. Agree Minutes 24th April 2017	The minutes were presented and agreed and as a true record of the meeting.  No matters arising from the previous minutes	

Apologies for the next meeting to be sent to [natswoods@hotmail.com](mailto:natswoods@hotmail.com) or via the school office.

<p>3. Leigh Yates - Porthleven PTA</p>	<p>LS welcomed Leigh Yates from Porthleven School PTA. Leigh provided FTS with plenty of information about being a successful PTA.</p> <ul style="list-style-type: none"> <li>- Suggested that teachers help to recruit parents to help with events.</li> <li>- Armed forces grant - will help with our bid.</li> <li>- Keep asking local and larger companies for donations.</li> <li>- Keep putting information on the Facebook page to involve parents.</li> <li>- Send invitations from children to recruit volunteers for events.</li> <li>- Matched funding (Royal Mail)</li> <li>- Items purchased by FTS to be presented in assembly with parents present.</li> <li>- Leigh agreed that FTS can borrow items from Porthleven school for Halloween, Christmas and other events.</li> <li>- VIP tickets for sponsors to attend events help by FTS.</li> </ul> <p>Leigh inspired and encouraged the FTS to keep going and raise lots of money for Trannack School!</p>	
<p>4. FTS current accounts</p>	<p>Kara updated the FTS about the current accounts. Next year's budget has already been put to one side. Coose Trannack raised £5170! £7093 in the FTS current account. Still waiting on £350 from Helstonbury and £100 from SW Forestry.</p> <p>This is the most money FTS has turned over to date!</p>	
<p>5 ISO Container</p>	<p>Laura is currently sourcing a container for use at Trannack school for storage. FTS discussed best location to put the container. Location still needs to be confirmed.</p>	<p>LS</p>

6. Coose Trannack	LM to source fence pins for the race course. Possibility of using a large marquee from Gweek next year? Rubber matting is needed for the entrance to the field car park. May need to hire this if the weather is wet next year.	LM
7. Easy Fundraising	LS put forward the idea of an incentive to encourage family members to sign up. 1st parent (not trustee) to raise £20 - prize! 1st to raise £100 gets a gift voucher.  Agreed that we need to sign up more parents.	
8. PTA model constitution	Laura gave all trustees present a copy of the PTA model constitution.	
9. Sports Day	Sports day is friday 7th July. JJ suggested a sponsored bounce for all the children to raise money for. Timed bounce for all children. Sponsorship forms need to be designed. Bouncy castle to be found/donated. Generator needed for the bouncy castle. Children who raise £5 get a prize/ lucky dip. Possible prize of cinema tickets for the most money raised. Medals needed. Sports day and social to be advertised on FB page and volunteers asked for. JJ to source the food for the BBQ. Cakes to be donated from parents. Put the date in the newsletter.	LM NW/LM  LS LM JJ  JJ JJ
10. FTS Wishlist	A lengthy discussion was had by all trustees present about the wish list and FTS funds.  The following projects under £200 were agreed to be purchased by the trustees present:	

	<p><i>Children's headphones - 10 pairs (KW to find)</i>  <i>Amazon voucher for kindle. £25 x 2. One voucher for Portreath and one for Godrevy class. (KW)</i>  <i>Three maths board games. (KW)</i>  <i>Walkie Talkies. 4 handsets. (£65.98) (JJ) (please see attached screen shots of FTS trustees communication at the end of these minutes)</i>  <i>Outdoor games. (KW)</i>  <i>The music wall and outdoor chalkboards - materials to be sourced from local companies. (LS to look into)</i></p> <p>These items will be sourced by FTS and discussed with staff before purchased.  These items will be presented to the school in a parent assembly.</p> <p>It was agreed that the FTS notice board should be taken down and not replaced. Instead FTS to put any info into the other notice board.</p> <p><i>Calor gas tank cage.</i> This is an expensive item. LS and KW will look into finding/ asking a company to donate one before the FTS will consider purchasing.</p> <p>There were many larger items on the list. Trustees agreed that it would be a good idea to look into grants available and possible donations in the first instance.  Outside area for Portreath class- (SS looking into a possible grant)  Multi purpose sports pitch - (LM looking into the Armed Forces Grant)</p> <p>The new kitchen - more quotes needed for this. Clarification needed on whether it has to be a commercial kitchen.</p>	<p>KW  KW  KW  JJ  KW  LS  LS KW  SS  LM</p>
<p>11. Leaving present for Dawn</p>	<p>Trustees voted YES that FTS would give £50 towards a spa day. It was also agreed that a collection from parents would be needed for Dawn's leaving present.</p>	

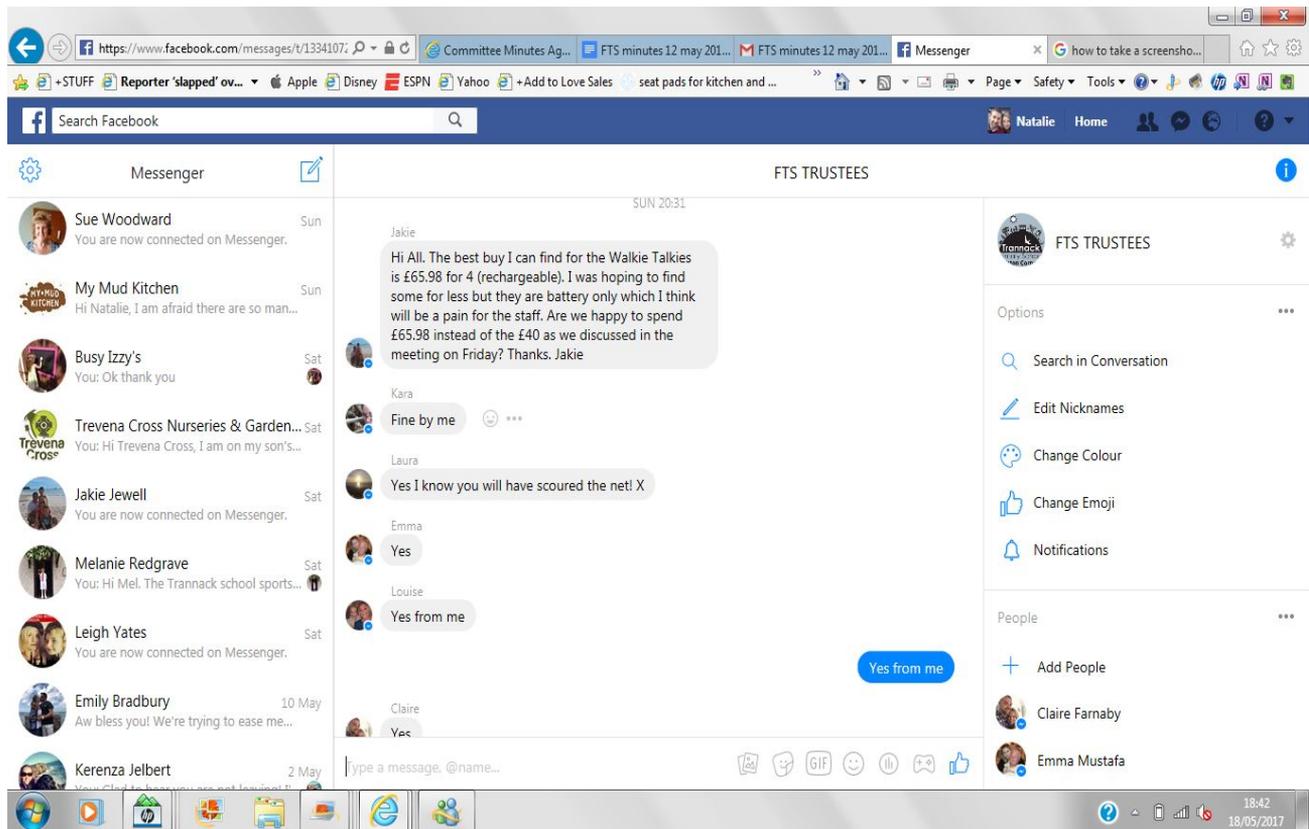
<p>12. Christmas Dinner</p>	<p>This year there will be no christmas dinner made by the FTS. As Dawn is leaving, nobody else feels confident in catering to such a large number of children.          LS can only cook on a Friday , this is when most teachers are off &amp; defeats the object which is to cook for children &amp; staff.          ES fed back that last year was quite stressful as the number of children at trannack has increased which makes accommodating them in the hall more difficult (when the tradition started there were 29 kids at trannack) Also with less staff present on a Friday it's more difficult for staff to enjoy the meal as they work on a rota system to make sure lunch is adequately manned.          The lunch runs at a loss financially.          The Christmas fete takes much organisation and it is felt more Trustees can help with this if they are not committed to organising the FTS lunch</p> <p>Instead a Christmas cinema trip was suggested. (funded by FTS)          FTS are still happy to donate prizes for the fancy dress competition which could be held during the Chartwells Christmas Dinner.</p>	
<p>13. Armed forces day at Porthleven</p>	<p>Natalie, Claire and Charlotte are attending the event and running a stall.          NW will keep advertising the event on Facebook and put in the newsletter.          Parents will be asked for donations of Teddies and jars of sweets nearer the time.</p>	<p>NW</p>

At 11:30pm the meeting closed and everyone was thanked for their attendance and input.  
 Next FTS meeting: TBC.

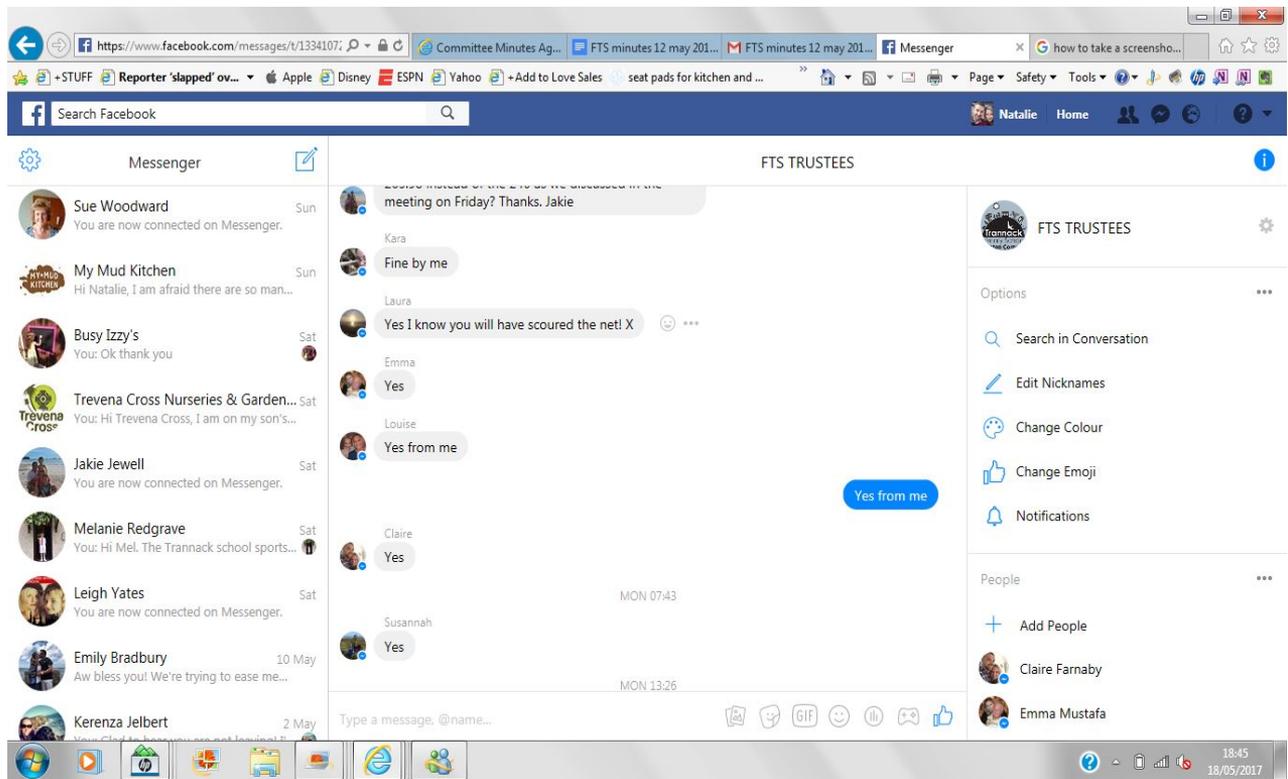
Minutes agreed on:.....

Signed..... (Chair/Dep Chair)

Apologies for the next meeting to be sent to [natswoods@hotmail.com](mailto:natswoods@hotmail.com) or via the school office.



Apologies for the next meeting to be sent to [natswoods@hotmail.com](mailto:natswoods@hotmail.com) or via the school office.



7

Apologies for the next meeting to be sent to [natswoods@hotmail.com](mailto:natswoods@hotmail.com) or via the school office.