



Parent Teacher Association
PTA Membership Number 16317
Registered Charity Number 1161458

Minutes of meeting 13 January 2017

Present: Emma Cawood (EC), Jo Copeland (JC), Rachel Gibbins (RGi), Pam Jones (PJ), Maria Rushbrooke (MR), Richard Spencer (RS), Jacqui Woods (JW)

1. Apologies: Sarah Bell, Amanda Charlesworth, Rachel Cooper, Suzanne Gamache, Daniella Rose, Trishna Rycroft, Clare Weekes

2. Minutes of previous meeting

RS had reviewed and approved the minutes of the previous meeting (AGM) on 17 November 2016.

3. Treasurer's matters

RS reported that total earnings from the events in the previous term were still to be finalised, therefore these details would be discussed at the next meeting.

RS had received a nomination for deputy Treasurer from JW; this will help with handover of the role when SB steps down at the end of the school year. The nomination was agreed by the members present at the meeting - thanks to JW for putting herself forward.

4. Spring term events

a. Movie/disco

- Agreed to hold another movie night after the half term holiday, on Friday 24 February
- **RS to arrange for a flyer to be sent out in a couple of weeks**
- Pete's Dragon, the BFG, Zootropolis, The Jungle Book and Angry Birds were suggested as possible films; **PJ to send an email asking for suggestions and create a shortlist of films for the School Council meeting next week.**
- Approximately 12 volunteers needed on the night

b. Parents' social event

- Discussed possible ideas for a parents' social event this term
- RC had suggested a beetle drive or a race night; both considered good ideas but unsure whether a beetle drive would fill a whole evening and we've been unsure before about whether the gambling aspect of a race night would put off some members of the PTA from attending.
- Agreed to hold another quiz night after February half term holiday
- **EC to find out if Phil is free on any Fridays in March** – POST MEETING NOTE: EC confirmed that all Fridays are available at the moment.
- Discussed possibility of having curry rather than fish and chips; **JW to speak to Reception/Year 1 parent who runs a catering business about providing curry for the event** – POST MEETING NOTE: this is a possibility if a date can be chosen that doesn't clash with other events that they are doing.
- Cash prize and trophy for winning team
- **RS to check that Dave Elliott would be able to arrange the bar licence**

c. Cake stall at parents' evening (6/7 February)

- To be held on Monday 6 February
- Flyer to go out in a week or two
- Volunteers needed

d. Easter cake stall and Easter cake competition

- To be held on Friday 31 March
- EC suggested an egg decorating competition rather than Easter cake competition and this was agreed.
- It was suggested that we might need an alternative to real eggs for those with egg allergies to decorate. **RS to look into possibilities.**

5. Forward planning for Summer term events

a. Run4Fun

- RGi and Jane Pearson are both giving up their roles on the organising committee
- Two new volunteers needed to replace them
- Cath Siller is considering taking on the role and Rachel Cooper also suggested she might be able to help. RS is following up on one other possible parent for this activity; **RS to follow up.**
- Planning meetings will start soon – usually in January

POST MEETING NOTE: date for the event is likely to be the third or fourth weekend in June.

b. Summer fair (raffle)

- Consider selling raffle tickets in advance
- To do this, PTA needs to be registered with the Gambling Authority; **RS to arrange this registration before Easter.**
- Will also need some confirmed prizes to advertise in advance; **JC to ask for ideas when circulating the minutes.**

c. Summer fair (theme)

- All members to consider a possible theme for the event (to help with decorations etc.)

6. Other potential events

a. Portrait exhibition

- Solution found for the display boards as Lee and Beck Marriot have offered to make them
- MR felt that the best time to do the portraits in class was 2 weeks before the Easter holiday (w/c 20 March), when topic work has finished. **MR to double-check at staff meeting.**
- **RS to check this timescale with Lee/Beck**
- MR thought that A5 size might be better than A4 for the portraits

b. Usborne sponsored read

- Discussed last year to raise money for new library books
- Money raised is used to buy Usborne books and Usborne donate an extra percentage in free books depending on how much money is raised
- **MR to raise at staff meeting and find out when the sponsored spellathon is being held**

AOB

a. Easter eggs and alternatives

- These need to be sourced
- RS mentioned that MACRO has an agreement with PTA UK, allowing all PTAs to get a MACRO card and earn cash-back. **RS to follow up and report back at next meeting.**

b. Safeguarding policy (awareness) / Risk assessments (awareness) / Insurance (awareness)

- All PTA volunteers at events should be aware of the safeguarding policy/public & employers' liability insurance and the event specific risk assessment.

- There is now a folder in the school office containing copies of the safeguarding policy and insurance summary. Risk assessments for each event will be added as each is done. This is available should you wish to have a look through and it will be out at each event, in particular so volunteers have seen the risk assessment for that event.
- Key items in the safeguarding policy that volunteers should be aware of are procedures for reporting concerns, use of photos, visitors in school procedures, behaviour management, assisting children with cleaning themselves up and first aid.
- The PTA is insured for public liability and employers' liability (covering volunteers as well as paid employees) as part of our membership of PTA-UK.
- Risk assessments are carried out for each PTA event, and it is both important for safety and a requirement of our insurance that volunteers at the event are aware of the measures put in place to manage the risks so that they implement these correctly.

c. Yellow moon

- RS commented that Yellow Moon is being subsumed into Baker Ross and will no longer offer cash-back, so this income stream will be lost.
- **RS to inform the school office so that details of Yellow Moon cash-back code are removed from the school web site**

d. OneFamily grant

- JW reported that OneFamily have a community grant that customers can apply for (up to £25, 000 per project) and wondered if this would be a funding option for development of the green space. However, projects are only eligible if the grant will be the sole funding source.

Next meeting: Friday 24 February, 2pm.

Rachel Cooper has kindly agreed to chair the meeting as RS is away.