



Parent Teacher Association
PTA Membership Number 16317
Registered Charity Number 1161458

Minutes of meeting 04 October 2019

Present: Jo Copeland (JC), Dom Jacques (DJ), Richard Spencer (RS), Clare Weekes (CW)

1. Apologies: Jacqui Woods (JW), Becky Kelly (BK), Wieke

2. Minutes of previous meeting

Minutes were not available from the last meeting in summer term.

3. Treasurer's matters

Although Jacqui was not able to attend the meeting, she confirmed that funds currently stand at £11765.73 in the main fund and £7611.83 in the field fund, with 50% of proceeds from last few events still to be transferred to the field fund.

Commitments in the next 12 months include:

- Any additional funding required for the leaver's hoodies (following parent contribution and year 6 fundraising). Nicky Russell to confirm final cost to PTA.
- Funding for phase 1 of the field development (planning permission pending) of £10,000 towards hard surfacing for the extension to the playground at the back of school.
- Buying a drum kit and protective cases to enable drum lessons to continue in school without the drum teacher having to bring in a kit each week (we are awaiting a quote from school).

4. Autumn term events

Due to the current shortage of people available to help organise events, the PTA propose to run a reduced programme of events this term.

(a) Cake sale at parents evening (Monday 21st October 3.15pm in dining hall)

- JC to lead setup (from 2.40) and sale, but cannot count money etc. afterwards
- CW offered to count money afterwards in the office
- Flyer due next week, JC/RS to send to office
- Float required (JW)
- Need 2-3 more volunteers to run (BK to request)
- Cake stands and bags to be checked (RS)

(b) Movie night

- It was agreed not to hold a movie night this term
- We will aim to run a movie night next term, and start planning after half term
- Ask Alison Canning about organising food order for this (RS)

(c) Quiz night

- Daniella Rose and Lorna Miall have kindly agreed to organise this event
- Date to be confirmed, but Friday mid-late November proposed

- Flyer due into school mid-October

(d) Secret Santa (proposed date in school diary Monday 2nd December)

- It was agreed that we need other volunteers to run Secret Santa, otherwise we agreed that it will not go ahead.

(e) Christmas Fair (Friday 6th December)

- Stalls proposed: Face painting, Santa's grotto, Cake sale, Tombola, Raffle, Spin the Wheel, Card Game, Buzz wire, Snowman snap, Bran tub
- Face painting: Beccy Cunis to lead, need 1 or 2 more volunteers (BK)
- Santa's grotto: Santa is booked, need Mrs Maqbool and Mrs Stewart to confirm as helpers and to set up the grotto (CW to confirm)
- Cake sale: Stands and bags to check (RS), flyer before 29th November (RS), 2 volunteers (BK)
- Tombola: Non-uniform day for prizes Friday 29th November
- Raffle: Propose to run a raffle at the fair (no tickets sold ahead of the event), for which prizes will be needed.
- Post meeting note: Book stall: It has been suggested that some parents would like to donate children's books for a book stall. If there are enough volunteers then we can run this at the Christmas fair.

PTA AGM – initially proposed Monday 18th November 7-7.30pm after reception learning workshop, but RS cannot make this. Tuesday 19th November is available, so revised proposal is 6-6.30pm on 19th November. The aim would be to cover just AGM business.

To help to streamline the AGM, it is proposed to issue a treasurer's report (JW) and report on activities (RS) beforehand to members to review.

Notice of AGM needs to be issued before half term with a reminder that the current committee will stand down at the AGM and are looking for additional support to enable the PTA to continue to operate effectively (BK).

PTA projects

In the last year, we succeeded in getting stage lights installed in the hall as well as continuing to progress planning for the development of the field.

This year, we expect to finally get planning permission for phase 1 of the field works and to spend money on getting this landscaping completed to enable the green space to start to be used.

The school has also requested that we help to ensure drum lessons can continue to be offered by purchasing a drum kit (and cases) for school.

5. Forward planning for Spring/Summer term events

Run4Fun (May/June – date TBC)

- Scott and Carol Reid are our new representatives on the committee of Run4Fun
- 5 volunteers will need to be provided for the event

(a) Movie night

- Films to be decided by end Autumn term, two copies for KS1, two copies for KS2. Request suggestions.
- Volunteer teams for cooking and supervising films.

(b) Summer fair (Saturday 27th June 2020)

- Face painting: Beccy Cunis has offered to lead (1-2 volunteers to support)
- An ambulance has been booked for the fair for people to have a look around.

Policies, procedures and administration

GDPR policy to be written

- Example from school is available (RS) and to be used as starting point for PTA policy (BK).

Safeguarding policy

- CW offered to review policy. Tracey Elliot was also willing to help ensure this is appropriate based on her experience at Northern School of Contemporary Dance.

Risk assessments

- Now clarified that we won't have to send any risk assessments to the charities commission as we are not exposed to the kind of financial risks they are concerned about.
- We should however check we have risk assessments for our events and make volunteers aware of the control measures in place at each event.

Sustainability policy

- RS has started creating a sustainability policy and will aim to circulate this ahead of the AGM

AOB

A) Living Streets

- Dom Jacques highlighted the work that he has been doing with Living Streets around the school and reminded the committee that he will not have a child at the school after this year and therefore it would be good to get others to take on aspects of this work to improve active travel to the school. Agreed to publicise that help is needed and that if anyone would like to get involved, they should get in touch with Dom via the school office.

B) Easyfundraising

- This platform enables us to raise funds when people shop, but also now can replace regular donation and sponsorship fundraising tool MyDonate which we can no longer use.
- Post meeting update: RS contacted them and Nicky Russell has the login. This will be transferred to JW to allow us to set up direct bank transfer of funds raised.

C) Healthy Eating

- Mrs Taylor raised the challenge of aligning the PTA activities with the school's Healthy Eating policy over the summer holidays. This is a challenge when events such as cake sales are popular, and foods that are easy to prepare for movie night and the fairs are not always very healthy. This is something we should work on when selecting food for events in future terms.

Next meeting: tbc - evening