

Minutes of PTA Meeting on Thursday 13 May 2014 at 3.15pm

Attending: Sophie Heard, Jill Hardin, Lisa Guppy, Irene Conway, Jen Ingham, Mel de Freitas, Camille Hallo, Emma Dadson, Karen Ravenhill, Emily Ashley, Liz Dale, Rosalind Owen, Joy Weideman, Allison Hood, Hilma Lindqvist

Apologies: Ann-Marie Wortley, Maribel Jimenez, Nikki Clarke

Documents tabled: Agenda and Minutes from previous meeting (17 March)

1. Welcome/Apologies

Welcome from PTA co-chairs, Sophie and Jill. Thank you to Allison who brought in some delicious rocky road. It is great to see so many extra parents who have managed to make this meeting.

2. Minutes from 17 March

We reviewed the minutes from the previous meeting and discussed:

- Item 3: Mother's Day Breakfast
 - The breakfast went really well and although was aimed at bringing school community together, we still managed to raise approx. £500
 - Only comment is that it was so well attended that we need more space, which is obviously something we can't change.
 - It was great team who helped to organise and a big thank you to Florence Rossignol and her team in organising such a memorable breakfast (hopefully we have not missed anyone – Florence, Camille, Sophie, Emma, Portia, Maribel, Lucy, Nathalie, Miyuki, Liz).
 - A big thank you also to all our kind donors (Jericho Cafe, Aldi, Starbucks, Daisies Flowers) in particular to the Jericho Cafe who provided scrumptious and delicious croissants and pain au chocolate.

Action: We had good attendance from EYU parents and therefore it is very important to include information about events with the EYU Newsletter.

- Item 4: Mrs Jackson
 - Discussed update on ideas to show appreciation.
- Item 6 : Book Fair
 - Still looking for someone to take over book fair.
 - Have sent out one email to all parents.
 - If we still haven't found anyone, may do targeted email to parents in EYU, Year 1 and Year 2.

Action: Sophie & Jill to email parents if no one volunteers.

3. Update from Nearly New Sale

The NNS was amazing and went really well. The attendance was high, we had over 350 buyers! The Committee is tag sorting and counting tonight and so will then have a better idea of the percentage of the profit which the PTA will receive.

One of the things which worked really well was to change the flow of how people move around NNS. There was 1 entry point and 1 exit. So you completed a circle through the School. Some of the comments were: "Best sale ever been to", "Very well organised", "Amazing", "Great job".

Committee organised £400 from sponsors which has helped to cover costs of sale. The sponsors gave leaflets which were distributed in free bags from Breckon & Breckon. We have handed out extras at school to ensure that sponsors leaflets etc were distributed. (Mr Bushell has taken 6 bags to give to school in South Africa and may also take some calenders).

We very much appreciated support of NCT as they provided a lot of equipment including rails to allow for hanging of all of the clothes. This year we advertised for NCT. In the future will organise an arrangement where we provide advertising or donations etc in exchange for rails, as they make a big difference to organisation and set up of NNS.

The Committee has worked really hard but it was a great sale and they are already thinking of ideas and improvements for next year. Jen has a dropbox folder with all of the paperwork which was produced for fundraising, leaflets, organisation, sponsorship etc. This can be used by any future organising committee.

PTA would like to say a huge thank-you to the Committee including Jen Ingham, Lara Stokes, Emma Dadson, Mel de Freitas, Sarah Griffiths, Gemma Langley and Delia Secker-Walker who organised the NNS and also to all of the volunteers who helped in a variety of ways including Friday sorting, Saturday set-up and Sunday sale and clean-up. Well done and congratulations! What a great success!

4. Summer Fete

The Fete is on 21 June from 12 until 3.00pm. It is already taking shape with a great team:

Tash Podro – is looking after the stage, talent show and organising atmosphere

Emma Dadson – is looking after the raffle.

Sonia Awan – new parent to the School. She is looking after PR and she has lots of experience.

Joy Weideman – programme

Jill – organising the teams of people to do all of the food and various stalls including curry from the Ravenhills, BBQ, Children's lunch boxes, salads, face painting, cake sale, Bar.

However, Jill is leaving on 17 June to move back to the US. The PTA and School is excited for the Hardin's and their new opportunity but very sad and sorry to see them leave us. We also need an organiser for the Fete. Sophie is also unable to be there in the morning to organise. It is important to have one person who is organised and has the ability to take charge and liaise with the school. Jill is continuing to help in the planning and the new Co-ordinator would be able to take over close to the day of the fete.

Action: Everyone to think about whether they would be prepared to undertake organisation or think about whether there is anyone else who would be good at it and ask them to speak to Jill or Sophie.

We discussed other ideas for the Fete including:

- Police car and emergency vehicles (Jill confirmed these will come if they can do so).
- Story Museum – maybe a link up?
- Petting Zoo – think may be too many people and hygiene/food issues.
- Falconry?
- There will be 2 bouncy castles.
- Sadly there won't be any balloons this year.

5. Update on Nurture Shed & other Works

Irene advised that the School has organised Mr Jones to come and undertake the work on the walls, floors, ceiling, insulation, ramp, shed and decking to complete the Nurture Shed. The other job which will need to be organised is an electrical hook-up so that we can have heating. The work is scheduled for half-term.

Action: Jill and Sophie to organise transfer of £2,000 which PTA has promised to fund works.

Mound

Irene advised that there have been lots of good ideas on ways to use the mound. However, at the moment it is proposed to put this project on hold. The work on the railway bridge and access area to the allotments is going forward and it is possible that the School may soon have access to the extra triangle of land. As this land abuts the mound, it would be better to wait until the whole space is available and organise something larger, for example a big outdoor area where the whole school can gather.

The triangle of land will first need to be remediated but the County will pay for that. The School is still collecting ideas and may ask PTA for help. The timing will depend on the bridge but may happen in the summer holidays

DT Room

Howdens have come out to give a quote and some ideas for extra storage. Irene circulated some plans showing proposed new cupboards.

PTA Cupboard

Sophie asked whether Mr Jones could also put up some shelves in the PTA/Afterschool kitchen/cupboard room. PTA would pay for the shelves. Irene suggested cupboards as the School has a new policy of trying to have closed doors on all storage so that when everything is put away, it is put behind closed doors. Irene said that there may be external cupboard space available for the PTA.

Action: Sophie to liaise with Irene to organise extra storage. Mr Jones to undertake work.

6. Financial Update/Spending plan

Jill advised that there is currently £16,725 in the bank before the NNS profit and the fete. The PTA has agreed to fund the mound and the proposal was £3,000 to £5,000. Given Irene's update on including the triangle in the space, do we need to set aside further funds? **It was agreed unanimously to set aside £7,000 for the mound and triangle space.**

Other planned expenditure is approx. £1,600 for excess on residentials. There is also the life bus in the summer term. That leaves us with approximately £6,000 before the Fete or NNS to spend.

Jill invited Hilma Linqvist to put forward her proposal:

Forest School

Hilma and Miss Kate Hanke have undertaken extensive training to start up and run the Forest School for Year 1. Pink 1 have started it and next term it will be Pink 4's turn. 15 children go out for the morning and 15 for the afternoon and they do activities outside.

Hilma has organised some of the equipment herself including outdoor first aid kit, water canisters, thermos for hot chocolate, backpacks. However there is a lot more equipment which they could use. In particular it would be great to have matching school waterproofs. Some of the children's waterproofs are only showerproof and then they get really wet. It would also be good to have the same colour to be easily recognisable as P&J's. The waterproofs cost about £700 and she would really like to have £1,500 to reimburse some costs and purchase other equipment. Hilma produced a list.

Some of the parents at the meeting had children who were doing Forest School and the general consensus is that it is amazing. The children are really excited, especially those who are looking forward to next term.

Irene told us how much Hilma and Peta Hunter had put into Forest School. It has been a really big commitment of time, money and energy and they have undertaken it with enthusiasm.

There was a unanimous vote to support the Forest School and provide £1,500 to the School for Hilma to spend on Forest School equipment.

Balance of Funds

That means there is approx. £4,500 available at the moment to spend. Irene advised that there are a couple of ideas:

- There is a new curriculum proposed and the School will need new books and ICT.
- There is the triangle of land to come from the Railways.
- There will be free meals for EYU, Year 1 and Year 2. This means additional school dinners. The School is looking at doing some work in the blue courtyard to fix up the vandalism to the sun shade, and sheltered area, perhaps move the garden
- Awning or shelter outside of Lilac area for cake sales and other activities to take place even though it is raining.

Lara suggested that if there were a couple of strong ideas, but it didn't matter which idea "won" that we could ask the parents what to spend the money on – perhaps a google poll or ballot box at the office. It might help to create more community feeling.

Action: Sophie and Jill to meet with Irene and finalise a list of proposals and will then ask parents to give their views.

A big thank you to our treasurer Alex Lancaster for keeping the books and ensuring we are up-to-date financially so that we can also have great fun choosing how to spend all of the fundraising money on our school and our children.

7. New Fundraising ideas/community building

It would be good if one of the things PTA focussed on was additional events which were not just fundraising but also social. One of the events often commented on was the Quiz Night which is a lot of fun and although it does raise some money, the main focus is getting together with school community and having a good time. It might be fun to organise 1 or 2 similar events such as ceilidh? There is men's football on Thursday night, maybe there could also be a Mum's team sport – netball, football etc.?

Irene suggested that the PTA has a Social Secretary or Co-ordinator who could focus on social events.

8. New PTA Committee next year

Jill confirmed that she would not be chair again next year as she is leaving for the US. Sophie has also decided not to continue next year, so we are looking for a new Chair or Co-Chairs.

Irene thanked Sophie and Jill for all of us – they have done an absolutely fantastic job this year. The relationship that they have fostered with the School, the amazing communication and the general good humour means that 2013/14 PTA has been a truly successful year. Well done to Sophie and Jill. This was whole-heartedly endorsed by the rest of the PTA.

Action: We will advertise for new Chairs and Co-Chairs and everyone will think about possible volunteers.

9. AOB

(a) New Logo – Joy has designed a new logo for the PTA. It is based on the horse chestnut leaf that is the School's logo. (There were horse chestnut trees at the previous site on Leckford Road). We also have PTA letterhead with the logo which adds a professional touch to the PTA. Well done Joy! Irene and Joy are also discussing the possibility of a new school logo.

(b) Sponsorship – Jen got lots of sponsorship for the NNS. There is a possibility of more sponsorship but the sponsors want to be able to provide leaflets to parents, eg in book bags. Irene confirmed that this is not possible.

(c) Chip and Pin from NNS - The NNS committee bought a chip and pin for £80 so that by the use of a phone or ipad app, people could put their card details in and pay by card. There is an additional charge each month for the convenience. However, when we don't need it eg, after fete, we can change to pay as you go system and there is no charge until we need to use it again.

It was really useful at the NNS and over £1,000 worth of sales have been put through. It was also very reliable.

Next meeting - date to be advised.