

## **Minutes of PTA Meeting on Wednesday 21 November 2013 at 3.15pm**

**Attending:** Sophie Heard, Jill Hardin, Lisa Guppy, Rosalind Owen, Jen Ingham, Liz Dale, Nicola Clarke, Ulrika Wettlaufer, Natasha Podro, Joy Holgate, Amanda Spriggs, Mel de Freitas, Maribel Jimenez, Irene Conway

**Apologies:** Allison Hood, Camille Hallo

**Documents tabled:** Agenda, Minutes for previous meeting 24 October 2013, draft Calendar.

### **1. Welcome**

Welcome from PTA co-chairs, Jill and Sophie. Apologies given.

### **2. Minutes from 25 September**

These were circulated for review and there were certain amendments which Irene had noted. Matters arising from the minutes were to be discussed at end of meeting.

### **3. Charity Auction Update (Sophie)**

Firstly a big thank you to Joy for all of work she did in relation to posters, tickets etc.

Final numbers for the charity auction are as follows:

Total raised £ 3,476.63 with the breakdown being:

Prizes raised £ 3,117.50

Tickets and bar £ 359

Cost to run the auction £ 312

Total raised net £ 3,164.63

So far we have received most of the payments and as at today we have in the bank £ 2,859.63

We are awaiting the payment of £305.

Sophie wanted the minutes to note how happy she was, it is a great amount raised and she would like to thank Camille and Joy for their continuous effort, talent and good sense of humour all the way through this adventure, Jill for standing by and saying present each time needed, Tash for being a fantastic MC and all the parents and staff that made this evening a success.

***Action: Sophie will follow up the amounts still to be paid.***

There was discussion regarding the amount raised. Sophie advised that she had an informal target of £3000, so we have surpassed that amount. In addition, 2 years ago £5,000 was raised but there were 3 holiday houses and Olympic tickets as part of the prizes.

Natasha commented that it was a great night but estimated that attendance was about 50 parents. One thing for future events was to focus on how to increase the attendance. Sophie confirmed that they were selling tickets at the gate, but it would be good to get more people to come along as it was a great event.

All in all, lots of hard work but a great fundraiser.

Sophie also asked whether anyone knew Angela Shepherd as she was having problems contacting her and she had a winning bid for a great prize. No one at the meeting knew how to contact Angela.

#### **4. Calendar Update (Jill/Joy)**

Joy advised that the calendar is ready to go to print. There is just a final check to take place and it will be delivered to the printers tomorrow. This year the print costs are less and therefore we should raise more money.

Jill advised that we should have the printed version in approximately 2 weeks – 1<sup>st</sup> week in December. The retail price will be £5 per calendar. Given the reduced printing costs we have already made money from the sponsorship and therefore the sales will be pure profit to the PTA.

Jill proposed a huge thank you to Joy for organising the calendar printing and especially for her artistic touches. Also a big thank you to Laura Burt for taking amazing photos again.

Class reps will be called upon to help sell the calendars. There was also discussion regarding pre-orders and whether to organise by way of emailed form or forms in the book bags. General consensus was to email and have forms in the book bag. Unfortunately, can't just send email as we want the pre-orders to pay.

***Action: Pre-order form to be organised by Jill and Sophie.***

#### **5. Athletics review (Rosalind Owen)**

Rosalind confirmed that she had spoken to the children in Year 4 who had undertaken the Athletics trial and parents had completed a form. At least ½ of both classes had said that they would spend their own money on it (it costs £33.00 privately). In general, everyone is very pleased with it. There is one point in relation to the competition, parts of the children's names are visible – their first name and last initial. However, this can be resolved as you can change this to just initials, reverse initials or nick-names/made up names.

We are ready to roll out the program throughout the School. School will organise it, Mr Bushell will talk to the relevant person.

***Action: School to roll out program. PTA to pay for full year's subscription.***

#### **6. Christmas Bazaar**

Before the meeting formally commenced, there was some discussion regarding the Christmas Bazaar and Lisa and Maribel explained how the Bazaar worked and what sort of items were required.

Maribel requested whether we would be able to have a room available for the day before the Bazaar to sort items and to leave everything until the following day. Irene confirmed that we could use the function room for the Bazaar organisation. Screens could be organised so that it is not obvious from outside that there is a lot of things stored in the room overnight.

Maribel confirmed that at the moment we have 6 helpers and we would advertise in the newsletter for more as well as sending email around Class Reps. Lisa would email an ideas list to the EYU reps.

***Action: Maribel and Lisa to continue with organising volunteers.***

#### **7. Shed Clear Out**

We discussed whether the shed was still available for holding the Bazaar. Irene confirmed that it was smaller in size than the function room. Maribel and Lisa to arrange with Irene to view Shed and consider whether there will be enough room to hold the Bazaar there. The clear out will happen the week before and Mr Stone will be happy to have some help with the clear out.

***Action: If necessary, we may ask for helpers.***

## **8. Sport in School – Exploratory Committee**

At the last meeting there was discussion regarding setting up a sub-committee to discuss sport in school. We'd like to advertise this and was there anyone at the meeting particularly interested?

Irene advised that the School does do lots of sport including having Andy twice a week which is more than many other schools are able to provide. However, we would like to increase competitive sport but we need help to be able to do that as teachers are not able to organise matches for weekends. In the past parents had run football teams. Then the teams moved to Summertown Stars and therefore the team sports at school has diminished. The School would like to open it up but it is not limited to football. It could be cricket, rugby, netball, basketball, hockey.

Probably it would start small to begin with and although there would be matches and training outside of school time, the School may be able to organise time during the school day also.

It was noted that Yvonne Pinner had expressed interest, we could put out feelers to the Men's Football Team on Wednesday night, Jess Evans may also be interested.

***Action: PTA to ask around to see if anyone interested in being involved.***

## **9. Abel and Cole**

We are still looking for someone to take over the Abel and Cole vege bags. It takes about 15 min per week. The bags are delivered on Thursday and then they need to be sorted and collected. There may be a bit more admin at the start of each year. Unfortunately the newsletter is not working. Jill and Sophie asked if everyone could mention it to anyone they know, particularly if they do buy the vege bags.

***Action: Everyone at the meeting to see if they could find anyone who may be interested.***

## **10. Actions from last minutes**

- (a) Mound – that is moving on. The School Council is taking it very seriously.
- (b) Reading Scheme – that is progressing – Alex (treasurer) is to be emailed to pay the funds.
- (c) Athletics – this will proceed.
- (d) Christmas cards – successfully delivered all cards. We raised approx. £300.
- (e) Christmas post box – Irene confirmed that this would be up and running again if your children want to deliver Christmas cards. Please make sure that the name of the child and their class is clearly marked on the front of each envelope.
- (f) Christmas Card display – Lisa mentioned that she and Cid are looking to put together a display of Christmas cards so everyone can see how great they were.

## **11. Any Other Business**

At the next meeting, which is only 2 weeks away, perhaps people could let Jill or Sophie know of any additional agenda items. Eg communication via email.

A question was raised whether there would be an International Day? Jill and Sophie advised one is planned for next year.

**Next meeting 5 December 2013.**