

## **Minutes of PTA Meeting on Thursday 30 January 2014 at 3.15pm**

**Attending:** Sophie Heard, Jill Hardin, Lisa Guppy, Emily Ashley, Liz Dale, Jen Ingham, Mel de Freitas, Florence Rossignol, Sarah Hyams, Joy Weideman

**Apologies:** Irene Conway, Camille Hallo, Emma Dadson, Polly Chase, Karen Ravenhill, Amanda Spriggs

**Documents tabled:** Golden Giving information, Minutes from 5 December,

### **1. Welcome/Apologies**

Welcome from PTA co-chairs, Jill and Sophie. All attendees provided brief introduction. Apologies given.

### **2. Minutes from 5 December**

- (a) **Bazaar** – General consensus was that the Bazaar was amazing. The decorations were beautiful and there was a great “buzz”. Approx. £500 was raised. So it was also a great fundraising day. One comment was that one child did not get to buy anything as there was a real rush and by the time he went back to purchase, everything was gone. This was someone in the younger grades, Lisa said she would keep a note that the teachers need to remind children that it is not the same as a shop and that they need to ask someone to “mind” things for them or to choose quickly. Also make sure that we check that everyone has managed to buy something.  
*Action: Lisa to include note of recommendations for bazaar.*
- (b) **Communication** – email had been organised. No feedback as yet. Seemed to be working well.
- (c) **Coffee morning** – It was decided that this was not necessary for this year’s EYU parents. Jill and Sophie will organise as a priority in September for next year’s EYU parents so that they understand how PTA works and can get involved.
- (d) **Mathletics** – It has started. All children should have passwords and login details. Jill and Sophie propose to use Monkey survey (or similar) after half term to get feedback from the parents. If the feedback is positive, then we need to ensure we raise enough money to pay for the subscription next year and if it is negative then we should reconsider whether to continue with the program.
- (e) **Calendar** – A total of £1,747.90 was raised. This year we made £1,900 from sponsors and the print cost was £1, 710 with approx. £1,600 worth of calendars sold. Which totals about 310. There are about 90 calendars left over. We will note for next year, that we could order less. We did achieve a saving on print costs this year. Jill asked if anyone had a proposal as to how to use the balance of the calendars? Copies have already been given to sponsors and to the classes. Copies would be provided to the Governors and to any TA’s. The balance would be in the office or PTA room and anyone who wanted a calendar could take one. Sophie and Jill confirmed that Year 6 students helped sell the calendars.
- (f) **Dragon School funding** – The proposal for funding must be lodged tomorrow and unfortunately we do not have all of the financial information necessary to complete it. Therefore, this proposal will not be lodged this year.
- (g) **Gifts for Miss Quinnell and Mrs Gates** – The PTA has provided gifts to Miss Quinnell and Mrs Gates to thank them for organising the crèche.
- (h) **Newsletter** – multiple copies of newsletter seem to have stopped so far. Parents seem to be now getting one per child which attends the school at the most. Is some concern that class reps have all of the details of the parents. The group discussed methods of contacting parents including if possible, catching parents at drop-off and pick-up.  
*Action: Include item in newsletter for parents to contact class rep to confirm contact details are correct.*
- (i) **Cycling proficiency** - The group discussed how to organise the cycling proficiency course. We looked at notes in minutes. Sarah will contact Irene to discuss what needs to happen and

then as one of the Year 6 class reps will contact Year 6 parents to try and get help from parents. Mel agreed to help organise also.

### 3. Quiz Night

We discussed quiz night and whether anything was needed at this stage. So far, all in order. Will only be 110 tickets as we were very full last year. We need people to help set up and put away. Florence and Sophie confirmed that they could help at the end. Liz can help at the beginning.

Sophie and Jen confirmed that they would be able to help with desserts. Lisa would email them separately.

### 4. Website Update

The website is coming along. Sophie showed us a prototype on her ipad.

The next item is the content. Sophie and Jill thought it might be good to have a content committee. This would be a group of parents who could spend about 2 hours putting together ideas of information to be included and we would look for a parent with writing training to do the actual writing.

It might be good to have a selection of parents – someone from EYU, someone from Year 6, a new parent. It was also suggested that maybe the children could have input.

The idea is to show our partners who we are and what we are doing and the contributions made to the school. It would be the business card for the PTA. Ruth could be involved but would prefer to receive the information so that she could input it to the site.

Mel and Joy agreed to be involved. **Action: Jill and Sophie to consider any other volunteers.**

### 5. Golden Giving

Jill showed the information which Ruth had put forward as a potential extension to the website. This is a completely free site which allows charities to collect funds, manage event capacity and claim gift aid. It seemed like a good idea but we discussed whether we had enough information or whether there were other options, how it would work for events, whether there would be a conflict with the office. It was proposed that we should have some research undertaken.

**Action: Jill and Sophie to see if they can find someone to do some research and report back to PTA.**

### 6. John D Wood

John D Wood approached us wanting to be involved in helping us fundraise. Jill and Sophie met with them and pitched several ideas ranging from sponsoring our website to running a stall at the school fete.

**Action: Sophie to pass on our website sponsoring proposal (our charges per month or year) to John D Wood.**

### 7. Summer Fete Committee

We want to have our committee set before Easter holidays.

**Action: Sophie and Jill to find a few more people to join the team**

## **8. Save the date**

Sophie prepared save the date cards which set out the important dates coming up including meetings, Quiz Night etc. She distributed the save the date cards at the school gate to try and raise more awareness of PTA events.

## **9. AOB**

Florence mentioned the local residents association is gauging interest in making a new path through the trapgrounds that comes out at the end of the road by the school. This could possibly be a great path for school families to take to get to school.

***Action: Florence to have residents association put notice in school newsletter under local news.***

**Next meeting to be Thursday 13 February.**