

Minutes of PTA Meeting on Wednesday 10 September 2014 at 315pm

Attending: Jen Ingham, Lara Stokes, Camille Hallo, Mariona Pons, Katharine Wilson, Antonina Kalinina, Irene Conway, Anne Marie Wortley, Rosalind Owen, Simon Bushell (late)

Apologies: Lisa Guppy, Emma Dadson, Tania Wilson, Ruth Nossek, Joy Holgate, Jessica Evans

Documents tabled: Agenda, Minutes from previous meeting (July 8), PTA Welcome Pack, Easy Fundraising flyers

1. Welcome/Introductions/Apologies

Welcome from Co-Chairs, Lara and Jen. Apologies from remaining committee members, Lisa and Emma, who were unable to attend.

2. Review of Previous Minutes

We reviewed the minutes from the previous meeting and discussed:

- **Nurture Shed:** Works on the shed were completed over the summer. Irene stated that the children have enjoyed using the shed during playtimes, and that after the meeting we should all come look at the work that was done.
- **Netball Posts:** We have been asked to fund the new netball posts. All agreed previously.
Action: Lara to speak to Karen May (School Business Manager) to verify amount needed and when this purchase can be made.
- **Mathletics:** Was agreed at previous meeting for the PTA to fund a new maths tool for the children and staff after our Mathletics subscription expires. Mr Bushell is meeting and deciding with staff the best program to use and the best way to utilize the resource (ie with what year groups, etc). Will receive update from him at a later date.

3. New Treasurer

Alex Lankester is stepping down from the post of treasurer, which she has graciously held for four years. Thank you to Alex for all of her hard work. Co-Chairs Jen and Lara have met a parent who has kindly volunteered to fill the position.

- Jen Ingham nominates Tania Wilson for role of treasurer of the Phil and Jim PTA.
- Seconded by Katharine Wilson.
- It was unanimously agreed that Tania Wilson will fill the role of treasure of the Phil and Jim PTA.

4. Gift for Classrooms

Lara stated that we have a significant amount of money in the bank, and would like to use some straight away in a manner that could benefit every student at Phil and Jim. Jen and Lara proposed to gift each classroom £100 for resources, books, etc to start of the school year. Was approved by committee and agreed by Irene that the teachers would love it.

Action: Jen to make cards to distribute to teachers at the staff meeting on Thursday 11 September at 830am. Lara and Jen to get a cheque to Karen May for £1400.00.

5. Easy Fundraising (EF)

Lara shared the flyers and explained that the PTA is now registered for a charity donation website called easyfundraising.org.uk. EF has participants from over 2700 retailers and shops. Each retailer chooses an amount or percentage to donate to worthy causes each time a supporter shops online. Jen added that the school was only signed up for several days, and we had not yet shared the process with the whole school, but that in the short time we were live we had already raised some money. Lara explained that we will advertise this program heavily throughout the school, with flyers and in the newsletter and PTA emails. Noted that if a supporter downloads the EF reminder, you don't even need to know which retailers participate...the reminder will recognize what online shop you are visiting and prompt you to activate your donation towards "Phil & Jim PTA – Oxford."

6. Event Planning

Lara explained that we have many "staple" events that are held throughout the year, but that we were planning some new fundraisers for the school. Most of the events that are held annually already have volunteers to head up the planning committee, but others still needed someone to take charge. Noted that in the PTA Welcome Pack which was handed out at the Induction in July (and was available at the meeting) contains descriptions of events we have held in the past.

Action: Jen, Irene & Lara will review school calendar for the year and set dates for events.

- **School Calendar:** Students will be voting on themes at assembly on Friday, and permission slips will go home soon. Jen/Lara will start contacting advertisers. Laura Burt has already agreed to take photographs again.
 - *Action: Jen to contact Joy Holgate to confirm she is still on board to do the design of the calendar itself.*
- **Anchor Night:** Following up from last term, Jen and Lara are still in talks with The Anchor pub to have a "Phil & Jim Night," where The Anchor will have a set menu at a set time and sell tickets, and then part of the proceeds will be donated to the PTA.
 - *Action: Jen and Lara still need to meet with Sarah at The Anchor to set date and finalize all the plans.*
- **International Evening:** Jen suggested that while last year we held the Auction in the autumn, that it is quite a big project and requires many donations from our parents and sponsors. Was suggested in previous meeting to give sponsors a bit of a break, and replace the auction this autumn with a more social event, such as an International Evening Pot Luck. Irene agreed, however pointed out that we should not advertise it as a dinner, but more of an earlier event, because some families could come famished and then suddenly everything is gone. Lara suggested we bill it as "crudites" rather than a dinner.
 - *Action: Volunteer needed to organize this event. Would require someone to meet with Irene and possibly Mr Matthews to coordinate logistics, and then publicize to parents. Planning wise, should be a bit low maintenance event, as all food would be brought pot luck style, by parents.*
- **Christmas Cards, Bazaar & Quiz Night:** These three popular events will continue this year as they have in the past. Lisa Guppy, who was not in attendance, had previously agreed to plan and head up the committee for all three.
- **Mother's Day Breakfast:** Florence, who had organized this event last year cannot do so next year. If we continue with this breakfast, we need someone to head up the committee. Camille Horn volunteered to do so, and said she was happy to do it. Many thanks to Camille for filling this role. Jen pointed out that all events that already have someone who has agreed to organize still need volunteers to help out, so if you are interested in something in particular, please let us know.

- **Summer Fete:** Always a wonderful event, our summer fete is normally held around June 20th. This event is the biggest fundraiser and most social event of the year, inviting not only families of Phil and Jim but our neighbours in the community as well.
 - Action: Need a team to head up the committee for the summer fete in June 2015.
- **Aristotle Cup:** Our annual football tournament between Phil and Jim and St. Aloysius will hopefully continue in 2015. Sarah and Dave Griffiths have agreed to organize the event again. Was suggested previously that perhaps St. Aloysius team up with another school (St. Barnabas?) because they are half our size and in many instances had difficulty getting enough members for teams. Irene suggested that we leave that decision up to St. Aloysius, as this tournament has always been between St. A and Phil & Jim.

7. **Mathletics**

(Mr Simon Bushell had arrived after we spoke about Mathletics earlier) Simon stated that what he gathered from our last meeting was that we should definitely change the way we use Mathletics, for example keeping it for a certain year group (ie year 3). Simon said that with the same budget we spent on Mathletics last year, we could use it for one or two year groups and then use something else for the school at large, such as MyMaths.

Katharine Wilson shared that her daughter loves to use Mathletics, and is in year two. Would be a shame to lose that resource. Camille Horn shared that she does not allow “screen time” during the week, but that her daughter can go onto Mathletics if she spends time tidying up. Everyone liked the parenting tip!

The PTA did previously unanimously vote to fund another maths program, so

Action: *Simon is going to speak to the other teachers and get an idea of what would be the best choice in time for when our Mathletics subscription expires.*

8. **Other Business**

Irene noticed that Co-Chairs Jen and Lara were both wearing “Visitor” lanyard around their necks. Suggested that perhaps a good use of PTA funds would be to purchase some PTA or Parent Volunteer lanyards for the school.

Action: *Jen and Lara will look into cost of this, and ask the 3 absent committee members for their vote on this.*

9. **Thanks and Dates for your Diary**

Lara and Jen thanked everyone in attendance for coming, and encouraged all to make a note of the Annual General Meeting (AGM) which is to be held in the hall on Wednesday 17th September 2014 at 730pm. Irene invited everyone outside to see the Nurture Shed.

Next Meeting: AGM, Wednesday 17th September 2014, 730pm