

Phil & Jim's PTA Committee Meeting 13 October 2015

Minutes

Attendees: Lara Stokes, Jen Ingham, Tania Wilson, Emma Dadson, Jen Watkiss, Lisa Guppy, Ros Owen, Irene Conway

Apologies: Becky Chamberlain

1. PTA email – structure, format, self subscription

Jen Watkiss discussed the changes she has made to the PTA email:

- We are now using Mail chimp email program.
- It complies with data protection and is good at deliverability to make sure emails reach inboxes rather than being considered spam.
- Makes it easier to keep list up to date.
- Next step to get people to subscribe to list: This means parents can sign up – they receive an email and send back a confirmation email. This system would be for new parents. All of the current list has already been moved over. We will also keep paper sign up sheet.
- One issue: someone could subscribe that not at school. We considered this to be a minimal risk. The current list probably has lots of parents who have not removed themselves from list although left the school. Also nothing is emailed that is sensitive.
- When a bulk email is sent, it also goes to twitter and to facebook page.

All agreed this was an improvement.

2. Classlist – debrief and review

General rule - very good take-up in EYFS, good in Year 1 and 2, very good in Year 3, not so good in rest of school. This was probably what we had anticipated.

In retrospect, we may have wished that it was not rolled out for the whole school, but reps for certain year groups independently suggested that they wanted to use it. Overall, Classlist does seem to be working for what we want. **Action: Worth carrying on with the trial.**

Discussed issues of formatting that Lisa has had and discussed a couple of suggestions. Also discussed possibility of birthday party invitations but not enough parents signed up for the relevant class, so not yet used for that.

No Lilac 1 rep. **Action: Emma to put sign up with all of the class reps details.**

3. Treasury/Accounts update

Tania reported that the Accounts and paperwork gone to Nigel. This year hope the audit should only take 3 or 4 hours.

- Think that out of 250 banking transactions, maybe 3-5 pieces of paper missing – the key point is that we have really tightened up on controls over the last year.

- Big drive over the last year to ensure that expenses for PTA events were paid out by cheque - this has been largely successful and we are looking to make this the default for all events going forward.
- Overall huge improvement. Everything going through bank.
- A few sponsors paid for calendar.
- We need some invoices from school - playground art and MyMaths.
- Playground friends (£150) - we have invoice but need to pay cheque.
- £411 still held for South African Sister School. Roz and Irene going to South Africa on Wed. They will look at the borehole situation and let us know.

4. Dates for upcoming meetings and for calendar

Dates for 2016 calendar. **Action: Irene to discuss some inset dates with governors and the governors are meeting tonight. Action: Irene to also chase up some extra dates - sports day, sports day with EYU, cant get CX week. Come back asap with dates.**

5. Update on the calendar and disco (cost, ticket prices etc)

Laura taking some extra photos for cover, have taken photos of children, Joy done most of her work, cross-ref teacher's birthdates, sponsors invoiced.

Action: Jen & Lara to contact Karen May for the birthday information.

Disco - tickets £5 each, 2 for £8. Social rather than fundraiser. DJ is £200 and they bringing lights etc, was recommendation from parent. We will sell beer and wine and will charge to cover costs. At this stage we are proposing to have snacks out. **Action: Check on tall tables to stand around?** We need to confirm numbers. **Action: Jen & Lara to discuss with Karen May numbers for hall.** We hope to sell tickets through office. If lots of tickets, then may need to revisit and have someone at office to sell. Once we know numbers, we will know whether we can sell tickets at door.

6. Singapore Maths

Simon Bushell emailed us about Singapore Maths - would we help with worksheets? Wanted to look at the product so that we know what we were spending money on. School had to purchase system as was a September deadline. Workbooks are used so that children don't mark the textbooks.

Does the school still want money from PTA? Yes. Would be great to have support for the workbooks. If PTA contribute then want to know that school using it.

It is a very prescribed system. Perhaps teaches more slowly. System: Text book, work through with the teacher, but all markings go in workbook. May be issues with Year 5 and 6 due to change over of system. May also be same issues with Year 4 to some extent. Is gap between what they were learning under previous system and change to new system.

All teachers will be using new system. Went to St Joseph's and saw a similar

scheme. After 1 year, they thought that children had a firmer grasp of mathematical concept. All work through texts at same pace but difference is in work book and children can work at different rates. Does this work with MyMaths? Yr 5 and 6 use MyMaths every week and set homework. Some of materials are not as suitable for KS1. OUP going to contact Inspire team and maybe use similar graphics etc.

Ongoing cost is the work book. Yearly cost to keep programme going. £10 - £12 per child. Higher up £16. 30% discount this year and therefore bought 2 sets - so 2 years.

Action: Get Karen to give PTA some figures. How much per year? So we know final figure.

Action: School look at running another maths evening or a phonics evening.

7. Final bill for playground designs?

Discussed getting invoice for final amount. Any further work required? Eg Redo current markings? Glow in the dark? In terms of area along edge of buildings and netball court and then astroturf may need to look at different ideas as bulges under tarmac.

8. Footsteps programme

Possible date for Footsteps programme is next Wed. Later date? Wed 21 Oct doesn't work. **Action: Lara to re-arrange timing.** Footsteps programme is 1/2 hour talk for parents about road safety and a sheet with tips. Not cycling proficiency. Very different to green cross code. Aimed at Year 1 and 2. Open for EYU.

Have had lots of emails requesting cycling proficiency. Most common request from parents - still chasing up. **Action: School to check up on previous person who did last course.**

9. Extension to the roof by Mr Jones.

Have contacted Mr Jones. Not heard anything further. **Action: Lara will chase up.**

10. Christmas Bazaar – dates, using nurture shed, access to Nursery

Date? 14 Dec pm - EYFS nativity 15 Dec am - EYFS nativity We will organise North Pole visitor. Also do presents. **Action: Lara to contact.**

11th December - Bazaar. 10th Dec Nursery for sorting.

11. Any other business

Christmas Cards - Deadline is Monday. Re Christmas Cards - could it be a headline in newsletter. **Action: PTA reminder. Jen to organise as headline event.**

ASC wanted a pingpong table. **Action: Lara to look for alternatives available as an outside table.** Wouldn't just be an ASC table. Used by whole school. Probably location would be KS2 playground. **Action: School look for somewhere to store.**

12. Next meeting?

Dates? We briefly discussed days where the Committee members are available:

Becky - Works Tues, Wed, Thurs

Emma - Fridays best. Can do Mondays if booked in

Tania - might be able to do Mondays.

Open PTA meeting: 4 November 2-3 pm Function room

December 7 2016. PTA Committee meeting. 9am

Jan 11 Monday - PTA Committee meeting. 9 am