

PTA Committee Meeting
13th October 2017 - 9.00 am

Attendance: Carrie Haywards, Becs Elkins, Ruth Dorso, Jen Watkiss, Emma Dadson, Anna Nileswhar, Sonia Beslika, Allison Hood, Sarah Griffiths, Karen May and Sarah Awuye

Apologies: all present

1. Welcome & Apologies

All committee members present.

2. Minutes of the last meeting

No corrections.

3. Matters arising from previous committee meeting

No matters arising.

4. Confirm Dates

Potential dates for PTA events were discussed and, with some amendments, now stand as follows:

18th November	Swishing	Allison Hood and Maya Little
15th December	Christmas Bazaar and Grotto	Lisa and Camille
2nd Feb	Quiz Night	Dave Griffith and Carrie etc
8th March	Mother's Day	Camille and Cecile
21/22 - 28/29 April?	Nearly New Sale	?
14th June	Doughnuts for Dads	Carrie/Becks, etc
24th June	Summer Fete	PTA
8th July	Aristotle Cup	Sarah Griffiths

5. Communications with school office

The best way to communicate with the school via email is with office@philandjim.org.uk which also reaches Karen May. Or by phone on 01865 311 064 if urgent.

6. Calendar procedure debrief

After reflecting on some organizational issues with how the calendar photo shoot came together this year, mainly due to the fact that both PTA and school are in a state of transition, we discussed its value as an opportunity for the school community to come together, celebrate the school, present itself in the best possible light to the wider world and businesses that sponsor

and exhibit the calendar, as well as being a significant fundraiser that generally raises 2K for PTA funds. SA suggested that the way to minimize disruption to the school day was to embrace it as a whole school learning experience.

ACTION: Meet in the Summer Term to choose more educationally exciting themes for overall calendar and individual months so teachers can plan for interesting and coherent morning activities, with the photo shoot taking place earlier on in the Autumn Term.

We discussed the option of selling the calendar through Parent Pay but it was generally agreed that it would become messy to conduct some sales online but some on the gate.

ACTION: Calendar to be sold as before through a combination of pre orders, sales at the gate and sales at reception.

7. Classroom funds

We discussed the best way to manage the money generated by cake sales and how to allow teachers to access it. Since we are reducing the number of cake sales, we also discussed the importance of the school letting us know if they are relying on cake sale money as in the case of Year 6 Yearbooks.

Action: Cake Sale money should now be banked with the PTA and after teachers put in their purchase orders, KM will invoice RD.

8. Swishing

Allison Hood has kindly offered to organise a clothes Swishing Sale, where good quality female clothing is swapped, as a school fundraiser on Sat 18th November. We discussed logistics and whether the money generated could be split between school and another charity. RD advised that PTA constitution dictates fundraising by PTA has to be for school only but funds for an additional charity could be raised independently as a cake sale or raffle at Swish Sale.

ACTION: It was agreed that the sale should be ticketed at £5 for entry and £3 for each item. AH will also consider whether to offer £1 credit for items brought in. Entry tickets to be sold in advance and on the door.

ACTION: It was agreed that clothes could be brought in from 7.30pm, with the Swishing commencing at 8-8.15pm. SA also offered use of the function room if people wished to drop off their clothes on Friday afternoon.

ACTION: RD will help AH organise licence and wine for the bar. Some simple non-oily nibbles were deemed sensible!

ACTION: School can provide screens for cubicles and clothes rails (currently in container). RD, BE, SB offered to lend full length mirrors.

9. AstroTurf project

SA and PTA enthusiastic about pursuing the replacement of the AstroTurf and improvement of its lighting as our next PTA project, both for the benefit of our children and for its potential as a commercial asset for the school.

ACTION: School to seek quotes for a 3G replacement. Can wiring be laid under new AstroTurf for better lighting?

ACTION: PTA to assess what funds could be allocated from its reserve.

ACTION: School to explore possibilities of FA funding, particularly if new AstroTurf supports girls' football, and a collaboration with Summertown Stars.

ACTION: Could we involve Year 6 in setting up a visual display of the playing field that allows parents to sponsor squares of new AstroTurf?

10. Christmas

Lisa Guppy to attend next PTA meeting to discuss Christmas Bazaar. SA was advised that Bazaar and Grotto take place during school day. Meeting Santa at Grotto for KS1 children only.

ACTION: After next PTA meeting, it would be sensible to prepare information for teachers on the logistics of the day to avoid confusion.

11. AOB

Next PTA meeting planned for **Friday 10th November at 9am**

Meeting closed at 10.15 a.m.