



## PTA Meeting Minutes – 11/10/16

<b>Date:</b>	Tuesday 11 <sup>th</sup> October 2016, 8pm
<b>Venue:</b>	Cricketers
<b>In Attendance:</b>	Louise Druce, Michelle Oliver, Simon Day, Carla Pon, Alta Caroto, Kevin and Leigh-Ann Herman, Sarah Crow, Laura Downton, Ciara Duffy, Shelley Illingworth, Rosie Campbell, Zehra Hicks, Kyley Chapman, Louise Dennis
<b>Apologies:</b>	Eleanor Oldham, Cherie Fitzgibbon, Jules Claridge, Leigh Fleeman, Nicola Peaty, Jo Jones, Jon Tasch, Rebecca Jennings, Emma Brown, Abby Sharma

Item	Subject	Action and Date
1.	<p><b>Apologies and Welcome</b></p> <p>Apologies received from Eleanor Oldham, Cherie Fitzgibbon, Jules Claridge, Leigh Fleeman, Nicola Peaty, Jo Jones, Jon Tasch, Rebecca Jennings, Emma Brown, Abby Sharma</p> <p>Louise welcomed everyone to the PTA meeting</p>	
2.	<p><b>Minutes of Last Meeting</b></p> <p>Approved</p> <p>Louise Druce updated the group that Emma Brown plans to re-launch the 100 Club early in 2017 following the 1<sup>st</sup> full year to align everyone who has paid 6 monthly or annually.</p> <p>Jo Jones will provide details in the bulletin including links to full details, rules and the applications form on the Stamford Green website. For any queries please contact Emma Brown at <a href="mailto:ptastamfordgreen@gmail.com">ptastamfordgreen@gmail.com</a></p>	Jo Jones
3.	<p><b>Circus de-brief</b></p> <ul style="list-style-type: none"> <li>Louise Dennis and Louise Druce thanked all the volunteers who supported the event.</li> <li>Louise Druce to provide photo to Sarah Crow whose daughter had a birthday on the date of the circus.</li> <li>Overall a very popular event and all tickets were sold. Louise Druce advised the school plans to re-book in a few years to maintain the novelty factor. Over £4200 raised from the event from ticket sales.</li> <li>Louise Dennis advised £920.62 raised from PTA BBQ and bar sales. Attendees agreed funds raised by PTA at this event would go towards the laptop project.</li> <li>The offer of childcare in sunset for volunteers was very well received, and taken up during the circus. Louise Dennis provided this feedback to Jo Lee who has confirmed this could be offered again, subject to</li> </ul>	Louise Druce

	spaces being available in Sunset.	
4.	<p><b>Upcoming events</b></p> <ul style="list-style-type: none"> <li>• <b>Christmas Cards</b> – Michelle Oliver is leading this activity and cards will be designed in school next week. Parents will receive a proof home to approve and payment/orders to be sent into school for collation. Positive response by attendees for having the proof to view before purchase. We are using a new supplier who can offer gift tags, cards, mugs and tea towels. They will be an update in the upcoming bulletin.</li> <li>• <b>Fireworks</b> – 4<sup>th</sup> November <ul style="list-style-type: none"> <li>○ Rebecca Jennings has kindly agreed to lead this event, and Ciara Duffy and Kyley will shadow with the intention of leading the event next year.</li> <li>○ There is a meeting with the fireworks company at 2pm on Friday. Rebecca cannot attend but Kyley and Ciara will attend with Eleanor.</li> <li>○ A number of people at the meeting volunteered to support the BBQ (Simon Day, Shelley Illingworth’s husband, Rosie Campbell) if we agree to run it ourselves this year. Request to ensure veggie sausages are provided. These sold out during the circus. Rebecca to confirm if butcher already booked.</li> <li>○ Louise Druce advised Darren Hull (d_hull@sky.com) who supported the circus BBQ had offered to help again.</li> <li>○ Louise Druce requested that the fencing by the sparkler area is lower. RJ to speak to LDruce.</li> <li>○ Some of the attendees suggested the email to parents should stress the importance of keeping an eye on children in the dark. Helpers/teachers should be wearing high visibility tops.</li> <li>○ Louise Dennis suggested selling ear defenders as lots of new parents with younger siblings. She can source them from screwfix if required?</li> <li>○ Louise Druce said she would send through last years letter to fireworks team for updating. It will be important to get requests for volunteers out early/next week given half term and 2 inset days either side.</li> <li>○ Louise Druce advised there should be a limit on numbers attending –Rebecca/team to confirm with Louise Druce directly.</li> <li>○ The school building will be locked down so need to advise parents which toilets can be used.</li> <li>○ Discussion regarding how mulled wine will be warmed/kept warm. Do we need to ask for gas stoves? Alta to look at options for the mulled wine.</li> <li>○ Alta will look at current stock for the fireworks evening.</li> <li>○ Organising team should identify volunteers that require sunset places for set up and liaise with Jo Lee to confirm places are available in sunset, or another crèche/movie room is available.</li> <li>○ There was a suggestion to try and have a friendly face to help organise the volunteers so everyone knows where they need to be and what their tasks are, i.e. not having the lead organiser</li> </ul> </li> </ul>	<p>Jo Jones</p> <p>Rebecca Jennings</p> <p>Rebecca Jennings</p> <p>Louise Druce</p> <p>Rebecca Jennings</p> <p>Rebecca Jennings Alta Caroto</p> <p>Alta Caroto Rebecca Jennings, Ciara Duffy, Kyley Chapman</p>



	Christmas market for kids to buy for siblings. Could combine with the parents gift stall?	
5.	<p><b>Event Plan for 2016/17 and Fundraising Targets</b></p> <p><b>Fundraising Targets</b></p> <ul style="list-style-type: none"> <li>• Jo Jones has developed a summary of the current short, medium and long term fundraising goals for PTA activities.</li> <li>• Louise Druce provided a description of some of the items including the most recent purchases of the scooter racks, and the theatre company visit. Louise highlighted there may be an opportunity to get the defibrillator for free so this is being looked into some more.</li> <li>• Louise Druce asked Alta and Carla to look at sourcing Christmas crackers for the school xmas parties.</li> <li>• Louise Druce requested that the PTA funds raised from the circus contribute to the 30 laptops the school would like to purchase.</li> <li>• Louise Druce suggested the purchase of lego tables and lego for the playground. Attendees agreed this was a universal toy and would be a good addition. Attendees agreed to fund £500 initially for the project, and Louise Druce to update at the next meeting regarding the purchase. Suggestion to request donations of lego from existing parents too.</li> <li>• The attendees suggested having a lego related assembly/kick off event to support the project. This could be linked to science/engineering? Ciara has potential theatre contact who she knows who may be useful.</li> <li>• Louise Druce described the current thinking for the new library project to relocate and expand the current facilities, utilising the old cloakroom which is a light and bright space. There was a suggestion to use lego as part of this design so the children have a hand in creating the new space. A meeting is planned for 12<sup>th</sup> October 2016 to discuss further. [Update to minutes – Following the meeting on 12<sup>th</sup> October Louise Druce has advised she will provide an update on the project and initial estimate costs at the next PTA meeting.]</li> <li>• Louise Dennis to provide updates to the fundraising goals to Jo Jones for the communications.</li> </ul> <p><b>Event Plan 2016/17</b></p> <ul style="list-style-type: none"> <li>• Louise Dennis summarized the current schedule of main events for the year, and highlighted the main fundraisers (summer funday, fireworks, quiz night, xmas market, stay and play, xmas disco).</li> <li>• Becky Collins has kindly agreed to run some Cushion Club event for Reception, Yr1 in the spring Term. She is currently liaising with Mrs Druce on dates.</li> <li>• Louise Dennis advised she had received some suggestions for new events such as a car wash fundraiser, cinema evening. She also highlighted previous successful events such as comedy and curry, race evening.</li> <li>• Attendees also suggested family cinema evening or outdoor theatre evening using the top field.</li> <li>• Ciara will look into options for comedy night and Kyley and Louise</li> </ul>	<p>Alta and Carla</p> <p>Louise Druce</p> <p>Louise Druce</p> <p>Ciara Duffy</p> <p>Louise Dennis</p> <p>Becky Collins</p>

	Dennis to investigate theatre/music evening. Agreement to discuss proposals at the next meeting and issue out a survey monkey to solicit feedback from the parent community. Suggestion to hold 1 event in Spring or Summer Term.	Ciara Duffy, Kyley Chapman, Louise Dennis
6.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>Nik Bartrum would like to run a pre-xmas family photo sitting. They are offering £10 sitting fee to go to the PTA plus % of commission. Louise Druce updated that the school had been able to free up some classrooms for this prior to Christmas. Attendees agreed this would be a good event, and may be option to look at other similar events/photographers if demand is good for another time in the year. Louise Dennis to confirm current plans with the school office who had been liaising with photographer on dates.</li> <li>Micro Scooter scheme – Shelley Illingworth identified a fundraising scheme with micro scooters so the school benefits when parents purchase a new one. Louise Druce advised another local school has this as part of their fundraising with a dedicated code to be used by parents when making purchases. Shelley agreed to set this up for Stamford Green and advise what information is needed. Louise Dennis to ask Jo Jones to include this in PTA website in the fundraising section.</li> <li>Day time involvement in the PTA. Discussion in the group regarding how best to encourage and include more parents in PTA activities. Louise Dennis advised the summer fun day had a volunteer morning which was well attended with people wanting to help, and there will be a similar one for the Christmas market. Also a discussion regarding how best to include more men in PTA activities – such a good turnaround for this meeting with 3 present! Suggestion to include mum and dad’s contact details for new joiners when getting details for class reps.</li> <li>Feedback/ideas from parents for fundraisers/events – agreed to do a survey monkey before xmas with some proposed events. Louise Druce to advise how best we use Stamford Green access.</li> <li>Fundraising website as mechanism for ticket sales i.e. justgiving. Louise Dennis to liaise with Jon Tasch to see if this could be an option.</li> <li>Suggestion that books could be bought for the school library instead of sweets to mark birthdays. Louise Druce advised the school receives great support for the book fairs and so the library gets regular books.</li> <li>Louise Druce asked if it would be useful to have Class rep meetings more frequently and the attendees said this would be good. Louise to schedule.</li> <li>Louise Druce suggested sending out the previous minutes with the new agenda a week ahead of the next PTA meeting</li> </ul>	<p>Louise Dennis</p> <p>Shelley Illingworth</p> <p>Louise Dennis</p> <p>Michelle Oliver</p> <p>Louise Druce/ Louise Dennis</p> <p>Louise Dennis</p> <p>Louise Druce</p> <p>Louise Dennis</p>
7	<b>Date of Next Meeting</b> –Wednesday 9 <sup>th</sup> November 2016 at the Cricketers at 8pm	