



## PTA Meeting Minutes – 17/01/17

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| <b>Date:</b>          | Tuesday 17 <sup>th</sup> January 2017, 8pm   |
| <b>Venue:</b>         | Cricketers   |
| <b>In Attendance:</b> | Louise Druce, Simon Day, Alta Caroto, Laura Downton, Ciara Duffy, Kyley Chapman, Jules Claridge, Rosie Campbell, Rebecca Jennings, Louise Dennis |
| <b>Apologies:</b>     | Jo Jones, Jon Tasch, Emma Brown, Michelle Oliver   |

| Item | Subject  | Action                     |
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| 1.   | <p><b>Apologies and Welcome</b></p> <p>Apologies received from Jo Jones, Jon Tasch, Emma Brown, Michelle Oliver<br/>Louise Dennis welcomed everyone to the PTA meeting</p>   |                            |
| 2.   | <p><b>Minutes of Last Meeting</b></p> <p>Louise Dennis did a quick run through the actions from the previous meeting. There was one comment that ticketing solutions will also be investigated for the Fireworks and other PTA events. Ciara advised some other local primary schools have different solutions so worth considering if there is something Stamford Green could use.</p> <p><b>Fundraising Update</b></p> <p>Louise Dennis provided a quick summary of events and related profit from the Autumn term:</p> <p>Xmas Market £5,387<br/>Fireworks £3,778<br/>Xmas Disco £1,299<br/>Circus £921<br/>Xmas Trees £525<br/><i>Awaiting final number for Christmas cards but invoice now received</i></p> <p>So far main items of expenditure have been:<br/>Defibrillator £835<br/>Aesop Theatre £740<br/>Lego Project £523<br/>Scooter Racks £417</p> <p>Jon Tasch had advised Louise Dennis that there is currently £26k of funds available to support the long term library project, as well as the other fundraising targets identified in the strategy.</p> | Ciara Duffy, Louise Dennis |

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| <p>3.</p> | <p><b>Christmas Events – thanks and de-brief</b></p> <ul style="list-style-type: none"> <li>• <u>Christmas Disco</u>. Louise Dennis thanked Shelley and Georgina for all their efforts in co-ordinating this event.</li> <li>• There was a discussion about the children’s snacks and it was understood that despite the allergy advice provided by parents many children can still have the chocolate treats provided. Next year fewer allergy treats, and more standard treats to be purchased in light of this finding.</li> <li>• <u>Christmas Cards</u>. Louise Dennis thanked Michelle for researching the new supplier and organizing this initiative.</li> <li>• The take-up was greater than previous years and it is believed this was due to the proof that children took home for parents to see in advance.</li> <li>• Positive feedback overall and proposed to continue with same supplier next year. Children will also do cards at school with teachers prior to half term.</li> <li>• There were a couple of issues identified with cards and managed as required. Overall proposed to continue with level of communications and process established this year.</li> <li>• <u>Christmas Trees</u>. Louise Dennis thanked Jules for once again leading this opportunity for parents at the school.</li> <li>• Very popular with families locally. Proposed to update communications to include comment regarding the longevity of the tree.</li> <li>• Jules kindly agreed to continue to organize this next year.</li> <li>• <u>Christmas Market</u>. Louise Dennis thanked all the many volunteers, parents and supporters for the Market. There were over 150 parent volunteers supporting activities before and during the Market, alongside the teachers and staff which was a fantastic contribution. <ul style="list-style-type: none"> <li>▪ <u>Santa’s grotto</u> – Louise Dennis thanked Ciara and Rosie for organizing the grotto this year, and thanked Santa for visiting the school! The grotto looked fantastic.</li> <li>▪ Ciara advised that the grotto very popular and so, subject to Santa, will be run for the 3 hours duration of the Market next year.</li> <li>▪ <u>Silent auction</u> – Louise Dennis advised this raised £670. She thanked all the kind sponsors and donators for all their generous and exciting prizes. Louise Dennis also thanked Kyley Chapman, Zehra Hicks and Simon Day for liaising with local businesses for donations in the run up to the event. We have already been approached by one of the companies offering us further prizes for future fundraising events. Louise Druce advised one of the parents works for Ask and has offered to donate for a future event. Kyley and Simon to follow up for the next PTA event/raffle.</li> <li>▪ <u>BBQ</u> – thanks to Jon Tasch and the team for running this feast for those attending the Market.</li> <li>▪ The photobooth was also good addition to the Market this year.</li> <li>▪ Louise Druce asked whether the donations on the door could be used towards the school Trust fund as they can gain another</li> </ul> </li> </ul> | <p>Michelle Oliver</p> <p>Jules Claridge</p> <p>Jules Claridge</p> <p>Ciara Duffy, Rosie Campbell</p> <p>Kyley Chapman, Simon Day</p> |
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|    | <p>25% gift aid. The attendees of the meeting agreed this was the best use of the money if it could go further with gift aid.</p> <ul style="list-style-type: none"> <li>▪ Louise Dennis advised books were a popular prize and it was agreed to request donations from parents through the year for books that can be stored and used as prizes at main PTA events.</li> <li>▪ Louise Druce kindly offered to develop content for the next PTA bulletin and will include this. Louise will also include a thank you for all the volunteers.</li> </ul> <ul style="list-style-type: none"> <li>• Louise Dennis thanked Alta in her new role as purchaser for organizing everything required for the busy Christmas term, and the many events that took place.</li> </ul>   | Louise Druce   |
| 4. | <p><b>Future events</b></p> <ul style="list-style-type: none"> <li>• <b>School Organised events</b> <ul style="list-style-type: none"> <li>▪ Louise Druce provided a short summary of the plans for the upcoming author visits and STEM day updates.</li> <li>▪ Fantastic to have different authors for the different age ranges in the school. Louise Druce thanked Zehra Hicks for donating her author day.</li> <li>▪ Louise Druce has also received some input and volunteers/scientists for the STEM event. This is currently being planned in more detail.</li> </ul> </li> <li>• <b>Events for the Spring Term</b> <ul style="list-style-type: none"> <li>▪ <u>Music evening bar</u> – 8/2/17</li> <li>▪ Louise Dennis will organize the TEN license for this event.</li> <li>▪ Simon Day and Rosie have offered to help run the bar for parents at the event. Louise Dennis thanked them for their help.</li> <li>▪ <u>Quiz night</u> – 3/3/17</li> <li>▪ Rosie Campbell and Laura Downton kindly agreed to organize the event this year.</li> <li>▪ Louise Dennis advised Andrea Garner is happy to provide any input needed from previous events.</li> <li>▪ Louise Dennis to contact and book caterer for the night. Proposed not to have chicken but stick with fish, sausage and veggie option.</li> <li>▪ Louise Dennis will organize the TEN license for this event.</li> <li>▪ Alta to check stock and replenish as needed. Jules advised bitter and Prosecco sold well last year. Ciara tasked to ensure wine kept cold.</li> <li>▪ Jules advised glasses can be loaned from Majestic Wine.</li> <li>▪ <u>Cushion Club</u> – 24/1/17 and 31/1/17</li> <li>▪ Louise Dennis thanked Becky Collins for kindly taking the lead on these events.</li> <li>▪ <u>Easter Challenge</u> – 31/3/17</li> <li>▪ Will be discussed at the next event. Georgina Preston has kindly offered to shadow Rebecca Jennings for this event.</li> </ul> </li> <li>• <b>Feedback from the Event Survey at Parents Evening</b> <ul style="list-style-type: none"> <li>▪ Louise Dennis advised we had received 141 responses – representing approximately 20% of the school. Louise Dennis</li> </ul> </li> </ul> | <p>Louise Dennis<br/>Simon Day, Rosie<br/>Campbell</p> <p>Rosie Campbell,<br/>Laura Downton</p> <p>Louise Dennis</p> <p>Louise Dennis<br/>Alta Caroto<br/>Ciara Duffy</p> <p>Alta Caroto</p> |

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|    | <p>thanked Louise Wheatley for all her assistance in setting up this survey and analyzing the results.</p> <ul style="list-style-type: none"> <li>▪ Louise Dennis advised the outdoor theatre production had been most popular but the cinema screening also scored highly with respondents.</li> <li>▪ As a result of this feedback Kyley Chapman has been in touch with a number of theatre companies and proposing to book a production of Peter Pan on 9<sup>th</sup> June at the school.</li> <li>▪ Louise Dennis to check if ice-cream van can attend that date. PTA would provide bar and possibly BBQ.</li> </ul>  | <p>Kyley Chapman</p> <p>Louise Dennis</p>   |
| 5. | <p><b>Long Term objective spending plan update</b></p> <ul style="list-style-type: none"> <li>• Louise Druce provided an update on the Library project.</li> <li>• An architect has been into the school and drawn up some initial plans.</li> <li>• It is proposed the project would be executed in 2 phases.</li> <li>• The attendees at the meeting were very positive about the initial plans and ideas</li> <li>• Indicative start date of autumn term 2017.</li> <li>• Louise Druce will update the school community as plans progress</li> </ul>  | <p>Louise Druce</p>   |
| 6. | <p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• 100 Club is being refreshed. Current members being requested if they wish to continue with their numbers, before it will be opened up to the whole school community again.</li> <li>• PTA Roles <ul style="list-style-type: none"> <li>▪ Louise Dennis will stand as PTA Chair. Proposed by Rebecca Jennings and seconded by Kyley Chapman</li> <li>▪ Rosie Campbell will be Vice Chair. Proposed by Ciara Duffy and seconded by Laura Downton</li> <li>▪ Kyley Chapman and Simon Day will provide business liaison and fundraising support to the PTA. Proposed that a new title for this role is agreed.</li> <li>▪ Laura Downton offered to continue taking the minutes while Cherie Fitzgibbon is absent with her young child.</li> </ul> </li> <li>• School Uniform <ul style="list-style-type: none"> <li>▪ Louise Dennis will liaise with Leigh Fleeman regarding the current stock of school uniform and propose some dates when it could be sold at PTA events/outside school.</li> </ul> </li> <li>• Photos for the school website <ul style="list-style-type: none"> <li>▪ Louise Dennis will forward recent PTA event photos to Louise Druce to put on the school website.</li> </ul> </li> <li>• PTA shed <ul style="list-style-type: none"> <li>▪ Louise Dennis and Alta updated attendees that the current space for PTA equipment and stock is very limited in one shed. Very kindly the school have allowed some equipment to be stored in the drama shed which has alleviated the cramped situation. This will be reviewed in case additional space is required in the future.</li> </ul> </li> </ul> | <p>Emma Brown</p> <p>Louise Dennis</p> <p>Louise Dennis</p> <p>Louise Dennis, Alta Caroto</p> |
| 7  | <p><b>Date of Next Meeting – Wednesday 22<sup>nd</sup> February 2017 at the Cricketers at 8pm</b></p>  |   |