

## Polehampton CofE Junior School PTA Committee Meeting

Tuesday 11 September 2018, 7:30 pm, Burratta's

### MINUTES

**Present:** Suzanne Branston (Chair), Gemma Smith, Julie Wybrow, Sarah Catchlove, Lucy Clark from 8pm

**Apologies:** PJS staff

	Agenda Item
2	<b>Minutes from previous meeting and matters arising</b> <ul style="list-style-type: none"> <li>Minutes discussed and accepted.</li> </ul>
3	<b>Treasurer's report –</b>  Thanks to GS for clarity in explaining figures. <ul style="list-style-type: none"> <li>Current position including pledged amounts £16,607.46</li> <li>Review of donations</li> <li>Gift Aid to be claimed</li> <li>c.£11,500 not yet pledged and available for school use. Possible new gazebos?</li> <li>Discussion about voluntary contributions – value and approach to 2018/19 parents</li> </ul>
4	- <b>LC arrived 8pm</b>
5	<b>Pending PTA funds -</b> See Treasurer's report, plus <ul style="list-style-type: none"> <li>Discussion needed with senior staff about use of old library and Jubilee room as PTA funds from junior and infant school donated for development of Jubilee.</li> <li>GS – funds cannot be handed over to school as single payment – so wish list required from school</li> </ul>
6	<b>Voluntary Contributions</b> <ul style="list-style-type: none"> <li>Suggested change of wording in letter from school to be more specific about use of voluntary donations</li> <li>Need to know comms protocols for school – deadline for newsletter copy, who reviews etc.</li> </ul>
7	<b>GDPR –</b> <ul style="list-style-type: none"> <li>GS – GDPR footer complete. Need to ensure GDPR info on PTA page is up-to-date.</li> <li>Does school administrator upload PTA docs to PTA pages?</li> </ul>
8	<b>DBS –</b> <ul style="list-style-type: none"> <li>Charities Commission require committee officers to be DBS checked</li> <li>Needs investigating. School needs to provide link if application necessary.</li> </ul>
9	<b>Banking –</b> <ul style="list-style-type: none"> <li>Signature update underway</li> <li>Discussion about NatWest account and possibility of moving to another for improved service</li> </ul>
10	<b>Helping hands –</b> <ul style="list-style-type: none"> <li>SB to attend year group meetings and encourage parents to sign up, join subcommittees for Christmas Fair, matched funding and Easyfundraising</li> <li>GS updating current list to cleanse of out-of-date addresses</li> </ul>



<b>11</b>	<b>Constitution -</b> <ul style="list-style-type: none"> <li>Signed June 2018. Any amendments need to be made at AGM or extraordinary meeting.</li> </ul>
<b>12</b>	<b>Gambling licence –</b> <ul style="list-style-type: none"> <li>Expires Dec 2018 before Christmas Fayre raffle?</li> <li>Who's name on new licence? Suggest deputies' names. Take school's suggestion.</li> </ul>
<b>13</b>	<b>Calendar/Events – 2018/19</b> Dates discussed to fit in with infants' school and Twyford village events. <b>Green</b> identifies changes to original plan and new events. <ul style="list-style-type: none"> <li>12 Oct junior disco. LZ and CH to be asked to continue with discos and DJ. How can profit be improved?</li> <li>Fri 5 Oct Y6 cake sale</li> <li><b>Fri 20 Oct first subcommittee meeting for Christmas at home of JW. Requests made for parents to join at year group meetings</b></li> <li><b>Fri 23 Nov Parents' Quiz Night</b></li> <li>Fri 7 Dec donations day (non-school uniform)</li> <li>Wed 5 Dec Y4 Christmas play</li> <li><b>Sat 8 Dec Christmas Fayre rather than 24 Nov date (1 Dec infants)</b></li> <li>Tues 18 Dec Panto</li> <li><b>17 May or 21 June Junior disco</b></li> <li>29 June Summer Fayre</li> </ul> <p>Stocktake required of PJS shed and SS has games/decs in her garage. Christmas Fayre subcommittee needs to be established (20 Oct)</p>
<b>14</b>	<b>AoB –</b> Willow – gets very overgrown and estimated cost of £500 pa to maintain.
<b>15</b>	<b>Date for next meeting –</b> <ul style="list-style-type: none"> <li>Week of 6 Nov 2018</li> </ul> Meeting concluded 9.45pm

### Actions

SB in conversation with school staff:

- Request wish list of items from Mr McGl at school
- Talk to Mr G about gazebos
- Confirm with school that voluntary contributions to be requested/PTA administer funds/change of wording of letter to include what money spent on
- Talk to head/senior staff about use of school space with regard to Jubilee room and old library
- Attend year group meetings – easyfundraising, matched funding, helping hands, subcommittees, PTA involvement, class reps.

SC

- Who uploads at school to PTA section of website? Find administrator.
- File constitution

GS

- Find infant school voluntary contribution letter for wording
- To investigate DBS requirements for committee members
- Investigate possibilities and implications of changing banks
- Send message to helping hands for Christmas Fayre subcommittee
- Ask SS to assist with Christmas Fayre games

JW

- Host Christmas Fayre subcommittee meeting 20 Oct.

