

## Polehampton CofE Junior School PTA Committee Meeting

Friday 18 January 2019, 2pm, Polehampton Primary School

### MINUTES

Meeting opened at 2pm.

	Agenda Item
1	<p><b>Attendance and apologies</b>  <b>Present:</b> Suzanne Branston (Chair), Gemma Smith, Julie Wybrow, Sarah Catchlove, Ms Alder (PJS staff)  <b>Apologies:</b> Lucy Clark</p>
2	<p><b>Minutes from previous meeting and matters arising</b></p> <ul style="list-style-type: none"> <li>• All actions covered</li> <li>• Banking – NatWest service an ongoing issue</li> <li>• Gambling licence not completed - staff member not nominated</li> <li>• Review of purchases for school – all completed apart from gazebos which will be bought. To ask Kath to purchase x 3.</li> <li>• Willow has been pruned, £50 for James Wooton Smith.</li> <li>• First aid course – SB has quote; to talk to Mrs Stockdale about suitable dates.</li> <li>• Three Community fund (AJ) – initial application made. Waiting to hear about outcome and next steps. GS to follow up.</li> </ul>
3	<p><b>Treasurer's report –</b>  Thanks to GS</p> <ul style="list-style-type: none"> <li>• Opening balance of £22,041.73; closing balance £20,414.78</li> <li>• Spend since opening balance: <ul style="list-style-type: none"> <li>○ Book corners and other reading related costs £1,200;</li> <li>○ IT support £495;</li> <li>○ Christmas tree for school £150;</li> <li>○ Mulch top up £730;</li> <li>○ New outdoor clock £79.15;</li> <li>○ Christmas table cloths and crackers for lunch £82.86</li> <li>○ Contribution to school buses for panto trip £1,100</li> </ul> </li> <li>• Net income since opening balance: <ul style="list-style-type: none"> <li>○ Fair takings less float and expenses £2,020.06</li> <li>○ Voluntary contributions £240</li> </ul> </li> <li>• Planned and agreed future spend: <ul style="list-style-type: none"> <li>○ Year 6 first aid course £600</li> <li>○ 3 New Gazebos £400</li> <li>○ Further spend on reading related/book corner project £400</li> <li>○ Author/illustrator visit £250</li> <li>○ Continued IT maintenance £1,500</li> </ul> </li> <li>• Available balance £17,364.78 - £3,880.00 allocated to Voluntary contribution spend and £13,484.78 for future school projects (including school toilet refurbishments)</li> <li>• Income still to be received – matched funding for bottle tombola and Junior school of matched funded raffle ticket sales. Amounts to be confirmed.</li> </ul>
4	<p><b>Spending PTA funds -</b>  Main focus of meeting in discussion with Ms Alder.</p>



	<ul style="list-style-type: none"> <li>Confirmation that money had been spent on items requested – e.g. outdoor clock, mulch, IT time, book corners (see above)</li> <li>Y6 end of year gifts – Y6 being polled for their ideas</li> <li>Ms Alder discussed school wish lists and compiling what teachers would like to be part of application to Polehampton Charity made by the school. PTA could also make separate application. Miss Clarke’s request for book money as school’s English specialist could be part of this. As applications can also be made by individuals SB to contact Charity for wording of some copy for newsletter to inform parents of what financial assistance is available to Twyford residents/children.</li> <li>Toilets – quotes obtained to renovate yrs 3, 4, and 6 toilets are c.£45k. Ms Alder to send through breakdown of quotes to determine how much each set and year group would cost. Ms Alder confirmed there’s no additional funds from Wokingham beyond annual allocation. School could contribute up to £15k from its capital fund. £10k possibly coming from government as one off injection for cap works but not yet confirmed. Graduated refurb discussed with potential for carrying out Y6 toilets at Easter. <b>DECISION:</b> PTA discussed contribution to fund given significant need of refurb. Agreed, having looked at balance of funds and projected income and expenditure to end of academic year 2018/9, that, based on the current status, it could donate up to £10k, £5k of that in first instance to Y6 toilet development at Easter. Dependent on seeing breakdown of costs.</li> <li>Ms Alder also discussed visit of Gordon Harvey (Twyford in Bloom) to school who looked at two areas – courtyard and area near pool/Y5 rooms. Suggested pool area as easier to improve – will be bringing horticultural co. to look and discuss possibilities with view to involvement in Twyford in Bloom. Courtyard –request James (willow) come in, view courtyard – possible clearing work and parent help. PTA keen to hear of plans for nature area too as this was an area school had flagged for improvement, with ‘nature nurture’ outcomes. PTA team to schedule clean up of garden areas.</li> <li>Discussed refreshment of ICT area to become a real focal point of school. Move the library here, make it a spectacular area for learning. Good for element of voluntary contributions and/or unspent £400 book corner money. Support of PTA for this. Design and costs – to be advised by school. Investigate at sourcing additional funds.</li> </ul>
5	-
6	-
7	<p><b>Gambling licence –</b></p> <ul style="list-style-type: none"> <li>Possibility of office staff member being named for tickets? Ms Alder to discuss and forward name. Kath Pool (Finance) to be asked.</li> </ul>
8	<p><b>Review of Christmas Fayre-</b></p> <ul style="list-style-type: none"> <li>A good day. Takings slightly lower than last year, possibly because date (8 Dec) was later than usual. GS to ask Jo. Need to review success of relocating grotto, room photos and raffle timing – timed for 2pm which was start of raffle. Number of teachers requested in future we take pictures of their classrooms before moving tables and return them as found to avoid disruption on Monday after Fayre.</li> </ul>
9	<p><b>Calendar/Events – 2018/19</b></p> <ul style="list-style-type: none"> <li>1 Feb Y5 cake sale</li> <li>15 March junior disco</li> <li>22 March Y4 cake sale</li> <li>17 May quiz TBC</li> <li>17 May or 21 June Junior disco</li> <li>29 June Summer Fayre</li> </ul>
10	<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>All four members of committee standing down at end of 2019 so need to promote to parents for new committee for next year. (SB)</li> </ul>

<b>11</b>	<b>AoB</b>
<b>12</b>	<b>Date for next meeting</b> <ul style="list-style-type: none"> <li>27 February 2019</li> </ul> Meeting concluded 3.30pm

**Actions**

SB:

- Suitable date for Y6 first aid course
- Ask Kath Poole to purchase 3 gazebos
- SB contact Polehampton Charity for wording for newsletter entry.
- Work with Ms Alder on toilet budget
- Recruitment
- Liaise with Disco team

GS

- Raffle total and PJS portion
- Follow up re Three Community Fund application through school parent AJ
- Quiz date

PJS

- Identify staff member for gambling licence name – suggested office staff. FA to follow up
- Breakdown of quotes to renovate 3 x year group toilet blocks
- Twyford in Bloom and nature area – costs to PTA when possible
- Change ICT area – look at costs for PTA

