

Polehampton CofE Junior School PTA Committee Meeting

Tuesday 12 March 2019, 8pm, home of Julia Wybrow

MINUTES

Meeting opened at 8pm.

	Agenda Item
1	<p>Attendance and apologies Present: Suzanne Branston (Chair), Gemma Smith, Julie Wybrow, Sarah Catchlove, Lucy Clark Apologies: PJS staff, Miss Ball</p>
2	<p>Minutes from previous meeting and matters arising</p> <ul style="list-style-type: none"> • First aid course – booked for Y6. Funds to cover from successful Polehampton Trust application. • Three Community Fund matched funding – secured £5000 successfully in matched funding • Book fund request by school to Polehampton Trust not made. To be rectified in application to be made potentially in request before 12 May (see AOB). Free up funds to put towards new loos.
3	<p>Treasurer's report – Thanks to GS.</p> <ul style="list-style-type: none"> • Opening balance of £24,792.38 including voluntary contributions valued £3845. • Spend since opening balance: <ul style="list-style-type: none"> ○ No new spend • Net income since opening balance yet to be received: <ul style="list-style-type: none"> ○ £5000 Three Community matched funding ○ £129.60 matched funding - Sam ○ £475 Christmas trees – Nick ○ £1,180 Raffle share ○ £660 Polehampton Charity successful application • Planned and agreed future spend: <ul style="list-style-type: none"> ○ Balance of reading corners £400 to be used for library area improvements ○ Fair expenses not claimed Julia – cheque not cashed £55 ○ Disco £116.54 ○ Spend on gazebos and first aid course £660 ○ Toilet refurbishment spend adjusted to July 2019 £14, 230 in two tranches. See item 5. • Available balance £20,947.38 (total funds - £3,845 allocated to Voluntary contribution spend and £13,484.78 for future school projects (including school toilet refurbishments) • Income still to be received – as above. • Need to thank Three Contribution formally for their matched funding; also send through images to JA for their newsletter/comms. ACTION: GS to send images of Christmas fayre to demonstrate PTA fundraising. Investigate what PTA can say for school newsletter about Three Contribution – set copy they could send? • See item 11 AOB for note re Polehampton Trust as source of funds
4	<p>Ms Ball appointment -</p>



	<ul style="list-style-type: none"> Acknowledged, appointment from Easter. Looking forward to meeting with Miss Ball re future planning, identifying needs and sourcing of funding prior to close of PTA 2018/19 committee.
5	<p>Spending PTA funds –</p> <ul style="list-style-type: none"> Toilets – reschedule of Y6 toilet renovation moved from Easter to summer, to be done in conjunction with Ys 3 and 4. Contribution from PTA requested by school is now £14,230. £3900 to come from local authority. DECISION: Approve £10k now, balance to be approved after school fete. Staged payments. Twyford in Bloom – No news from school re visit from early 2019. PTA request time to clear nature area and undertake replanting/seeding. Call out for help. ACTION: SB to work with school for a date. Year 6 leavers’ party – 11 July 2019. PTA provides DJ. Gifts for students – mugs. To ask Charlotte H for assistance with purchasing. ACTION: JW to liaise with DJ re availability; confirm date with school Library area refurbishment - £400 over from classroom book corners not yet spent. Discussed redirecting this to the library refurbishment and all agreed. Polehampton Charity can be used for apply for books/reading scheme; application to be made by PTA. Recommend to school to apply also to PCharity for suitable furniture. To meet with Miss Ball prior to application being made to discuss wish list and make suggestions.
6	Banking – decision to remain with NatWest as process to change is lengthy
7	<p>Model Constitution – review of current constitution passed in 1994 and amended once since then. Updated model constitution provided by ParentKind – slight differences from old, most notable being 15 months max between AGMs, down from 18. DECISION: Propose at AGM to adopt new model constitution. SC to ensure relevant docs available prior to meeting.</p>
8	<p>Gambling licence –</p> <ul style="list-style-type: none"> Ms Ball’s name to go on the tickets and be registered with Gambling Commission. ACTION: JW – talk to Kath Poole about updating and investigate process with Commission
9	<p>Y5 cake sale-</p> <ul style="list-style-type: none"> Cancelled on 1 Feb due to snow. ACTION: SB talk to school for new date
9	<p>Calendar/Events – 2018/19</p> <ul style="list-style-type: none"> 15 March junior disco 22 March Y4 cake sale 10 May (evening) Infants school summer fayre 17 May quiz TBC ACTION: SB to check with school; GS to check with James 7 June disco tbc. Rescheduled from 21 June as school not available. ACTION: SB to check. 29 June Summer Fayre. Subcommittee to be formed. ACTION: GS to locate database of donors; JW locate previous year letter to use as template
10	<p>Recruitment</p> <ul style="list-style-type: none"> Anne Marie Murphy, current chair of PJS Infants has expressed an interest in chairing PTA for Junior school.
11	<p>AoB</p> <ul style="list-style-type: none"> Hardship fund – funds available to be applied for through David George Trust for education/activity visits



	<ul style="list-style-type: none"> • Polehampton Trust application – next meeting of the Trust members to decide funding is 12 May. Meet Ms Ball before this date to formulate application. To include request for £400 books not requested by school in their application. DECISION: Polehampton Trust to become a standing agenda item.
12	<p>Date for next meeting</p> <ul style="list-style-type: none"> • 9 May 2019, venue TBC <p>Meeting concluded 9pm</p>

Actions

SB:

- To meet with Ms Ball prior to next Polehampton Charity application to be made by 12 May
- Check dates with school – reschedule Y5 cake sale, 17 May for quiz, reschedule disco from 21 to 7 June, agree date for nature area clear up

GS

- Locate database of potential gift donors for summer fayre raffle
- Confirm potential quiz date 17 May – James available?
- Images of Christmas fayre to JA for Three Contribution comms
- Find out from Three what we can say about Three in newsletter message from PTA

JW

- Contact Kath Poole and Gambling Commission re update of name to Ms Ball on tickets
- Locate previous raffle letter to potential donors
- Contact DJ re Y6 leavers party and liaise with school – 11 July

SC

- Check dates for circulation of AGM agenda and proposed constitution

