

POLEHAMPTON C OF E JUNIOR SCHOOL PTA

MINUTES OF MEETING HELD on Wednesday 10th January 2018 at 7.30pm at PJS

Present: Rowena McMenamain (Chair), Suzanne Branston (Vice Chair), Sharon Bettridge (Treasurer), Sam Steele (Secretary), Penny Litson

| Item | Decision/Action/Date | Who |
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| 1. | Apologies: None | N/A |
| 2. | Minutes from Previous Meeting and Matters Arising Minutes sent prior to meeting – approved. | SS |
| 3. | <p>Current account : £15,529.37 Gift aid : £2,187.27 Reserve : £230.98 Total : £17,947.62</p> <p>Income since previous meeting:</p> <p style="padding-left: 40px;">820.00 Voluntary Contributions 72.00 Ragbag 91.00 Art Exhibition 3,199.00 Christmas Fayre 133.00 EasyFundraising</p> <p>Outgoings since previous meeting:</p> <p style="padding-left: 40px;">130.00 Christmas Tree 105.00 PTA Membership 875.00 AppsEvents Training – ICT 250.00 Coding/3D Training – ICT 699.00 SMART software - ICT 1,075.00 5 x Panto Coaches 700.00 Bark for PlayArea</p> <p>Notes: £305.35 and £162.33 from A. Koymazair and N. Proctor respectively still to be match funded plus matching funding from Christmas Fayre Awaiting match-funding before</p> <p>£678.29 (pre-match funding) for 50% of the raffle still be to given to PIS PTA (awaiting match funding).</p> | SBe/PL |
| 4. | <p>Spending PTA Funds</p> <p>SMART boards: It was agreed during the PTA meeting that the parental voluntary contributions should be used to pay for touch screen interactive SMART for the last two classroom that do not have this facility. PL to provide costs (expected to be ~£1500).</p> <p>Classroom Carpets: It was agreed at the previous PTA meeting on 1st November 2017 that the PTA would fund the 4 carpets in the Year 3 and Year 4 classrooms.</p> | <p>PL/ SBe</p> <p>PL/ SBe</p> |

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| | <p>PL to provide costs. Focus for going forward carpets going forward will be the old library area.</p> <p>Old Library Area: It was agreed at the PTA meeting on 1st March 2017 that the PTA are happy to contribute to the flooring and reasonable storage options for the old library area. During this PTA the requirements for re-furbishing the old library area was discussed in more detail. The room needs to be suitable as both a classroom and an area for the after school club. Requirements are likely to include: a small kitchen area, cooker, flooring (probably not carpet for afterschool club) and cupboards to store equipment. Action: SS to get regulations for setting up a kitchen area. PL and SBr to speak to Stephanie about arranging a meeting with the PTA and the after school management to discuss the requirements for the old library area (after-school club may be able to apply to the Polehampton charities for funding to pay for the kitchen facilities).</p> <p>Classroom/ Pupil resources: PL to provide a list of things that the teachers need.</p> <p>ICT Maintenance and Upgrades: It was agreed during the meeting that the PTA would build into the annual spending £1000 per year for ICT maintenance and upgrades.</p> <p>Arts / Science events: As per previous years - one of each year group.</p> <p>Author Illustrated Event. Action: SBr to contact one of the parents who is an agent for children's books to see whether there may be any potential upcoming opportunities. SBr to feedback to PL to ensure that the author is suitable.</p> <p>Blinds: New blinds are required in the hall and the old library area. To be discussed at the next meeting.</p> | <p>SS/ PL/ SBr</p> <p>PL</p> <p>All</p> <p>All</p> <p>SBr/ PL</p> <p>All</p> |
| 5. | <p><i>Review of Events since last meeting</i></p> <p><u>Voluntary Parent Contributions to PJS - Ongoing</u></p> <p>The current total for voluntary parent contributions is £3785 +£880 (still be gift aided) = £4665. These funds have been used to fund the new Chrome books installed for the start of term. It was agreed during the meeting that these funds would also be used to fund two SMART boards (see spending wish list above). Action: PL to put note in newsletter about spending of voluntary contributions on ICT equipment and SMART boards. PL to provide costs for SMART boards.</p> <p><u>Tesco Bags of Help Applications - Ongoing</u></p> <p>SS has investigated whether the tesco bags of help scheme might be an option for the refurbishment of the old library area as a dual purpose room as a classroom and an after school area. The process looks relatively transparent. Action: PL/SBe to meet with Stephanie to get further clarification on the requirements for the room and likely costs to be used for the application. SS to start the application process.</p> <p><u>ImagesArt Exhibition 24 November 2017</u></p> | <p>PL/ SBe</p> <p>PL/ SBe/ SS</p> <p>N/A</p> |

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| | <p>Transparent process and ImagesArt were looking for 50% of the pictures to be bought which was achieved. However there were several parents that thought that the PTA would be making a profit on the sales (i.e. bought the frames for £4 to make a £4 profit) rather than the £1 that we made on each picture after ImagesArt charged £7 per picture to the PTA.</p> <p><u>Christmas Fayre Wrap-up – 2nd December 2017</u></p> <p>The Christmas Fayre was very successful. It was very well attended and everyone was taking part. Pre-match funding the event made a profit of £3,1999 minus £678.29 to PIS for 50% of raffle.</p> <p>Ideas for improvement: Move the secret room to the craft room to avoid having Santa’s grotto next to the secret room as there were loads of parents waiting for kids to come out of the secret room making the corridor crowded and difficult to pass.</p> <p><u>Willow Maintenance - Ongoing</u></p> <p>SBr has sent the pictures of the Willow to the Willow Art Company in Norwich - £550 to redo the willow and would engage with children / parents if they are interest. It was agreed during the meeting that these costs were acceptable, however the school are not interested in a community programme or an art project. Action: SBr to arrange for them to come.</p> | <p>N/A</p> <p>SBr</p> |
| <p>6.</p> | <p><i>Current Events Planning for this Term</i></p> <p><u>Year 5 Cake Sale – 2nd February 2018</u></p> <p>As discussed at the previous PTA meeting the price will be 40p per cake. Action: SBr to get volunteers, RM to send SBr the form so that she can print the blue slips (Wednesday before). SBe to do float.</p> <p><u>Reading Football Club – Ongoing</u></p> <p>SS has contacted RFC again about getting matches for the current season, but no reply. Action: SS to chase RFC by phone.</p> <p><u>Children’s sponsored event – February 2018</u></p> <p>There was a discussion during the meeting on whether we should hold a sponsored event as there are a number of other events running this year. The idea of a Spelling Bee or an external sponsored event was suggested. Given the success of the smarti tubes at summer it was agreed that this should be brought forward to Easter to allow all year groups to participate and give more momentum to the event. Action: All to consider whether we would like to hold a sponsored event later in the year, but for February 2018 no sponsored event will take place.</p> <p><u>Adult quiz fundraiser - 9 March 2018</u></p> <p>James Smith and Gemma Smith have kindly agreed to run event the quiz night</p> | <p>SBr/ RM/ SBe</p> <p>SS</p> <p>All</p> <p>All</p> |

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| | <p>again this year. PTA to do the ticketing and money. Action:</p> <p><u>Summer Fayre – Saturday 30th June 2018</u></p> <p>Summer Fayre needs to be moved from Saturday 23rd June 2018 to 30th June 2018 due to the triathlon running on this date (uses the school swimming pool). It was discussed during the meeting which date would be best and it was agreed that the revised date for the summer fayre is Saturday 30th June 2018. Action: RM to share the date with the infant school so that year 2 parents can attend.</p> <p>Hog Roast: Action: RM to look into costs.</p> <p>Ice cream van: Action: RM to ask TT for a number for the ice-cream van used at Donkey Derby.</p> <p>Inflatable: Action: SS to look into inflatable (age 6+).</p> <p><u>Additional Fundraiser in April/May?</u></p> <p>It was discussed during the meeting whether we would like to run an additional fundraiser event in April/May 2018. As we are running a quiz night in March the feeling was that we would try to limit our requests from parents to contribute further, however this can be reviewed in later meetings.</p> <p><u>Children’s Disco – 2nd March 2018</u></p> <p>Action: RM to liaise with disco task force leaders to ensure everything is in place for upcoming disco.</p> | <p>RM</p> <p>RM</p> <p>RM</p> <p>SS</p> <p>All</p> <p>RM</p> |
| 7. | <p>A.O.B</p> <p>Courtyard area is used by the afterschool club for growing – could we arrange a working party to clear the area later in the year?</p> <p>Last Man Standing Event: Action: SS to set up on line for the world cup. 14th June to 15th July 2018.</p> <p>Pamper event: Action: RM to let PIS PTA know that PJS are happy to put leaflets for their upcoming pamper event in pupil’s bags.</p> <p>Easy Fundraising: £133 in December (£80 SBr alone due to booking summer holidays on booking.com). Action: RM to put a note in the newsletter reminding parents that if they are booking their summery holidays to use Easy Fundraiser.</p> <p>Bank Signatories: SBr and RM are now signatories</p> | <p>All</p> <p>SS</p> <p>RM</p> <p>RM</p> <p>N/A</p> |
| 8. | <p>Next Meeting</p> <p>Next PTA meeting is on Wednesday 28th February 2018 @ 7pm at Burattas.</p> | <p>All</p> |