

POLEHAMPTON C OF E JUNIOR SCHOOL PTA

MINUTES OF MEETING HELD on Wednesday 20th June 2018 @ 7pm, Polehampton Junior School

Present: Rowena McMenamin (Chair), Branston (Vice Chair), Sharon Bettridge (Treasurer), Sam Steele (Secretary), Nicola Wright, Penny Litson

Item	Decision/Action/Date	Who
1.	Apologies: None	N/A
2.	<p>Minutes from Previous Meeting and Matters Arising</p> <p>Minutes sent prior to meeting – approved with amendment: RM to liaise with TT regarding the BBQ</p>	SS
3.	<p>Treasurer's Report – provided by SBe</p> <p>Current account : £10,789.89 Gift aid : £2,187.27 Reserve : £230.98 Total : £13,208.14</p> <p>Income since previous meeting:</p> <p>150.00 Voluntary Contributions 16.24 Ragbag 107.51 Yr 3 Cake Sale 238.26 Silver Smarties Challenge 111.10 Doughnut Sale</p> <p>Outgoings since previous meeting:</p> <p>None</p> <p>Notes:</p> <p>1. £350.00 from AK still to be match funded for Disco 2. £300.26 from NP still to be to match funded for Silver Smarties 3. ~£1,000 Gift Aid from Voluntary Contributions still to be processed 4. ~£150.00 per month standing orders for voluntary contributions</p>	SBe
4.	<p>Spending PTA Funds</p> <p><u>Old Library Area / Tesco Bags for Help:</u> During the previous PTA meeting the requirements for re-furbishing the old library area were discussed in more detail and it was agreed that PTA would fund new flooring, reasonable storage options and a kitchen area to make the area more multi-functional. SS has filled in the Tesco Bags for Help application and during this meeting RM signed the model constitution form (with PL as witness) so that the application can be submitted. The maximum £4000 is to be applied for using the quotes from Howden's for the kitchen £2131.09 (incl VAT) and Floorless for the carpets at £1497. Action: SS to upload the model constitution form onto the application and submit.</p> <p><u>Classroom/ Pupil resources:</u> ICT – new equipment. Following a review of the usage of the 30 Chromebooks purchased in 2017 the school have advised that they</p>	<p>SS</p> <p>All</p>

	<p>would benefit from purchasing an additional 30 Chrome books to allow more than one class to benefit at a given time. In 2017 the cost of the 30 Chromebooks was £6500 + training costs, of which Polehampton Charities kindly contributed £5000, so the PTA ultimately funded ~£2000 towards these 30 Chromebooks. It was agreed at the meeting that in principal the PTA are happy to contribute towards / fund the additional 30 Chromebooks; however there are a number of factors to consider in terms of the timing of the approval.</p> <p>After a long discussion during the meeting it was concluded that the PTA currently have £13,208.14 in the bank and the cost of both the refurbishment of the old library area + 30 Chromebooks was ~£11,500 which would leave us with insufficient funds to meet our regular annual spending commitment of £6,170. Towards the end of the meeting the members of the David George Trust committee (who had also met the same evening at the school) dropped past to confirm that going forwards they would be happy to fund the arts/ dance experiences for each year group = £1500. A number of scenarios were discussed in detail in an effort to try and approve both the refurbishment of the old library area and the 30 Chromebooks during this class year.</p> <ol style="list-style-type: none"> 1. The old library area refurbishment would be put on hold until the October holidays pending the decision on whether the PTA had qualified for the Tesco Bags for Help. We would then approve the purchase of the 30 Chromebooks immediately. 2. The purchase of the 30 Chromebooks would be put on hold until October 2018 when the school would be able to apply to Polehampton Charities for a contribution towards the cost (as per 2017). We would progress with the old library area refurbishment A.S.A.P 3. Both the old library area refurbishment and the purchase of the 30 Chromebooks would be put on hold until decisions had been received from both Tesco Bags for Help and Polehampton Charities. 4. We would wait until after the summer fayre to ascertain whether we had raised ~£2,700 from the fayre (as per last year with match funding included), received the ~£650 matching funding due from disco and silver smarties challenge and applied for the ~£1,000 gift aid from the voluntary contributions. This would then hopefully take our total funds to ~£17,500 enabling us to fund both the old library area refurbishment and the purchase of the 30 Chromebooks and still be able to fund our revised annual spending contribution of £4,670. <p>By the end of the meeting the general consensus was that we had already committed to the refurbishment of the old library area so we should proceed with this project and purchase the 30 Chrome books in the fall term. Action: SM to send an email to Polehampton Charities in October 2018 to request a contribution towards the cost of the Chromebooks. The PTA would be happy to fund the remainder of the costs towards the Chromebooks. SS to upload the model constitution on the application for Tesco Bags for Help to allow us to complete our application.</p> <p style="text-align: center;">See addendum to the minutes of the meeting</p>	<p style="text-align: center;">SM</p>
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	<p><u>Author Illustrated Event:</u> A Polehampton parent (who is a publisher) has very kindly arranged for Ross Welford to visit the school for author event free of charge during the summer term. This is an amazing opportunity and the PTA is very grateful. Action: PL/SBr to continue to co-ordinate.</p>	PL/SBr
	<p><u>Year 6 End of Year Disco/Gifts/Yearbooks:</u> As per previous years the PTA have agreed to pay for the DJ for the year 6 end of year disco, year books and gifts for the leaver's ceremony gifts if more need to be purchased. Action: PL to advice on whether we need to fund year books or leaver's ceremony gifts.</p>	PL
5.	<p><i>Review of Events since last meeting</i></p> <p><u>Voluntary Contributions – On-going</u></p> <p>Voluntary contributions are continuing to come in with £150.00 since last meeting. Gift aid contributions are currently at £967, which still need to be processed by 30th June 2018 ahead of the AGM in July 2018. SS asked whether the total income in 2017/18 (including voluntary contributions) was greater than 2016/17 (without contribution) as several events did not proceed this year as it was felt that with parents already making voluntary contributions it was unfair to ask for them to contribute further. Action: SBe to process gift aid before 30th June 2018 and provide a comparison of the total income in 2016/17 vs. 2017/18.</p> <p><u>Year 3 Cake Sale – 27th April 2018</u></p> <p>The year 3 cake sale was a success. Thanks to parents that manned stall. Profit: £107.51.</p> <p><u>Polehampton Day Doughnut Sale – 15th June 2018</u></p> <p>The Polehampton Day doughnut sale was a success. The pupils liked the variety of doughnuts and those left over were sold at the swimming pool after school. Profit: 111.10. Action: RM to submit expense claim for doughnuts.</p>	<p>SBe</p> <p>N/A</p> <p>RM</p>
6.	<p><i>Current Events Planning for this Term</i></p> <p><u>School Disco – 22nd June 2018</u></p> <p>The revised data for the summer school disco does not clash with the cub camp this year so it is hoped that the event will be well attended. For the last disco the stock was purchased from Tesco so that unsold stock could be returned and this worked well. The task force leaders have advised that we only require 3 tubs for the float now that the tuck shop is cashless. Action: SBe to provide 3 tubs for the float. RM to purchase glow sticks to be sold on the tuck shop. RM to speak with LZ/CH about requests for songs for the DJ to play.</p> <p><u>Summer Fayre – 30th June 2018</u></p> <p><u>Request for Help:</u> The donation letter with a slip at the bottom to request adult volunteers to man the cash stalls was sent home in the pupils bags on the 20/6/2018. SS has created the children's rotas to man the games stalls and provided classes with the pupil volunteer slip to fill in so that parents are aware what stall their child has signed up for. Action: SS to collate children's rotas.</p>	<p>SBe/ RM/ LZ/ CH</p> <p>SS</p>

	<p><u>Inflatable/ Bouncy Castle:</u> Bouncy castle has been organised. Agreed that we would keep the cost at £1.50 for 3 goes as per 2017 summer fayre. Action: SS to co-ordinate the bouncy castle with Jump Zone. RM to complete a risk assessment for the summer fayre (including the bouncy castle).</p>	SS
	<p><u>BBQ:</u> The BBQ has all been organised. Action: SBe to purchase BBQ coals, meat, pre-cut buns, sauces, trimmings (lettuce etc.). NW/SBr to purchase Napkins from Costco.</p>	SBe/ NW/ SBr
	<p><u>Refreshments:</u> It was agreed that we would just sell water rather than fizzy drinks. Action: SBr to review whether we need to buy tea/coffee/sugar/squash from Costco. Action: NW/SBr to purchase bottles of water, multi-pack crisps, napkins (as above) and tea/coffee/sugar/squash as required.</p>	SBr/ NW
	<p><u>Prizes:</u> The prizes for the games cards and the lollipop stand have been purchased.</p>	N/A
	<p><u>Guess the Teddy:</u> RM has purchased a kitty. Action: RM to make list of names.</p>	RM
	<p><u>Nails/ Tattoos:</u> SBr has spoken with her daughter about running the stall and all the tattoos etc. have been purchased. Action: SBr to co-ordinate.</p>	SBr
	<p><u>Book Sale:</u> The PSA are running a stall and this year the profits from the book sale will go to PJS.</p>	N/A
	<p><u>Setting up Fayre:</u> SBe/PL have co-ordinated with GM about opening up the school at 8am and taking out all the tables for both the cash stalls (hall tables) and the games (year 3 tables). Action: PL to encourage teachers to help set up and sign up for a stall. RM to check on how many teachers have signed on the rota to man crafts / human fruit machine.</p>	PL/ RM
	<p><u>Games:</u> SS has put the class rotas for the dry weather games into the classrooms for the pupils to sign up (along with the pupil volunteer slips). Action: SS to build remaining games and create instructions for the games. Action: SBr to take a picture of the games on the day of the fayre for future years.</p>	SS/ SBr
	<p><u>Summer Fayre Programme:</u> Action: SBr to design a summer fayre programme (similar layout to 2017 Summer Fayre programme). SS to send a list of the games for the dry weather conditions to be included on the summer fayre programme.</p>	SBr/ SS
	<p><u>Signs:</u> Action: RM to make new signs for the sweet tombola, bouncy castle/bungee run and lollipop (Gorilla) stall. SS to make new signs for the games.</p>	RM/ SS
	<p><u>Gazebos:</u> Action: RM to speak with SO on the PSA to see whether we can borrow their umbrellas for the summer fayre.</p>	RM
	<p><u>Tombolas:</u> Action: RM to ask JF to bring back the tombolas from the infant school.</p>	RM
	<p><u>Human Fruit Machine:</u> Action: RM to make giant human fruit machine and co-ordinate teacher rota to man stall. SS to buy buckets.</p>	RM /SS

	<p><u>Summary Fayre Poster:</u> SBr has kindly made poster and RM has put around school.</p> <p><u>Tug of War:</u> As per previous years we will be running House tug of war at the end of the summer fayre. This event is for children only and they will be advised not to wrap the rope around themselves to minimise chance of injury. Action: RM/SBr/PL to ensure that there is adult supervision along the line throughout the tug of war as a safety precaution.</p> <p><u>Ice-cream Van:</u> RM has organised for Crown's ice-cream van to sell at the summer fayre. They will give us 25% of their profit. Action: RM to co-ordinate with Crown regarding arrangements and payment.</p> <p><u>Craft Stalls:</u> It was agreed that we would have small terracotta pots for the pupils to decorate (and plant with sunflower seeds with a view to running a sunflower growing competition next year) plus the baseball caps that the pupils decorate using coloured pens. Action: SS to purchase the terracotta pots and write up instructions for planting sunflower seeds (baseball cap stock already available). RM to provide sunflower seeds.</p> <p><u>Donations:</u> Letter sent home on 20/6/2018 requesting donations for our sweet tombola; bottle tombola and a raffle for house hampers (bottles will be for non-uniform day). Action: SBr to provide boxes (or similar) to put outside the bungalow for each House so that pupils and parents can put their donations in these boxes to avoid the congestion in the bungalow doorway.</p> <p><u>Enterprise Day – 13th July 2018</u></p> <p>The PTA will support the Enterprise day again this year. Action: PL to handover children's letters for the PTA to respond. SS to reply to pupil's letters. SBr to provide envelopes.</p> <p><u>Courtyard Area Refresh – On-going</u></p> <p>It was agreed that the project to refresh the courtyard area would be carried forward into 2018/19 when a special appeal will be made to parents in September to put together a task force. Action: SBr to re-visit this initiative in the fall term.</p>	<p>N/A</p> <p>RM/ SBr/ PL</p> <p>RM</p> <p>SS/ RM</p> <p>PL</p> <p>PL/RM</p> <p>PL/ SS/ SBr</p> <p>SBr</p>
7.	<p><i>Any Other Business</i></p> <p><u>GDPR:</u> GS is current writing the PTA privacy policy to be uploaded on the PTA website with information for parents on how the PTA is using their data. GS has kindly agreed to be the data protection officer. Action: RM to speak with GS to see whether the policy is available. SS to upload onto the PTA website once available.</p> <p><u>PTA Accounts:</u> SBr raised the question as to whether the gift aid and/or the reserve account could be transferred to the current account to allow either/both accounts to be closed. Action: SS to speak with JT on the reasons for the gift aid account being useful.</p> <p><u>Succession Planning:</u> A few parents have indicated that they intend to stand for the committee at the AGM on 10th July 2018 which is fantastic. It was discussed in</p>	<p>RM</p> <p>SS</p> <p>RM</p>

	<p>the meeting that there can be as many roles as the new committee would like (as long as the three key roles of chair, treasurer and secretary are filled). The suggestion of having year reps was also proposed which all agreed would be an excellent idea. Action: RM to write to the parents, who have expressed an interest in joining the committee, directly inviting them to the AGM and offering to take their nomination if they are not available to attend. RM to put a notice in the newsletter inviting all parents to attend the AGM and to email the infant school to ask whether they would also be willing to put a notice in the infant school newsletter current year 2/ future year 3 parents to attend.</p> <p><u>Treasurer Handover:</u> Action: SBe to get together with GS to complete a handover of the treasurer's role for 2018/19.</p> <p><u>Willow Maintenance:</u> SBr advised that the Willow Art Company that restored the Willow structure to its former glory in early 2018 may only need to complete a full maintenance every 2 years rather than annually. Action: SBr to review the Willow structure growth during the summer and decide on whether it should be trimmed in October of a full maintenance completed.</p> <p><u>Sport's Day Refreshment Stall:</u> It was discussed during the meeting whether we might like to run a refreshment stall at the sport's day on 26th June 2018. It was agreed that instead we would have cool boxes filled with ice and bottle water for sale where parents left their money in an honesty box. They would still allow for us to provide the service, without PTA parents manning the stall and missing their children's events. Action: NW/ SBr to buy a couple of crates of water (100 bottles) from Costco – unsold water will be sold at the summer fayre on Saturday 30th June 2018. SBr to make a sandwich board to put next to the water coolers with the instructions for buying water and inviting parents to take an active role in the PTA contributing as little or as much as they are able.</p> <p><u>Leaver's Magazine:</u> RM to print off copies of a leaver's magazine for year 6 parents that will be sent home with pupils in their book bags. The magazine covers helpful hints on the transition from year 6 to year 7 (including Uniform etc.)</p>	<p>SBe/ GS</p> <p>SBr</p> <p>NW/ SBr</p> <p>RM</p>
8.	<p><i>Next Meeting</i></p> <p>Next PTA meeting is the PTA AGM on Tuesday 10th July 2018 @ 7pm at PJS</p>	All

Addendum

The old library is on hold waiting sanctioning by the new school management in 2018/19., however the PTA are still happy to support this project. The PTA has now approved the purchase of 30 Chromebooks in 2017/18 budget to the amount of £6500.