

**POLEHAMPTON C OF E JUNIOR SCHOOL PTA**

**MINUTES OF MEETING HELD on Wednesday 25<sup>th</sup> April 2018 @ 7pm, Burattas**

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

Item	Decision/Action/Date	Who
1.	<b>Apologies:</b> None	N/A
2.	<b>Minutes from Previous Meeting and Matters Arising</b>  Minutes sent prior to meeting – approved (with amendment for cake price)	SS
3.	<b>Treasurer's Report</b> – provided by SBe  Current account : £11, 687.29 Gift aid : £2,187.27 Reserve : £230.98 Total : £14,105.54  Income since previous meeting:  150.00 Voluntary Contributions 37.80 Ragbag 305.35 Xmas Fair Match Funding - Angie 116.50 Yr 4 Cake Sale 418.50 Quiz Night 662.00 Disco (less expenses plus £350 match funding – Angie) 20.15 Refreshments at House Run Event 193.00 Easyfundraising  Outgoings since previous meeting:  349.00 Indian Dance  Notes: 1. £350.00 from A. Koymazair still to be match funded for Disco 2. ~£1,000 Gift Aid from Voluntary Contributions still to be processed 3. ~£150.00 per month standing orders for voluntary contributions	SBe
4.	<b>Spending PTA Funds</b>  <u>Old Library Area:</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. SBr has obtained 3 quotes for both the carpeting and the kitchen area. The kitchen quotes were all in the range of ~£2000, but the Howden's quote for £2131.09 (incl VAT) included ready-made cabinets (saving on building time) and hob/oven/extractor so it was agreed that this would be the quote that we would go forward with. The best carpet quote was from Floorless at £1497, the company that had recently supplied and fitted the carpets for other areas of the school. Since this is a replacement of an existing kitchen area, not permissions are required. Many thanks to Suzanne Branston for	SBr/PL

	<p>obtaining these quotes. It is hoped that the work can be completed over the summer holidays. Action: SBr to speak with the afterschool club regarding the cupboards and send SS the quotes from Howden's and Floorless to be uploaded into the Tesco Bags for Help application (see below).</p> <p><u>Tesco Bags of Help:</u> The quotes for the kitchen area and carpets for the old library area are now available to upload into our Tesco Bags of Help application. It was agreed during the meeting that whilst we would like to complete the work within the minimum 6 month timeline advised by Tesco Bags for Help application process we would still proceed with the application in the hope that a suitable date may present itself. Action: SS to proceed with the Tesco Bags for Help application using the quotes for the kitchen area and carpets.</p> <p><u>Classroom/ Pupil resources:</u> None</p> <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> <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>	<p>SS</p> <p>N/A</p> <p>PL/SBr</p> <p>PL</p>
5.	<p><b><u>Review of Events since last meeting</u></b></p> <p><b><u>Voluntary Contributions - Ongoing</u></b></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. It was discussed the best timing for processing gift aid contributions and it was agreed that it should be completed before 30<sup>th</sup> June 2018 ahead of the AGM in July 2018. Action: SBe to process gift aid before 30<sup>th</sup> June 2018.</p> <p><b><u>Adult Quiz Fundraiser – Friday 9<sup>th</sup> March 2018</u></b></p> <p>The adult quiz night was well attended by parents, with a last push in the final week resulting in a significant increase in ticket sales. However, the majority of the teachers were unable to attend as the event was the same weekend as mother's day. GS also advised that for organisational purposes it is better to either have the quiz night before half term or two weeks after half term to avoid issues with ticket sales and timings for placing fish and chip orders. Profit from the event was £418 and the event was a great success. Many thanks to Gemma and James Smith for organising the event for a third successive year.</p> <p><b><u>School Disco – Friday 16<sup>th</sup> March 2018</u></b></p> <p>The school disco on Friday 16<sup>th</sup> March 2018 was well attended by pupils. The feedback from some of the pupils at the disco was that they would like to be able to make song requests. RM/SBe suggested that we could speak to the DJ about the possibility of accepting requests (either before the night or on the night) for</p>	<p>SBe</p> <p>N/A</p> <p>RM/LZ/ CH</p>

	<p>the next disco. The disco task force team put up the price of the tuck in order to discourage pupils for buying too much chocolate and ensure the PTA makes a profit on tuck items. Unfortunately the healthier options were not as popular and we run out of items for sale at 10p quite early on so the price of Haribos were reduced from 20p to 10p to fill the void. It was agreed during the meeting that we are not looking to make a profit from tuck shop sales so we can maybe re-think pricing strategy for the next disco. PL suggested a possibility of offering a free option of fruit (left over from fruitiers) for pupils that want a healthier choice. Stamps for the tuck are working well so it was agreed that these should be kept in place. The next disco had been moved from 8<sup>th</sup> June to 22<sup>nd</sup> June 2018. Tuck shop expenses have not been received, so profit is £662 minus tuck shop expenses. AK has kindly offered to apply for £350 match funding. Action: RM to speak with DJ about the possibility of accepting song requests and task force leaders LZ/CH about sales at the tuck shop for the next disco.</p> <p><b><u>Year 4 Cake Sale – 23<sup>rd</sup> March 2018</u></b></p> <p>The year 4 cake sale was a success. Thanks to parents that manned stall. Profit: £116.50.</p> <p><b><u>House Sports Event (Coffee and Biscuits) - 26th March 2018</u></b></p> <p>Selling coffee and biscuits at the house sports event made a profit £20.15. It was discussed at the meeting whether we would like to do a similar stall at Sports Day. Whilst it is a good idea in principle, the parents running the stall also want to see their children taking part in sports day so logistically it is difficult. An idea to sell ice-lollies and have an honesty box was a possibility, but PL was concerned that the children might be jealous seeing parents eating ice-lollies in the sun. Action: To be discussed at next meeting.</p> <p><b><u>Silver Smarties – Easter break</u></b></p> <p>54 pupils took part in the silver smarties challenge. The tubes were counted after school with NP who has kindly agreed to apply for match funding. It was agreed that we would leave the silver smarties for a few years and consider doing it during term time so that we can maintain momentum during the challenge. Action: PL to announce to pupils at assembly the House that collected the most money and will therefore win a non-uniform day. RM to announcement the winning house in the newsletter.</p>	<p>N/A</p> <p>All</p> <p>PL/ RM</p>
6.	<p><b><i>Current Events Planning for this Term</i></b></p> <p><b><u>Year 3 Cake Sale – 27<sup>th</sup> April 2018</u></b></p> <p>Josie Fear has kindly agreed to be task force leader for the cake sale. As discussed at the previous PTA meeting the price will be 40p per cake. Action: SBe to come with float and bags.</p> <p><b><u>Last Man Standing World Cup – 14th June 2018</u></b></p> <p>SS showed the last man standing website based competition, but it was felt that parents were likely to be already part of sweepstakes etc. so uptake might be poor.</p>	<p>SBe</p> <p>N/A</p>

	<p>It was therefore decided not to proceed with the last man standing fundraiser for the world cup in June 2018.</p>	
	<p><b><u>Courtyard Area Refresh – Ongoing</u></b></p> <p>The courtyard area would benefit for a tidy up to make the area more useable. It was agreed that it may be best to pave the area with a view to putting in tables &amp; chairs and provide containers for the after school club so that they can continue to grow plants/tomatoes. This would minimise the maintenance requirements allowing the area to be better used. Action: SBr to speak with the builders (Ruscombe Designs) about paving the courtyard area.</p>	SBr
	<p><b><u>Sponsored Event – Summer Term</u></b></p> <p>Sponsored events from previous years along with new ideas were discussed. However it was felt that there was already a lot going on at the school and we had already asked for voluntary contributions/ Silver Smarties this year. As a result it was agreed to postpone running a sponsored event until we had a specific fundraising opportunity.</p>	N/A
	<p><b><u>Summer Fayre – 30<sup>th</sup> June 2018</u></b></p>	
	<p><b><u>Inflatable/ Bouncy Castle:</u></b> SS has ordered a bungee rope with basketball hoop. It will arrive before 11am and picked up at 2:30pm. Action: SS to co-ordinate with Jump Zone regarding arrangements and payment.</p>	SS
	<p><b><u>BBQ:</u></b> RM has agreed with Tom Toy that we can borrow the Scout’s BBQ for the summer fayre. Action: SBe has kindly agreed to be in charge of the BBQ organising.</p>	SBe
	<p><b><u>Prizes:</u></b> NW has completed an inventory of the existing prizes in the shed that can be used for the summer fayre. It was agreed during the meeting that we would need to buy 150 big prizes. We would also need 40 prizes for the pick a lollipop stall. Action NW to order prizes for summer fayre. SS to co-ordinate with NW regarding prizes for the lollipop stall as there is nothing like the gorillas available to purchase from our regular suppliers.</p>	NW/ SS
	<p><b><u>Mystery Envelopes:</u></b> Emails for mystery envelope prizes have not been sent and after discussion it was agreed that we would avoid going round local businesses as they were so generous at Christmas and we don’t want to get struck off lists due to being too pushy. Instead we will run a champagne roll stall. Action: SBr to co-ordinate the champagne.</p>	SBr
	<p><b><u>Guess the Teddy:</u></b> This event doesn’t make a significant profit, but it’s a nice stall to run. This year we will put up signs around the school advertising the guess the teddy stall to see whether this increase ticket sales. Action: RM/SS to buy teddy.</p>	RM/SS
	<p><b><u>Nails/ Tattoos:</u></b> It was agreed that instead of having an outside company doing nails that we would have a parent run stall with glitter tattoos and nail stickers. Action: SBr to speak to JT about potentially running the stall. SS to buy nail stickers/ tattoos.</p>	SBr/SS

	<p><u>Book Sale:</u> PSA to run a stall selling second hand books, profits to go to the PSA. Action: RM to check with PSA that they want to run a stall this year.</p>	RM
	<p><u>Setting up Fayre:</u> Last year was very tight setting up the fayre as we had limited parents, GM had to leave and no teachers came down to help set up. Action: PL to encourage teachers to help set up and sign up for a stall. RM/SS to make sure that there is a teacher's timetable for them to sign-up. PL to speak with GM about opening up the school at 8am as per last year.</p>	PL
	<p><u>Human Fruit Machine:</u> RM suggested that we had a giant human fruit machine with teachers holding up the fruit/ running the stall. It would be a cash stall. Action: PL to advice on whether teachers would be up for taking part on a rota. RM to advice on how to set up the human fruit machine.</p>	PL/RM
	<p><u>Summary Fayre Poster:</u> Action: SBr has kindly agreed to make a poster and programmes. RM to send previous posters/ programmes as a template.</p>	SBr/RM
	<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/SS/PL to ensure that there is adult supervision along the line throughout the tug of war as a safety precaution.</p>	RM/SS/ PL
	<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>	RM
	<p><u>Craft Stalls:</u> It was agreed that although the craft stalls are not very profitable, they are really good for younger children and those children that want a calm space during the summer fayre. We still have caps that can be decorated and decorating materials so we can run this for one of the activities. The other activity will be to decorate plant pots and give children sunflower seeds with a view to running a sunflower growing competition. Action: SS to purchase materials for craft stall and check on supplies for hats.</p>	SS
	<p><u>Donations:</u> We will be requesting donations for our sweet tombola; bottle tombola and a raffle for house hampers (buy tickets on the day). SBr suggested that we should have boxes 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. Action: RM to include request for sweets, bottles and house hamper prizes (give ideas) in the letters to parents (bottles will be for non-uniform day).</p>	RM/SBr
	<p><u>Summer Fayre Meeting:</u> It was discussed whether we would like to hold a summer fayre meeting before the next PTA meeting and it was agreed on the date of 16<sup>th</sup> May 2018</p>	All
7.	<p><b>Any Other Business</b></p>	
	<p>Recycling Scheme: SBr suggested a recycling scheme to collect clothing etc. for 40p per kilo. However our current Salvation Army collection scheme pays 70p per</p>	RM

	<p>kilo so it was agreed that we would push our current scheme as it is a good initiative during April when people are spring cleaning. Action: RM to put a reminder in the newsletter about the Salvation Army (ragbag) collection.</p> <p>GDPR: In order to comply with the GDPR that come into force on Friday 25<sup>th</sup> May 2018 the PTA need to inform all parents on the helping hands/ year group email lists, voluntary contributions, gift aid lists how we are using their data. As a starting point it was agreed that we would email the helping hands/ year group lists to ask them to OPT IN to using their details for futures requests for help and write a privacy policy which we would upload onto the PTA website. Action: RM/GM to check PTA.org for advice/ template on what the PTA needs to do in order to be GDPR compliant. RM/GS to send an email to helping hands/ year group list explaining how we use their data and asking whether they would like to OPT IN. SS to update the helping hands/ year group email lists to only include the parents that have OPTed IN. RM/GS to write a privacy policy that SS will upload onto the PTA website. RM/GS to update the helping hands sign-up sheet to include a tick box that confirms that parents have read the privacy document and that they give permission for them to be contacted regarding relevant matters.</p> <p>Match Funding: GS has kindly agreed to find the list of companies that do match funding so that we can make another push for this at the start of next year. Action: GS to source a list of companies that match fund and put a note in the newsletter at the start of next year asking for parents to apply.</p> <p>Easy Fundraising: SBe and SBr have both raised a significant amount of money using Easy Fundraising this year. SBr advised that booking holidays on Booking.com via Easy Fundraising is especially effectively. Total income from Easyfundraising is reported as £193 in the April accounts. Action: SBr/GS to arrange for a note to be put in the newsletter at the start of next year reminding parents to use the facility.</p> <p><u>Year 6 Hoodies:</u> Closing date for ordering year 6 hoodies is 4<sup>th</sup> May 2018. Action: PL to advise if there are any year 6's pupils that have not order a year 6 hoodie so that we can evaluate whether the PTA should fund these hoodies to ensure that everyone pupil that would like a hoodie is able to get one.</p> <p><u>Enterprise Day:</u> The PTA will support the Enterprise day this year. Action: PL to provide date and letters for the PTA to respond.</p>	<p>RM/GS /SS</p> <p>GS</p> <p>SBr/GS</p> <p>PL</p> <p>PL</p>
8.	<p><b>Next Meeting</b></p> <p>Next PTA meeting is on Wednesday 20<sup>th</sup> June 2018 @ 7pm at Burattas</p>	All