



PTA Meeting Minutes

Held on 2nd November 2017

Present: Erika Augusti – Chair (EA), Emily Counihan (EC), Michaela Thomas (MT), Ravikanth Vakada (RV), Rajani Chamarthi (RC), Hannah MacIndoe (HM), Tiffany Forshaw (TF), Elaine Stewart (ES), Victoria Duffield (VD), Cherry Tilbrook (CT), Amanda Bates (AB), Ruth Evans (RE), Sarah Coleman (SC), Rubina Samdani (RS), Sabine Bickle (SB)

Item	Minutes	Action
1	Apologies Harsh Setia	
2 / 3	Matters arising from last Committee Meeting 6th July 2017 -Final profit of Happy's Circus: £3,551.26. -Agreed to keep the same number of events for the foreseeable future. -Christmas Fayre 2017 has a good team behind it. -Christmas cards continue to be run by Rhona. -Family lounge now has team of five running it: Victoria Duffield, Laura Heighes, Fiona Grant, Ruth Weston and Toshiko Nader - plus MT on stand-by. -The Survey Monkey Questionnaire to see which events parents like was discussed, it was decided not to proceed now. -Minutes agreed to be an accurate record of the meeting on the 6 th July 2017.	
4	Treasurer's Report -RV presented the Treasurer's Report July 2017 which was discussed in detail. -Disco profit showing lower figure than normal as includes the cost of the deposits for the next two discos (2 x £70) plus the cost of a bulk buy of glow in the dark merchandise to last for the next two discos (£260). -Receipt missing for Year 6 Leaver's Party PTA donation of £100. The full £100 not spent and MT confirms cash and receipt given to former Treasurer, Clair Harris (CH). -Trim Track figure increased to £10k, as agreed previously in meeting 6 th July 2017. -Tablet project is under discussion with a talk from a Local Authority advisor on the pros and cons of using iPads over Tablets – ES invited EA and TF to attend the talk at 9.10am on Tuesday 7 th November 2017. -Balance available for funding projects £10,566.16. -MT queried Wrap a Present expenditure figures (appear low – possibly confused with Xmas Card figures); Quiz Night negative of £22 (which is in fact the cost of a TEN app. for a Boules Evening that never happened) and Grand Draw figures. -Match Funding is a fantastic source of funds. SB confirmed that Vodafone Match Funding can be claimed quarterly so there is a need to ensure we claim at the right time in the year in order that all events are included at the right time. -The 2p Trail was clarified as a PTA event. To be renamed as the 'Copper Trail', with figures being attached to Try-a-Tri in future. Remaining 'pig' money boxes will be given to FS children for copper collection.	RV to talk to CH for clarification. EA and TF to report back after talk. RV to amend figures accordingly with -£22 to be listed as miscellaneous and the Summer Grand Draw and Xmas Grand Draw to be on separate lines. MT to ensure 'Copper Trail' used in comms.
5	School Funding Partnership -Adventure Play Area – ES confirmed £10k still required in allocation although there is a £10k grant that has been applied for and may come through. Waiting for this before the project can commence. -Tablet project – meeting next week as discussed in Item 4. -Foundation Play Area – ES requested £2k to be provided for Phase 1 of the project to build a Mud Kitchen and include accessories; to be completed hopefully by Xmas.	

	PTA all agreed, and funding approved (17/23) . Phase 2 will include areas of different heights and the castle to be relocated; to be discussed at a later date.	
6	<p>Events this term</p> <p>-Second Hand Uniform Sale 29th September raised £32; CT to stick with after school sales usually on a Friday as and when, and maybe a sale at the next Family Lounge on the 8th February 2018.</p> <p>-Cakes Sale 5th October raised £128, next sale 9th November. 25p a cake was discussed as low taking into consideration the time and cost of ingredients and the cakes selling out, so some children do not get any. Need to bring the price point discussion to Anna Neffendorf's (AN) attention for consideration in future sales. ES commented on what a fantastic job with the cake sales, raising a lot of money. MT asked if an indication of what the cake sale money had been spent on could be made available for the PTA webpage.</p> <p>-School Disco and Family Lounge 19th October raised £234.55 and £118.56.</p> <p>-Bag 2 School 20th October raised £258 awaiting cheque.</p> <p>-Christmas Activities: Xmas Cards completed 31st October awaiting figure raised; Xmas puddings still time to order until 15th November although Miss Saunder's class did not get the forms; Wrap a Present ready to go w/c 27th November with McColls 10p wrapping paper purchased and further donations of wrapping paper and gift tags required from parents; Xmas Mufti Day approved by ES as Friday 1st December with £1 donations; Scroogical Panto replacing class parties on Monday 18th December - requires no PTA help. MT mentioned Xmas Party dates are on the school newsletter and ES confirms this is an error; Xmas Fayre Team will be meeting to finalise events, although news to date:</p> <ul style="list-style-type: none"> • HM has agreed with Martin & Pole that they donate £300 to the Fayre and will put up 25 boards for us to advertise the event; • New Father Christmas has been found; Tim Simpson and Bob Evans; • The Bottle Tombola will go ahead this year with a few FS parents running the stall – PTA to purchase supplies, need to ensure good quality bottles including donations from local retailers. • ES happy to allow access on Thursday 30th November after school to put up and decorate the Xmas tree, may have to work around the Football Club if they need the hall but they will be finished by 4.15pm; • ES happy with early access to set up the Xmas Fayre as soon as the bell goes on Friday 1st December (potentially earlier if dry day); • With no external choir available to open the Fayre as Father Christmas arrives, EA asked if the school choir may be able to sing for 10 minutes. ES will speak with Helen Durrant (HD) as they have several commitments. <p>-PTA support for Xmas events will continue: ES happy for PTA to use Library for refreshments although hot drinks must be served in cups with lids. (NB: 58 APS Jubilee mugs required for school events still.) ES advised that the library is no longer a library and is being converted into a Community Room for parents and social gatherings.</p>	<p>CT to consider logistics of Family Lounge sale.</p> <p>MT to speak to AN re cake price point.</p> <p>SC to notify MT on how cake money is spent.</p> <p>RV/ RC to check the Bag2School cheque received.</p> <p>SC to check Miss Saunder's Class has the forms. MT to ask office to send out email with order form attached.</p> <p>MT to remove Xmas Party dates from the web calendar.</p> <p>HM to lead on M&P Fayre boards and clarify how we will receive the £300 donation.</p> <p>RE to organise Bob Evans DBS check.</p> <p>HM and TF and to source bottle donations where possible.</p> <p>ES to speak with HD to enquire re Choir. -Need to purchase cups with lids on.</p>
7	<p>Proposed events Spring Term</p> <p>-School Disco and Family Lounge 8th February 2018 to go ahead.</p> <p>-Easter Egg Hunt, ES agreed dates Tuesday 27th March and Wednesday 28th March 2018 with Foundation and Middle School together and Lower School and Upper School together due to lunch timings. If weather is terrible it can be done on Thursday 29th March 2018.</p> <p>-Bingo/Quiz/Curry Night, ES agreed date Friday 23rd February 2018 at the school; Bingo/Quiz Master is Philip Byrne; agreed to keep food simple with one vegetable curry, one chicken curry, rice and naan bread.</p> <p>-Cake sales 11th January, 1st February, 8th March and 29th March to go ahead.</p> <p>-Second Hand Uniform Sales to go ahead.</p>	<p>RV to speak with Rajmoni regarding the Bingo/Quiz/Curry Night food.</p>

8	<p>New fundraising ideas</p> <p>-Cash4Coins, foreign money collection agreed to go ahead in the new year. Collection bucket and posters currently stored in the garage and ready to go. The office is happy for the bucket to be placed there and will lock it away each evening. TF to run this fundraising idea.</p> <p>-The Book People (for parents not just for staff) agreed as a good idea; there is a query on how funds can be raised, and a volunteer would be needed to run it.</p>	<p>TF to speak with ES in the new year re logistics of Cash4Coins.</p> <p>MT to consider how funds can be raised</p>
9	<p>AOB</p> <p>-MyDonate requests will be put on hold until Phase 1 of the Foundation Play Area redevelopment is completed with the idea that we can relaunch MyDonate requesting donations for Phase 2 of this.</p> <p>-Change of signatories with NatWest agreed to be RV, RC, EA, HS and TF with ES remaining. Clair Harris, Amanda Ellis and Sarah Parkes to be removed as signing officers. Agreed that the two treasurers will have access to online banking and a debit card will be available for purchases.</p> <p>-To formally satisfy the requirements of NatWest Bank the following resolution was passed. It was resolved that the authorised signatories in the current mandate, for the accounts detailed in section 2, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended.</p> <p>-Transfer of bank account to HSBC, it was agreed that we stay with NatWest as we can now have all the facilities required with NatWest.</p> <p>-Tesco Supermarket Community Donation has been applied for by Paul Counihan in the Summer and he is waiting for a response. Agreed to wait for response before applying to other supermarkets.</p> <p>-Circus date agreed: try and get the first Friday in July (6.7.2020).</p> <p>-CPR Training to wait until Healthy Living Week in June 2018.</p> <p>-Try a Tri provisionally confirmed to be 9th June 2018 and Summer Concert / Picnic / Fayre / Upper School Stalls to be 22nd June 2018.</p>	<p>RV / RC to relaunch MyDonate when required.</p> <p>TF to provide RV with letter for NatWest confirming the PTA has agreed such change of signatories.</p> <p>EA to check circus booking does open on 4/1/18 @ 9am and book.</p>
10	<p>Dates of next meetings</p> <p>-Thursday 25th January 2018 and Thursday 22nd March 2018.</p>	

These minutes were confirmed by the PTA as a true and accurate record of the meeting.

Signed by the Chair Erika Augusti: _____ Date _____