



PTA Meeting Minutes

Held on 22nd March 2018

Present: Erika Augusti – Chair (EA), Emily Counihan (EC), Ravikanth Vakada (RV), Rajani Chamarthi (RC), Hannah MacIndoe (HM), Tiffany Forshaw (TF), Elaine Stewart (ES), Victoria Duffield (VD), Ruth Evans (RE), Sarah Coleman (SC), Rubina Samdani (RS), Gavin Marsh (GM)

Item	Minutes	Action
1	Apologies Michaela Thomas (MT); Amanda Bates (AB)	
2 / 3	<p>Matters arising from last Committee Meeting 25th January 2018</p> <ul style="list-style-type: none"> -RV confirmed NatWest signatories (ES, EA, HS, RV, TF) completed. -RV confirmed RV and RC to have online account access and can bank transfer expenses; agreed not to proceed with bank cards due to level of complication. -RV explained WAP expenditure /allocation of costs. Figures to remain as they are, as accounts now ready for auditor. -RV confirmed invoice 17/4 (Berol Pens) received from Julia Franks (JF). -RV monitoring sinking fund. Currently: £960. Concern if over £10,000. -RV confirmed company donations received (from match-funding and Martin & Pole). -ES confirmed Trim Track funding achieved and will be installed after Easter. -Cake Sale price increases a success and to continue at this level. -Still waiting to hear from supermarkets re: fundraising, all in hand. -ES confirmed FS creative area to replace castle is completed, with posts capped. -RV confirmed they will be relaunching MyDonate shortly. -ES confirmed 17 iPads have now been purchased and are very successful throughout the school. -Bingo/Curry night very successful and plate price correct for profit. -TF confirmed Cash4Coins launched, posters up and collection bucket in reception. -GM discussed Try-A-Tri in some detail – see Item 7. -ES confirmed date changes for Try-A-Tri (23rd June) and Summer Concert (8th June). -EC checked with Jess Angus (JA) to be first aider for Try-A-Tri who will let EC know. -HM confirmed as GDPA representative for the PTA; EA confirmed she will help; JF school lead on this and awaiting templates from the LA before proceeding further. -Sabine Bickle (SB) not at meeting for update on viability of selling tickets for Hexagon Pantomime 2018. -Minutes agreed to be an accurate record of the meeting on the 25th January 2018. 	<p>RV to ask MT to advertise MyDonate when up and running via Newsletter</p> <p>RV to find Try-A-Tri budget from last year and liaise with GM</p> <p>EC will confirm if JA agrees or not to be a first aider for Try-A-Tri</p> <p>TF to ask SB for update on Hexagon Pantomime</p> <p>HM and EA to liaise with JF re GDPA</p>
4	<p>Treasurer's Report</p> <ul style="list-style-type: none"> -RV presented the Treasurer's Report March 2018 which was discussed. -Some changes will be made to the figures due to late expense claims. -Will aim to receive match funding for Try-a-Tri. -BT MyDonate to be relaunched as in Item 2/3, £64.28 currently in MyDonate. -Second hand uniform sale 9th Feb £50 queried and Cherry Tilbrook confirm after meeting correct and will give RV monies as a cheque beginning of next term. -Continue to push Easy Fundraising: easy revenue avenue. -Outstanding fundraising requests: Trim Trail (17/21) and History Books (17/17). SC to see whether the latter have been purchased. -£670 still outstanding from cake sales, although approx. £300 is from recent sales. Mrs. Dunn needs her spending reimbursed still. -Balance available for funding projects £17,814.81. 	<p>SC to confirm if History books (17/17) have been purchased</p> <p>ES to ask teachers to declare outstanding cake sale monies; back in the pot otherwise</p>

<p>5</p>	<p>School Funding Partnership -PTA agreed funding for: Year 6 Autograph books £145 no VAT. JF ordering them 18/3. RE (US topic/class library books; My Sikh faith big books x3; Guru Nanak the first Sikh Guru x3; Salvation Army banner/flag) £268.00 18/4. IT (Bee-bot class bundle; Class sets of microbits; Data logging equipment; Picoboard for scratch; phase two 16x iPads class set) £6,142.00 18/5. PE (Stop watches x16 – to be used for Try-A-Tri as well) £144.00 18/6. Music (Glockenspiel x15) £750 18/7. English as an Additional Language: EAL (Rechargeable walkie talkies; maths and language barrier games; cultures and settings story books; story maker) £426.00 18/8. New plastic store/shed for storing swimming pool winter cover £400 18/9. -Agreed PTA need to advertise all these purchases to the parents.</p>	<p>TF to draft information sheet for book bags on what the PTA funds have achieved for the school</p>
<p>6</p>	<p>Events this term -Cake sales going well: 1st Feb £127.51, 8th March £150 and 29th March in order; to continue with the higher cake prices. -Disco and Family Lounge: 8th Feb disco £963.75, family lounge £126.70; success. -Second hand uniform sale: 9th Feb £50; going very well. -Bingo and Curry night: 23rd Feb £588.11; very successful. -Easter Egg hunt: 27th, 28th and 29th March; in order. -Bag2School: 29th March; in order. -Cash4Coins; ongoing collection in order.</p>	<p>TF in conjunction with teachers to publicise Cash4Coins post-holidays</p>
<p>7</p>	<p>Events Summer Term -Cake sales: 26th April, 17th May, 14th June and 5th July in order. -Disco and Family Lounge: 17th May in order. -Pool Club: Starts 29th May, MT has started registration process. -Summer Concert/ Picnic/ Fayre/ Upper School Stalls: 8th June; Internal meeting needs to be arranged to discuss event organisation. -Copper Trail: 8th June ES happy for the PTA to run this. -Try-A-Tri: 23rd June, GM to set up monthly meetings with event planning group; looking to purchase 250 medals at 99p each (total cost: £247.50); colourful medals on handout (Triathlon 7) agreed best; agreed trophies not required, certificates instead; fundraising via sponsorship from parents, although could be local business sponsorship as well; EA to continue organising the teams with a possible move to online registration; no. of helpers normally okay although need for more Lower School parents to come forward to ensure succession planning. -Non-School Uniform Day: 22nd June. -CPR Healthy Living Week: Not a PTA event so nothing to do here, remove as event.</p>	<p>TF to organise TENs for disco and Try-A-Tri</p> <p>PTA to set a date for Summer Fayre planning meeting</p> <p>PTA to work out the logistics of the Copper Trail and who will be leading this</p> <p>GM to continue with Try-A-Tri organisation after Easter; ask MT to add to Newsletter request for more Lower School parents as helpers</p>
<p>8</p>	<p>AOB -Disco DJ booking for October 2018, February 2019 and May 2019. -GDPR updates discussed as detailed in Item 2/3. -Amendments to PTA email addresses; new email addresses need to be agreed. -PTA UK log in details, RV and RC confirm they are receiving these emails and have the log-in details. -Online expenses claim form discussed and in order. -Grant funding opportunities linked to PTA UK to be explored once log-in details available. -Benevity registration renewal required by 4th June 2018; RV has the log-in details.</p>	<p>Cath Maskell (CM) to book DJ accordingly. PTA to approve cost</p> <p>TF to set meeting re PTA email addresses, succession planning, event leaders and electronic sign-up for future events</p>

	<p>-Curriculum bid requests, ES confirms completed.</p> <p>-Succession Planning including replacement for MT at end of the Summer Term, to be discussed in separate meeting.</p>	<p>RV to forward PTA UK emails to the PTA as well as PTA UK log-in details.</p> <p>PTA to look at grant funding opportunities via PTA UK</p> <p>EA to renew Benevity registration</p>
9	<p>Agreed Dates of next meetings</p> <p>-Thursday 10th May 2018 and Thursday 5th July 2018.</p>	