



## PTA Meeting Minutes

Held on 5<sup>th</sup> July 2018

**Present:** Erika Augusti – Chair (EA), Emily Counihan (EC), Ravikanth Vakada (RV), Hannah MacIndoe (HM), Tiffany Forshaw (TF), Elaine Stewart (ES), Sarah Coleman (SC), Catherine Maskell (CM).

Item	Minutes	Action
1	<p><b>Apologies</b> Michaela Thomas (MT); Amanda Bates (AB)</p>	
2 / 3	<p><b>Matters arising from last Committee Meeting 10<sup>th</sup> May 2018</b></p> <ul style="list-style-type: none"> <li>-Disco dates confirmed as 18th October 2018, 14th February 2019 and 16th May 2019. Natalie Stenson and Kelly Peacock will be taking over the running of the school discos in 2019/2020, so will shadow in the next academic year. Agreed increase of entrance fee to £3 and no increase of the price of sweets and glow in the dark items. A need to investigate alternative cups was discussed due to the amount of wastage of plastic cups at the disco.</li> <li>-Automated swimming pool dosing system to be discussed further in next meeting as now looking at 2019 installation; also awaiting the possibility of a donated system.</li> <li>-Playground markings dealt with below under School Funding Partnership.</li> <li>-ES confirms that MT now knows information regarding House Point Tokens.</li> <li>-PTA presence agreed to be at the Foundation Parents' coffee morning on first day of Autumn Term: Tuesday 4th September, 9am. Display key information on board: money raised, money spent, important dates etc.</li> <li>-PTA Coffee and Cake Welcome and Thank you did not occur this term due to time constraints. Moving forward, new date agreed as Friday 2nd November 9am. Welcome confirmed for Foundation parents only due to numbers limited by size of the room; invite people who could fill key PTA roles as well.</li> <li>-ES confirms that the Sikh books were a PTA donation. JF will ensure the office staff know when an order has been purchased by the PTA.</li> <li>-Stamping of autograph books</li> <li>-Minutes agreed to be an accurate record of the meeting on the 10<sup>th</sup> May 2018.</li> </ul>	<p><b>CM</b> to book the disco dates. PTA to investigate alternative cups to plastic ones for school disco.</p> <p>Automated swimming pool dosing system to be discussed next meeting.</p> <p><b>TF</b> and <b>EA</b> to attend Foundation Parents Welcome; open to other PTA members to attend also</p> <p><b>TF</b> to let Lin know about PTA Welcome Coffee and Cakes and create book bag flyers for Foundation as well as a poster.</p> <p><b>MT</b> to confirm if stamping of autograph books is arranged.</p>
4	<p><b>Treasurer's Report</b></p> <ul style="list-style-type: none"> <li>-Report provided and discussed.</li> <li>-Previous accounts have been completed and sent to auditor; they are late as in RV's spam and therefore not picked up in time; all in order now. Will need to be signed and submitted to Charity Commission ASAP.</li> <li>-Christmas Grand Draw figures queried. Decision will need to be made in the next meeting as to whether or not we continue with the Grand Draw this Christmas or not due to low profit level of £92.90.</li> </ul>	<p>RV to submit accounts.</p> <p>Grand Draw or not this Xmas to be discussed in next meeting.</p>

	<p>-Disco figures queried. Confirmed donation to air ambulance (2017/2018) made of circa £500, which is reflected in the figures showing a greater profit this year compared to last.</p> <p>-Wrap A Present figures queried. Confirmed that this year's figure included the purchase of presents for next year; and last year that was not reflected. Agreed that this event must stay in the calendar, as it is a highlight for the children and greatly appreciated, however, a new lead is required.</p> <p>-Summer Fayre and Try-A-Tri figures discussed. Circa £6k more to be added to the report figures from Match Funding. Match Funding companies generally include Thames Water, Microsoft, Vodafone and Hewlett Packard.</p> <p><b>-Available funds for funding projects £16,618.59.</b> RV confirmed funds held in business account with no real interest available.</p> <p>-RV queried statement from school: Running Imp is cost of medals (£394.23) for Try-A-Tri to be expensed against the Try-A-Tri; agreed medals were excellent and the children loved them. PTA previously approved £800 for Pantomime but have only paid £600 to date; is the £200 the balance? When is the next instalment due?</p>	<p><b>MT</b> to publicise the Summer Fayre and Try-A-Tri figures in the newsletter.</p> <p><b>ES</b> to ask Julia Franks (JF) to confirm what Swimming Pool Donation is of £1,398.</p> <p><b>ES</b> to confirm with JF if the £200 is the balance; <b>ES</b> asking JF when next instalment for the Pantomime is due.</p>
5	<p><b>School Funding Partnership</b></p> <p>-MS/US school atlases are out of date. New ones cost £333.55 and recently purchased by school. Agreed PTA will cover cost <b>18/10</b>.</p> <p>-JF collated quotes from three companies for new thermo plastic playground markings. These are bonded to the ground rather than painted. They last 8-10 years and have a 4 year warrantee. Fun and Active have been selected. PTA agreed budget of £2,500 <b>18/11</b>. Aim to have installed before October half term.</p> <p>New sign on the gate to the pond and a wildlife information board agreed good idea.</p>	<p><b>ES</b> to ask JF to find a wildlife board ad costing. <b>JF</b> has since confirmed £89 for two wildlife boards, and a new gate sign is being made already. PTA agreed via WhatsApp <b>18/12</b>.</p>
6	<p><b>Events this term</b></p> <p>-Following events went well; figures detailed in Treasurer's Report:  Disco and Family lounge 17th May  Cake sales 18th May, 14th June and 5th July  Pool Club began 29th May  Copper Trail 8th June  Summer Fayre 8th June  Second hand uniform sales  Non-uniform day 23rd June  Cash4Coins ongoing</p> <p>-Cake sale prices discussed. Parents overheard complaining about the price increase and there seems to be a gradual decrease in purchasers since the prices went up. Anna Neffendorf (AN) confirmed by email that of the six cake sales since the price increase only one sold out. Circa £116 made in last cake sale agreed excellent considering middle school were not in school that day. Agreed to have greater flexibility in pricing strategy moving forward: some smaller cakes 25p, larger cakes</p>	<p>New cake pricing strategy to be in place for next cake sale.</p>

	<p>50p and plate of cakes £1.50 in line with AN's email suggestions.</p> <p>Ice-lolly sales could be organised moving forward as ES confirmed their recent school one very successful.</p>	
<b>7</b>	<p><b>Events Autumn Term (including who will be leading them)</b></p> <p>Cake sales (Anna Dieguez, Jo Beales and Michelle Harris)</p> <p>Disco (CM/HB, with KP/NS shadowing); Family Lounge F&amp;LS (Laura Heighs/Victoria Duffied); Family Lounge MS&amp;US (Fiona Grant/Ruth Weston)</p> <p>Second Hand Uniform (Cherry Tilbrook)</p> <p>Bag2School (Caroline Flintoff)</p> <p>Christmas Cards (Rhona Phipps; need to find a shadow)</p> <p>Christmas Puddings (Sabine Bickle)</p> <p>Wrap-A-Present (MT; need to find a shadow)</p> <p>Christmas Fayre (MT; need to find a shadow)</p> <p>Cash4Coins (TF)</p>	<p><b>TF</b> to arrange TENs for Family Lounge and Christmas Fayre.</p> <p>PTA to advertise for three shadow positions for Christmas Cards, Wrap-A-Present and Christmas Fayre Leads.</p>
<b>8</b>	<p><b>AOB</b></p> <p>-Amazon Smile, charity donation of 0.5% on purchases - HM / RV in process of registering us; need to publicise with parents.</p> <p>-PTA Coffee and Cake Welcome and Thank you date - agreed as detailed above as Friday 2nd November 2018 9am.</p> <p>-GDPR - HM confirms Privacy Notice is on the school website; HM would like it to be noted that JF was instrumental in this.</p> <p>HS to donate her recently PACT tested Fridge/Freezer and RV to donate his freezer to the PTA assuming there is room in the garage.</p> <p>MT stepping down as co-Vice-Chair. Rajani stepping down as co-Treasurer. Harsh possibly stepping down as co-Chair.</p>	<p><b>HM/RV</b> to ensure Amazon Smile registration is live.</p> <p>PTA garage to be checked for space for fridges.</p> <p><b>RV</b> to check with Harsh regarding his position.</p> <p>Co-Chair, Co-Vice Chair and Co-Treasurer positions to be advertised.</p>
<b>9</b>	<p><b>Agreed Dates of next meetings</b></p> <p>-AGM Thursday 4th October 2018.</p> <p>-Thursday 8th November 2018.</p>	<p>AGM to be advertised 21 days in advance. <b>MT</b> to advertise in next newsletter.</p>