



## PTA Meeting Minutes

Held on 24<sup>th</sup> January 2019

**Present:** Erika Augusti – Chair (EA), Emily Counihan (EC), Ravikanth Vakada (RV), David Spedding (DS), Aishah Gobin-Kamaldeen, (AGK), Hannah MacIndoe (HM), Tiffany Forshaw (TF), Elaine Stewart (ES), Sarah Coleman (SC), Rubina Samdani (RS), Amanda Bates (AB), Carolyn Simpson (CS)

Item	Minutes	Action
1	<p><b>Apologies</b></p> <p>Ruth Evans (RE), Sabine Bickle (SB), Gavin Marsh (GM), Michaela Thomas (MT)</p>	
2 / 3	<p><b>Matters arising from last Committee Meeting: 8<sup>th</sup> November 2018</b></p> <ul style="list-style-type: none"> <li>Natwest signatories: forms need to be signed by EA in order to add DS.</li> <li>18/7: Glockenspiel funding request cancelled.</li> <li>Minutes agreed to be an accurate record of the meeting.</li> </ul>	<p><b>RV</b> to remove £750 from committed funds</p>
4	<p><b>Treasurer's Report</b></p> <ul style="list-style-type: none"> <li>RV presented the Treasurer's Report (January 2019), which was discussed.</li> <li>18/5 queried: second set of i-pads have been purchased (£4421.18). Committed funds can therefore be returned to reserve account.</li> <li>18/8 queried: rechargeable mobile phones (walkie talkies) on invoice, but purchase code is for stories from a range of cultures.</li> <li>Christmas Activities / Fayre financial summary discussed: WAP income (£1743.28) up by over £300; Grand Draw income (£491.90) up by nearly £400; Silent Auction income (£394.60) up by over £200, compared to 2017 raffle. Overall profit £4348.71: up £930.93 on 2017. Match funding figures not yet included. M&amp;P invoice still needs to be actioned.</li> <li>Balance available for funding projects £10.107.45</li> </ul>	<p><b>RV</b> to check and confirm.</p> <p><b>ES</b> to check 18/8 with <b>JF</b> (28/1/19 completed: <i>JF now liaising with RV</i>)</p> <p><b>RV</b> to issue M&amp;P invoice asap</p>
5	<p><b>School Funding Partnership</b></p> <ul style="list-style-type: none"> <li>Adventure Playground: final design agreed, in conjunction with Lower School pupils. Will cost £13,816 (removal of existing equipment and installation). Remedial drainage work in playground required first (school to fund). Funding agreed (18/21) but hope to secure benevity donations to fund/part-fund too. Benevity: DS identified 100 RG6 companies to initially contact. Will draft letter with ES. Hope to include quotes from LS pupils. Offer 'marketing' in return (plaque on equipment). Failing this, will look at Kickstarter project.</li> <li>Swimming pool auto-dosing: detailed discussion of new 'v' second-hand system. New - £5100: one year guarantee, but this would only cover one 'pool season'. Second-hand - £3200: three month guarantee, but would start at the start of the pool season. Would come from a refurbished swimming pool (initially installed after 2010). Additional costs: servicing - £75pa; consumables, e.g. filters in water probes - £200pa; data-support system - £360pa (from 2020 onwards, but not necessarily required.) May, however, use less chemicals due to increased accuracy. Funding agreed (18/20) for second-hand system.</li> <li>New sports kits: netball kits replaced relatively recently, but larger sizes of football kits required. Mr. Greenaway aware, and looking into it.</li> </ul>	<p><b>DS</b> to lead benevity process. <b>SC</b> to co-ordinate L/S writing</p> <p><b>CS</b> to liaise with <b>JF</b> to order</p> <p><b>AB</b> to follow-up with <b>JG</b></p>

<p><b>6</b></p>	<p><b>Events this term</b></p> <ul style="list-style-type: none"> <li>• Cake Sales: 10<sup>th</sup> Jan (£96). Remaining dates: 8th Feb, 28<sup>th</sup> March Parental enquiry, re: behaviour of pupils at cake sales / not enough cakes available. ES explained that it was recognised that a combination of factors had made the last cake sale difficult: smaller amount of cakes than usual; only three helpers volunteered and the fact that the MS classroom had only one entry and exit door. It was felt that if cake sales (per pupil) were limited, the risk that not all cakes would be sold was too high, and queues can only be carefully managed if there are more volunteers. The option of holding cake sales outside in good weather is a possibility though, and efforts will be made to recruit more cake sale volunteers.</li> <li>Need to ensure funds raised from cake sales are fed back to staff / pupils quicker. AGK collects money raised Friday am (after sale) and will inform LB in office of revenue, so she can put a poster up in classroom windows asap.</li> <li>• Disco and Family Lounge: 14<sup>th</sup> Feb. Pricing to increase to £3. New cable purchased for outside lighting.</li> <li>• Bingo and Curry Night: 8<sup>th</sup> March. Keep same format. Philip Bryne confirmed as caller. Cap numbers at 96 (86 tickets sold last year). Potentially order less curry, as portions are generous, but rice (for seconds) did run out. More prosecco needed!</li> <li>• Bag2School: 29<sup>th</sup> March</li> <li>• Easter Egg Hunt: 2<sup>nd</sup> April (FS / MS), 3<sup>rd</sup> April (LS / US), 4<sup>th</sup> April (reserve date)</li> <li>• Easter Bunny Trail: decided not to proceed</li> <li>• Second Hand Uniform - TBC</li> </ul>	<p><b>TF</b> to report back to parent</p> <p><b>AGK</b> to inform <b>LB</b> of money raised asap</p> <p><b>ES</b> to inform office of price increase (for newsletter)</p> <p><b>ES</b> to check with <b>GB</b> that cable is in PTA garage. (28/1/19 ES confirmed it is in the garage)</p>
<p><b>7</b></p>	<p><b>Events Next Term</b></p> <ul style="list-style-type: none"> <li>• Cake Sales (25<sup>th</sup> April, 16<sup>th</sup> May, 13<sup>th</sup> June, 4<sup>th</sup> July)</li> <li>• Disco and Family Lounge (16<sup>th</sup> May)</li> <li>• Pool Club (from 28<sup>th</sup> May)</li> <li>• Non-school Uniform (14<sup>th</sup> June)</li> <li>• Try-a-Tri (15<sup>th</sup> June) GM agenda shared: agreed to form a sub-committee to discuss and decide way forward. Three foundation parents have expressed an interest in helping at the Tri. RV unable to lead running this year. DS has a colleague who is happy to help if available (a member of Tri20), and the Triathlon Charity Association also supports the running of school triathlon events.</li> <li>• Copper Trail (28<sup>th</sup> June)</li> <li>• Summer Concert / Fayre / US Stalls (28<sup>th</sup> June)</li> <li>• Second Hand Uniform - TBC</li> </ul>	<p><b>HM</b> to feedback to <b>GM</b></p> <p><b>DS</b> to liaise with <b>HM</b> and <b>GM</b></p>
<p><b>8</b></p>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• BT MyDonate closing down on 30<sup>th</sup> June 2019 – alternative payment system for swimming pool lessons will be required. Agreed to launch wonderful.org as a fundraising platform for LS Adventure Playground.</li> <li>• Supermarket fundraising: received £500 from Asda (first place!); £500 from Asda bottle recycling scheme and yet to hear from Tesco, but hopefully at least £1000.</li> <li>• Laser Show: TF and EA to investigate, but an interesting idea. Would look to hold mid-late October 2019, initially as a school-only event and expand to community in 2020 if viable / a success.</li> <li>• Garage / Shed storage: ES confirmed that PTA shed is available for PTA storage if required, when winter pool cover not there / when space allows.</li> <li>• PTA areas of responsibility: ES confirmed that although the PTA has historically been responsible for the Christmas Tree (due to it going up in time for the Christmas Fayre), this arrangement can be changed. Look to call on wider school community for assistance with tree / harvest festival collections, etc. in future.</li> <li>• PTA fridges: AB raised concern over fridge / freezer electrics, and all running off one extension cable, plus some pooling of water in the garage near the fridges.</li> </ul>	<p><b>ES</b> to inform office of MyDonate closure</p> <p><b>SB</b> to set up wonderful.org account (28/1/19 ES confirmed action completed)</p> <p><b>TF / EA</b> to report back on laser show enquiries</p> <p><b>ES</b> to advise <b>GB</b> of PTA need for shed space</p> <p><b>ES</b> to ask office, to ask wider sch community for assistance</p> <p><b>ES</b> to ask <b>GB</b> to look at fridge electrics initially (28/1/19 ES confirmed actions completed)</p>
<p><b>9</b></p>	<p><b>Date of next meetings :</b> Thursday 28<sup>th</sup> March 2019</p>	