

PTA committee meeting minutes

Meeting date & time: Wednesday 2nd May 2018, 8pm. Venue: 25 Highworth Avenue

Present:		Apologies:	
Michael Catchpool	MC	Miriam Kubica	MK
Liz Simmonds	LS		
Jane Matthews	JM		
Helen Butler	HB		
Raquel de Silva	RS		
Yung-Chin Oei	YO		
Jane O'Beirne	JO		
Chris Wilson	CW		

Agenda Item	Notes	Action by:
1. Previous meeting's minutes	The minutes from the last meeting of 12th March 2018 were approved	
2. Treasurer's update	<p>Main PTA account: £8,964.33 School Fund £6,889.02 Cash 433.91</p> <p>Incoming from events Boards games donation bucket – approx. £20 Ice cream Friday £122.60</p> <p>Outgoings Storage boxes £235 Signs and tabards £661.95</p> <p>Approved expenditure awaiting invoices French books £300 Dictionaries £390 Trial matting for daily mile £300</p>	YO
3. Funding request review	<p>12 Digital cameras – ongoing request YO and CW were not aware that they were tasked with researching this. YO has previously suggested a waterproof and shock proof camera for approx £125 per unit. Other options to be explored and a budget agreed on</p> <p>Diversity books as per Stonewell list – Lucy Mills An email has come in from a parent for the PTA to offer funding towards purchasing all of the books on the Stonewall reading list for promoting diversity to the primary school age group. Estimated cost of approx £300. This was approved in principle and LS has emailed her to submit a formal funding request form.</p>	<p>YO CW</p> <p>LS</p>

	<p>Library Software – Mrs Burton The former library software no longer works and therefore books are being lost as only a written record of who has each book is being used. Cost approx. £2000 plus ongoing annual subscriptions but £600 has been set aside by the school and additional money could be taken from this years school budget. The PTA committee await a formal funding request before considering the request. YO also offered to look into alternative software some of which is available free of charge.</p> <p>Introducing block play for Foundation Stage - £2000 This has been very successful at Brunswick nursery and introducing this to foundation stage has been proposed. The request was viewed favourably and we aware more specific details</p>	YO
		MC
4. Outdoor environment	<p>The proposed designs for revamped KS1 and 2 playgrounds by Sovereign and Mant were reviewed. Sovereign's design featured a pirate ship at a cost of £20,000 and a climbing frame with rope bridge, slide etc for £50,000. For the KS2 playground they had proposed a climbing frame with an enclosed slide, tower and trim trail for £49,000. These costs including installation and appropriate surfacing.</p> <p>Further baseline work would cost £1600 with a detailed design costing £3000.</p> <p>Obtaining another quote from a company such as Wicksteed was suggested.</p> <p>Pods Some woodworkers came to look at the pods with a view to replacing them as a recreational project in their spare time. It was found that event the posts which appeared intact were infact rotten. The wooden posts are covered with around 6 inches of soil before going into concrete which was a poor design. However this means that they would be relatively easy to remove. Proposal of removing the pod in the worst condition to allow the woodworkers to install a new design as a prototype. The idea of simply removing the pods in the short term was discussed as was the idea of speaking to Coulsons about any help that they could offer as they are already in contact with the school regarding painting the hoarding of the library site.</p>	MC
		MC HB
5. School Fund and Fundraising	<p>We have an enthusiastic team of fundraisers. They plan to look into which grants we could access as well as approaching businesses directly for funding. A list of projects for which they could seek funding would be helpful. Initial ideas were shaded outdoor areas, friendship benches, lighting along the Gilbert Road exit, pods and bike sheds</p> <p>The Co-op community grant application has been submitted and we are waiting to see if we will be one of their chose local causes.</p> <p>It was agreed that we need to promote the school fund again as many parents are not aware of it. One opportunity to do this will be the new parents evening.</p>	LS
		LS

	<p>The team who did the “Bits and PCs” stall at the last summer fair are keen to run this again. As our new focus is the outdoor environment there was discussion as to whether this could be adapted to raise money for revamping the outdoor environment. JO agreed to speak to Mike Bleazard regarding this.</p>	JO
6. Events	<p>Since last meeting:</p> <p>Ice Cream Friday – Only lollies were sold as the Co-op did not yet have ice cream cones in store. This was less messy to serve but more costly for the Co-op to provide. It was agreed that we would switch back to ice cream next time.</p> <p>Board Game Afternoon – This event was successful and attended by a different group of people that usually come to other events. The possibility of holding another one in January was discussed.</p> <p>Upcoming:</p> <p>Band night – Friday 11th May, only 20 tickets remain so last push to sell these.</p> <p>Clothing sale – MK is organising this after school on 11th May. Donations of children’s clothes would be welcomed.</p> <p>Summer Fair – Friday 6th July 2018. Bookings confirmed for caterers, Sim Crew dance, parents band. External stalls will be available for £20. Year 5 and class reps will have stalls. Event to be promoted at new parents evening.</p> <p>Bags to schools – clothes, fabric and shoes are placed in bags and PTA is paid by weight of bags with a proportion going to charity. Date to be decided.</p> <p>Second hand bike sale This has been held in previous years and been popular so could be considered as a future event.</p>	<p>LS</p> <p>JM</p> <p>LS</p> <p>MK</p> <p>JM</p> <p>LS</p>
7. Comms	CW has produced a PTA board to go on the outside noticeboard near the PTA postbox. Some committee member photos have been included but those who have not yet provided a photo to email this to CW	CW
8. AOB	PTA celebration party proposed by LS to thank all of the people that have helped the PTA this year and to celebrate the success of the year. A smaller PTA committee social could also be arranged.	LS
9. Next mtg	w/c 11 th June 2018	