

## PTA committee meeting minutes

Meeting date & time: Thursday 15<sup>th</sup> November 2018, 8pm. Venue: Milton Road School

Present:		Apologies:	
Michael Catchpool	MC	John Peck	JP
Liz Simmonds	LS		
Jane Matthews	JM		
Helen Butler	HB		
Raquel de Silva	RS		
Yung-Chin Oei	YO		
Jane O'Beirne	JO		
Jo Haggarty	JH		
Jo Johnston	JJ		
Laura Monk	LM		
Lisa Wagener	LW		
Ruth Corns	RC		
Ben Duncan	BD		
Maria Milosavljevic	MM		

Agenda Item	Notes	Action by:
<b>1. Previous meeting's minutes</b>	The minutes from the last meeting of 17 <sup>th</sup> September 2018 were approved	
<b>2. Treasurer's update</b>	<p>Main PTA account: £5,503.91            School Fund: £9,890.29            Cash: £2,363.88            Cheque Holding Account: £1,181.70</p> <p><u>Incoming from events</u>            Welcome picnic: £119.47 donations; £0 expenses            Fun run: £1,411.60 income; £152.68 expenses            Disco: £1,044.51 income; £288.86 expenses</p> <p><u>Outgoings</u>            Leases for Smartboards; £3,807.86            Cosy Outdoor; £1,297.42            Cameras / SD Cards; £338.61</p> <p>It was agreed to ringfence £10,000 from the school fund for the outdoor space.</p>	YO
<b>3. Funding request review</b>	<p>Mrs Mac has requested a small sum for lanyards for the school council, awaiting details. The committee was broadly in favour of this request.</p> <p>Dr Catchpool will remind staff to submit funding requests.</p> <p>Julian's overtime: It was agreed that the PTA will support the current request to pay Julian's overtime for the Fun Run and AGM; in future,</p>	ELS

	overtime and payments will need to be approved by the PTA prior to each event. Liz will email Carol to let her know.	
<b>4. Fundraising Team Update</b>	<p>Co-op grant: Donations are starting to come in (~£18 in last 10 days). It was agreed that someone is needed to help publicise the school as a local cause.</p> <p>Black Friday: Potential to raise money through easyfundraising. Liz will send out a parent email to promote the use of the website for Black Friday shopping.</p>	ELS
<b>5. Outdoor revamp update</b>	<p>Helen Butler will lead a separate working group to focus on managing this project. The group will include representation from governors, teachers, other staff, the PTA, the fundraising committee, and parents.</p> <p>It has been decided to prioritise the KS1 area, with a budget of £30,000. Quotes have come in from Wicksteed (£30,000), Eibe (£36,000), and Artisan Structures. The Wicksteed quote does not include the removal of the sand pit, but there may be room to remove some items to fund this. The Eibe quote includes a bespoke standing seesaw which looks nice. Artisan Structures is a 3<sup>rd</sup> option based on parent feedback for more creative and less 'engineered' play equipment, but feedback so far from the children is that they are less keen on this option.</p> <p>It was discussed as to how best to choose which company to go with. Options discussed included a parent survey, a children's survey (via classroom feedback, getting them to draw what they would like).</p> <p>Helen to lead the parent feedback gathering efforts. The fundraising team will look into lottery funding application.</p> <p>It was agreed that Laura Monk will join the outdoor activities working group.</p>	HB
<b>6. Committee for 2018-2019</b>	<p>Ben Duncan has taken on the role of secretary.</p> <p>Communications: Maria Milosavljevic will take on Co-op grant publicity role; Jo Haggarty will take on the newsletter PTA item.</p> <p>Maria, Laura Monk, Ruth Corns, Lisa Wagner, Ben Duncan will join official committee list.</p>	MM/JH
<b>7. Events</b>	<p>Winter Fair: Jane raised the need for people's time to help volunteer to set up in the morning. It was agreed that everyone should try to remind parents about the email sent out previously, and mention to parents at the school gate.</p> <p>Regarding the raffle, the possibility of selling tickets on the door was discussed. Jane will send an email to remind about the raffle.</p>	

	<p>Dr Catchpool confirmed that the Xmas trees can be stored again at the school. Year 6 children could possibly help publicise the sale by flyering their streets. Could we ask some parents to publicise around Chesterton? Option of giving a tree to Stir, and putting one outside the Co-op to help raise awareness. We may need to get help shifting the trees from the van to the school – volunteers are needed.</p> <p>Regarding the bar, the possibility of moving the bar outside was discussed.</p> <p>Regarding the wreath stall, help is needed to make up the wreaths for the stall.</p> <p>Board games afternoon: The possibility of re-running the board games afternoon was discussed as a free event end-Jan / early-Feb. Jane agreed to email Sabine.</p> <p>Quiz night: Raquel will have meeting next week re: quiz night and will let Liz know when this meeting has happened.</p> <p>Other ideas: Someone is needed to help manage the clothing sale, and Jane is looking for someone to lead the second-hand bike sale. Jo will look in to this (and will ask Emily, who used to run it, for advice)</p>	
<b>8. AOB</b>	None	