

## St. Mary's PTA AGM Meeting Minutes

Tuesday 10th September 2019

### Attendees

Mrs. Durand; Mrs. Westley; Rachael Shields; Hanna Attwell; Sophia Symeou; Bern Lyons; Nora Casey (Treasurer); Brigid Judson; Catrina Conneely; Mary Loftus; Tanya Charlie-Kadambari (Chair); Kelly Harland; Katharine Jarrett; Donna Mentesh (Deputy Chair); Becky Woolterton (Secretary)

### Apologies accepted

Mrs. Vassallo; Erica Price; Sandra Granda; Ruth Trevithick; Lia Coppock; Ellie Ruddy; Frederico Pessoa; Beatrice Allegretti; Sylvia Ziaja; Michelle Godenho; Janita Fessal

<b>MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING - 11th June 2019</b>	<b>ACTION</b>	<b>STATUS/DATE</b>	<b>UPDATE</b>
Transferring funds for resurfacing of KS1 playground (taking place over Summer Break 2019)	Nora	Complete	
Potentially apply to Woodland Trust for free trees/hedging to support playground project edging new play area near 'orchard'	See update to the right	In progress	Catrina Connelly has sent off for further information from the Woodlands Trust about the scheme, and passed on the information to the PTA.
Minibus Maintenance & Insurance payments (for coming school year 19/20 - £1000)	Nora - Sept 2019	Complete	Transferred - Oct
Class budgets payments (£250 per class plus £250 Funky Fingers and £250 Gardening Club)	Nora - Sept 2019	Complete	Transferred - Oct

Lollipop payment (£4800)	Nora - Sept 2019	In Process	This is not due till later in the school year. David will let Nora know once due.
Payment for Emma Madden 'Bromley Y' (school counsellor)	Nora - Sept 2019	In Process	Emma is only available till October half term (see further details in Headteacher's report) This is due later in school year.
Reuters money location (£780)	Erica/Brigid	Complete	Located in school fund and thus deducted from playground project funds payable. This was complete before summer.
Investigate interest bearing account with easy access to promote extra growth of PTA funds	Nora	Outstanding	To research
Investigate sponsorship and grants towards lollipop and green space maintenance	PTA/Mrs. Vassallo/Mrs. Durand	Ongoing/In progress	See above note on Woodlands Trust.
Dates for school year 21/09/19 - Family Fun Day 05/11/19 - School Disco and Elfridges donation/Home Clothes Day 21/11/19 - Bottle Donation and Home Clothes Day 23/11/19 - Christmas Fair 18/12/19 - Panto/Christmas Dinner and Home Clothes Day 07/02/20 - Quiz Night	See update to the right	Complete	<b>NOTE update at end September:</b> Panto is on 17th December. Christmas Dinner/Home Clothes day is on 18th December.
Christmas Fair changes agreed Year 6 Tombola becomes cuddly toy/chocolate tombola. Direct Y2 toy donations of cuddly toys to Year 6		Complete	
Spring/Summer Fair date agreed 06/06/2019		Complete	

New roles from September 2019 Tanya Charlie-Kadambari (Chair) Nora Casey (Treasurer) Becky Woolterton (Secretary) Brigid Judson (Deputy Chair until role can be filled)	See update to the right	Complete	<b>Update:</b> Welcoming Donna Mentesh (July 2019) who has volunteered to be our Deputy Chair. Thank you Donna!
Rebranding and re-launching St. Mary's Supporters club with the aim of raising funds that could be used to support continued lollipop provision.	Becky - Sept 2019	Complete	Launched the new look PTA 100 Club Sept 2019. Successful start and membership numbers have more than doubled.
Summer Social - book date/venue. Possibilities under discussion: Langley Boys, Club Langley, Marquee hire for school grounds.	Sophia	Complete	Club Langley Booked for Friday 10th July
Pre-loved sale. Picking out better quality clothes from Bags2School bags prior to next sale. Bags needed back earlier to allow time to sort through.	Kelly	Ongoing	Rachael suggested parents separate clothes beforehand. Question mark on whether this will go ahead in busy Autumn Term. Possibly postpone to Spring Term?
Birthday books scheme - needs more publicity	School reviewing	Ongoing	



organised by the Clinical Commissioning Group which provides mental health support teams for young people.			
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## CHAIR'S REPORT - TANYA

### ***Family Fun Fest***

This event was going to be family rounders/BBQ given the Summer Fair in June. However, it was decided over July and Summer to replace the rounders with family sports activities and to keep the bouncy castles and face painting. All of the other usual games e.g. hook-a-duck and tin can alley have been removed from the programme for this year's 'new look' event. This year also sees the introduction of wristbands to purchase for unlimited use of bouncy castles (nb of the three bouncy castles on offer, one will be kept exclusively for children aged 5 and under)

Responsibilities during the event fall to the following year groups with the exception of Reception

Year 1 - Popcorn/sweetie cones/small toys e.g. squishies/bubbles

Year 2 - Slushies (external company providing machine)

Year 3 - Bar

Year 4 - Bouncy Castles

Year 5 - Face painting and tattoos

Year 6 - Family sports activities

PTA - Tea/coffee/cakes stall, BBQ, second-hand uniform stall

<p>Special thanks to Donna for securing free hotdog and burger buns from Warburtons who donate to charities. One to keep in mind for future events.</p> <p>Mary Loftus has offered sports medals for use in the Family Sports events. Thank you Mary.</p> <p>Band and/or DJ - Tanya has secured a musician Nino Maddalena through a facebook contact who will provide musical entertainment at the event for free. Many thanks Tanya.</p> <p>Mrs. Durand recommends checking out the sound/PA system with Mr. Curtis, as not necessarily compatible with playlists held on phones. Tanya/Becky will investigate.</p>	Tanya/Becky	Complete	
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OUTGOING CHAIR'S REPORT/TREASURER'S REPORT - BRIGID JUDSON	ACTION	STATUS	UPDATE/COMMENTS
<p>Brigid gave a general overview of fundraisers and their relative success over the past year 2018/19</p> <p>Happy's Circus - prices were frozen so the circus attracted more people than would normally be expected</p> <p>Christmas cards - this fundraiser did not raise as much which was attributed to change of supplier and a lack of awareness/promotion</p> <p>Quiz - this did not attract as many as expected. It is a 'marmite' sort of event i.e. people either like or don't like quizzes.</p> <p>Bricks for Path of Friends - Mary has ordered the bricks.</p> <p>Brigid wishes to encourage matched giving as much as possible amongst viable organisations. This has brought in over £500 in the past year.</p> <p>Funds were allocated during the school year 18/19 to the school in the following ways, which were agreed upfront between school and PTA.</p> <p>- Strings &amp; benches £2,750</p>			



<ul style="list-style-type: none"> <li>- Classroom budgets £4000</li> <li>- Funky fingers Club £250</li> <li>- Gardening Club £250</li> <li>- Speech &amp; Language Therapy £6,000</li> <li>- KS1 Playground: Tarmacadam, repositioning of benches, bike shed &amp; fencing £19,605</li> </ul> <p>Totalling £32,855</p> <p>Appointment for Independent Examiner for End of Year Accounts - Donna's Dad, Mr. Huggett will kindly fulfil this duty. Thank you.</p> <p>EasyFundRaising.co.uk - Brigid would like to see more publicity around this and will look into changing the name on the bank account going forward to allow Nora to accept funds raised.</p>	<p>Brigid/Nora</p>	<p>In progress</p>	<p>EasyFundRaising have been contacted, they just need a letter of confirmation for the new point of contact.</p>
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<b>ELECTION OF OFFICERS and TRUSTEES OF THE COMMITTEE</b>	<b>ACTION</b>	<b>STATUS</b>	<b>UPDATE/COMMENTS</b>
<p><b><i>New Trustee appointment</i></b>            We have a new Deputy Chair Donna Mentesh. Donna relieves Brigid from temporary Deputy Chair responsibilities from September 2019. All present committee members agree with this appointment.</p> <p><b><i>New committee members appointed</i></b>            From September 2019 we have three new additions to the PTA committee: Jane Funnell, Janita Fessal and Michelle Godenho. Welcome to our three newest members. All present committee members agree with these appointments.</p>			
<b>SPECIAL BUSINESS</b>	<b>ACTION</b>	<b>STATUS</b>	<b>UPDATE/COMMENTS</b>
<p><b><i>Christmas Cards</i></b></p> <p>Hanna Attwell (managing Christmas Cards) suggests</p> <ul style="list-style-type: none"> <li>• an extra note goes out to parents in bookbags to help publicise and promote the Christmas cards and other products</li> <li>• No black Christmas cards this year please due to poor response from parents last year</li> </ul>	<p>Mrs. Durand to communicate second bullet point to teachers</p>	<p>Complete</p>	<p>October 2019: An extra note did not go out in the bookbags re cards but this fundraiser was promoted via Class Reps and online via Friday Flyer and Classlist.</p>

<p>Hanna confirms that Miss Yussuf is the school's in-house liaison for Christmas Cards</p>			
<p><b>School Disco</b></p> <p>Hanna Attwell confirms deposits paid for this already to Little Disco Company and Zebadee.</p> <p>Hanna raised the issue that chaperones had difficulty identifying the correct carer for child at disco pick up time. This had the knock on effect of delaying the process of checking out children back to their parent/carer and caused impatience amongst parents beckoning their child over before they could be checked out.</p> <p>Hanna suggests at least two volunteers should be attached to their own year group/class to make the process smoother</p> <p>Mrs. Durand suggests that Year 4 are let out from their own classrooms and Year 3 from the Main Hall.</p>	<p>Hanna/PTA to Implement suitable changes</p>	<p>In progress</p>	<p>October 2019:</p> <p>Little Disco Company are no longer operating but are honouring our booking as confirmed to Hanna.</p> <p>It has been decided and communicated via ticket slips in bookbags and poster that Years 3,4,5 and 6 will use Small Hall and be checked out from Small Hall Years 1 and 2 will use Main Hall. Year 1 will be checked out from their classrooms. Year 2 will be checked out from Main Hall.</p> <p>Chaperones will be allocated to their own year groups to ease the check out process.</p> <p>Superkids will operate out of Year 4 classrooms and studio. Matt (Superkids) has been informed. Office have been informed (Bernadette)</p>
<p><b>Book People</b></p> <p>Donna has been investigating the Book Boost scheme run by The Book People who will donate £1</p>	<p>Mrs. Durand passing Donna's contact information to Mrs.</p>	<p>In Progress</p>	

<p>to the school for every £10 spent. It is free to register for this scheme.</p>	<p>Woods in order to discuss further.</p>		
<p><b>5p Challenge</b></p> <p>This challenge will be launched Monday 16th September. Each class will be given a themed 2 litre empty soft drink bottle and the challenge is to fill it with as many 5ps as possible. The class raising the most money are the winners earning a £50 reward for a treat for their class. The runner-up class wins £25 to put towards a treat for their class. Winners to be announced at the Christmas Fair.</p> <p>The challenge will be promoted via the Friday Flyer, Class Reps and Classlist.</p> <p>Mrs. Durand will make teachers aware of this scheme.</p>	<p>Donna to distribute bottles, flyers and information to classes.</p>	<p>Complete</p>	<p>The challenge was launched Tuesday 17th September.</p> <p>A slight change has been made to the end date, moving it from Christmas Fair back to whole school assembly Friday 6<sup>th</sup> December where the winning class and runner up class will be announced and presented with their prizes. Bottles will be collected back from the school 29<sup>th</sup> November to allow time to count the 5ps.</p>
<p><b>School Calendar</b></p> <p>Brigid has been investigating this fundraiser which raises money through local businesses sponsoring different months on the calendar and then through the sales to the school community. Pulse Printing are the printers usually used.</p>	<p>Brigid</p>	<p>Complete</p>	<p>Brian photographed at the school in the Amphitheatre on Thursday 17th October. Brigid and the calendar sub-committee have found an eye-catching calendar format and orders are with the printers to be ready in time for the Christmas Fair.</p>

<p>The general feedback on last year's calendars was not great. Thought to be down to format (individual photos of pupils in grid format) which lead to lots of issues when putting together whether it was pupils being missed off the calendar or being placed in the incorrect class.</p> <p>Brigid suggests changing the format to a themed calendar for this year i.e. a theme per month. The committee were in agreement about this and Brigid investigating possibilities of organising a photo shoot with Brian Morris (who usually attends our Christmas Fair) before 31st October to secure a 10% discount on printing costs.</p>			
<p><b><i>Social Night - February</i></b></p> <p>Open discussion held about what type of adult social night to hold in February. Traditionally it has been the Quiz but due to poor attendance at the last quiz the committee are looking at other ideas.</p> <p>Mrs. Durand suggested a Music quiz which apparently they used to run in the past and proved popular.</p> <p>Rachael suggested a Burns Night and will approach the Scouts to find out more and about how they might be able to assist with this.</p> <p>Other suggestions - Race Night or Ceili</p>	<p>PTA committee</p>	<p>Ongoing</p>	

<p><b><i>Second Hand Uniform - Price Review</i></b></p> <p>Agreed to put blazers up to £15 as they are largely a very good quality item and saves parents over £60 on Hewitt's current blazer price - present committee agreed.</p>	PTA committee	Complete	
<p><b><i>Panto Ticket - Price Review</i></b></p> <p>Panto ticket price to go up from £19 to £20 - present committee agreed.</p>	PTA committee	Complete	It has since been found that the panto price for 2018 was in fact £20 (not £19 as originally thought). So PTA have frozen price for 2019 at £20.
<p><b>POSSIBLE FUTURE EVENTS</b></p>	<p><b>ACTION</b></p>	<p><b>STATUS</b></p>	<p><b>UPDATE/COMMENTS</b></p>
<p><b><i>Bake Off</i></b></p> <p>Becky has been looking into the possibility of running a bake off competition in the Spring Term. Possible issues include clashing with Lent, half term (and January diets!) however it runs at no cost to the school. The competition was run at Oak Lodge over a period of a few weeks so parents did not feel the pressure to buy cakes everyday. This raised over £2000 for Oak Lodge although it is a bigger school. Becky to check viability and put together a proposal for Mrs. Vassallo.</p>	Becky	Outstanding	Proposal required
<p><b><i>Cycle Event</i></b></p>	Tanya	Outstanding	Proposal required

<p>Tanya has been looking into the possibility of a cycle event. To be investigated further for viability and proposal assembled for Mrs. Vassallo.</p>			
<p><b><i>'Dare to be different' Day</i></b></p> <p>Tanya suggested a day where children could 'break the rules' in a small way e.g. no tie, coloured hair, painted nails (within given boundaries!) in return for a small donation to the school. Committee agreed this could be a popular idea with the children and it received a positive response. Need to agree day for this 2019/20</p>	<p>Tanya</p>	<p>Outstanding</p>	<p>Need to agree day for this and what will be allowed.</p>
<p><b><i>Children's Movie Night</i></b></p> <p>Becky suggested a children's movie night after school. This had a positive response. Issues might be clashes with after-school club and after-school activities. Also Infants and Juniors would need to be separated. This is a similar situation we have with the Kids' Disco.</p> <p>Needs further investigation and proposal.</p> <p>Donna suggested St. Edmund's Church Hall as another possible venue but for the weekend.</p>	<p>Becky</p>	<p>Outstanding</p>	<p>Proposal required</p>

<b>AOB</b>	<b>ACTION</b>	<b>STATUS</b>	<b>UPDATE/COMMENTS</b>
<p><b><i>St. Mary's Bags and Tea Towels</i></b></p> <p>Kelly showed the committee some lovely tea towels and canvas bags printed with children's self portraits.</p> <p>Kelly will obtain costings. Committee agreed these would make good Mother's Day presents or could be offered at one of the Fairs. Timescales possibly too tight for Christmas Fair but Summer Fair very achievable.</p>	Kelly	In progress	Since the meeting, Kelly has collated the children's designs. Thank you to the teachers, reps and volunteers for their help with this. It should be possible to turn orders around before the Christmas Fair for tea-towels.
<p><b><i>Lost Property</i></b></p> <p>Kelly suggests that we need a proper weather-proof container for Lost Property. She will source a suitable one.</p>	Kelly	Outstanding	October 2019: This has been ordered



<p>Kelly raises the problem of how to get labelled lost property back to children. It is an extra burden for the office staff. Equally finders of lost property do not know which class the child is in. Tanya suggests posting on classlist. The committee agreed to try this.</p>			
<p><b><i>PTA Members - information</i></b></p> <p>Kelly suggests each committee members puts forward a picture of themselves along with a small 'biog'. This would be for the website and potentially pictures for noticeboard. Kelly will send out a request for the information needed.</p>	<p>Kelly</p>	<p>Outstanding</p>	
<p><b><i>Design a new PTA logo</i></b></p> <p>Tanya suggested reaching out to the children to design a new PTA logo. Possibly better challenge for the Juniors. Tanya to send some information to Mrs.Durand, Monday 16th September, for reading out at assembly.</p>	<p>Tanya</p>	<p>Postponed</p>	<p>This launch has been postponed to the beginning of Spring Term owing to the busyness of the Autumn Term.</p>
<p><b>DATE OF NEXT PTA MEETING</b></p>			<p><b>TUESDAY 4TH FEBRUARY 2020</b></p>