

**St. Mary's PTA Meeting Minutes**  
**Tuesday 11th June 2019**

**Attendees**

Mrs. Vassallo  
 Mrs. Durand  
 Mrs. Westley  
 Rachael Shields  
 Erica Price  
 Sophia Symeou  
 Bern Lyons  
 Nora Casey  
 Brigid Judson  
 Mary Loftus  
 Tanya Charlie-Kadambari  
 Sandra Granda  
 Kelly Harland  
 Becky Woolterton

**Apologies accepted**

Hanna Attwell  
 Catrina Conneely  
 Ruth Trevithick  
 Lia Coppock  
 Donna Mentesh  
 Ellie Ruddy  
 Frederico Pessoa  
 Katharine Jarrett  
 Beatrice Allegretti  
 Sylvia Ziaja

<b>HEADTEACHER'S REPORT - MRS. VASSALLO</b>	<b>ACTION</b>	<b>DATE</b>
<p><b><i>Playground project</i></b></p> <p>A two phase approach will be used. A Task Group has been set up.</p> <p>Phase 1 - replacement/repair of the drainage/pipes (summer). Condition Improvement Funding will fund this.            Phase 2 - Resurfacing the playground (possibly October)            Money to be provided to the school for playground works before school summer holiday 2019.</p> <p>Discussed that we could potentially apply to woodland trust for free trees and hedges for the playground project.</p> <p>Also if we looked for possibilities where the fathers can help out with the playground upgrade we might be able to maximise match giving amongst the working dads.</p>	<p>Nora transfer funds for playground</p>	<p>End of summer term 2019</p> <p>(NB less Reuters money see action below)</p>

<p><b>Funding requests in light of cuts</b></p> <ol style="list-style-type: none"> <li>1. Minibus maintenance, which includes insurance, MOT and contribution to fuel costs totalling £650/year. (pls note £140 paid already, balance of £510 still to pay)</li> <li>2. Class budgets £4K (£250 per class plus £250 Funky Fingers £250 Gardening Club)</li> <li>3. Lollipopper (Alison) £4,800/year (nb Local Authority subsidise £1K/year).</li> <li>4. Counsellor (Emma Madden) £6,800/year</li> </ol> <p>Totalling £16,250</p> <p>Agreed on point 3&amp;4 that PTA would fund for the coming year, but will need to review how we fund going forward. Need to review other options (i.e. grants / subsidies /sponsorships / etc as this is about a third of the overall PTA funds raised annually.</p>	<p>Nora - transfer remaining funds for minibus</p> <p>Nora - transfer funds</p> <p>Nora to transfer funds as detailed</p>	<p>End of summer term 2019</p> <p>September 2019</p> <p>In September 1<sup>st</sup> instalment for school counsellor and lollipopper - £4,300. We'll pay 2<sup>nd</sup> and 3<sup>rd</sup> instalment in January and April 2020</p>
<p><b>TREASURER'S REPORT - ERICA PRICE</b></p>		
<p><b>Financial report 2018/2019 (see separate attachment)</b></p>		
<p><b>Reuters money donation</b></p> <p>As of yet, it still has not been received into the PTA bank account, need to follow up.</p>	<p>Erica/Brigid</p>	<p>End of summer term 2019 (Update from Brigid June 2019 - money has been located in school fund £780...deduct this amount from summer playground project payment)</p>
<p><b>High Interest Account</b></p> <p>Looking into possibility for an interest bearing account with easy access into which PTA funds can be placed while not</p>	<p>Nora</p>	<p>September</p>

being used for extra growth.		
<p><b>Sponsorship and Grants</b></p> <p>Green light provided by Mrs Vassallo to review the possibilities of sponsorship/grants towards lollipopper, counsellor services, green space maintenance e.g. Woodlands Trust and LesMills Fund for Children</p>	PTA and Mrs Vassallo/Mrs Durand	Ongoing
<b>CHAIR'S REPORT - BRIGID JUDSON</b>		
<p><b>Dates for next School Year 2019/2020</b></p> <p>Family fun Day will be replaced in September with a BBQ &amp; Rounders Event. More a Welcome event for new families to the school. Date agreed– 21<sup>st</sup> September</p> <p>School Disco – 5<sup>th</sup> November Home clothes Day – Elfridges Donations – 5<sup>th</sup> November Homes clothes Day – Bottle Donation – 21<sup>st</sup> November</p> <p>Christmas Fair 23<sup>rd</sup> November</p> <p>Homes Clothes Day – Christmas dinner – 18<sup>th</sup> December Panto – 18<sup>th</sup> December</p> <p>Quiz in February 2020, agreed on Friday 7<sup>th</sup> February.</p>		
<p><b>Christmas Fair</b></p> <p>Brigid put forward to the group a discretionary change to Tombola stall.</p> <p>Prizes going forward on this stall will be Cuddly Toys and Chocolates. Therefore any cuddly toys donated to the toys stall along with chocolates donations received will go directly to the tombola stall</p> <p>This will mean all gifts donated for Elfridges will solely be used in the Elfridges room.</p> <p>250 prizes maximum. All present were in agreement.</p>		
<p><b>Spring/Summer Fair</b></p> <p>This replaces Family Fun Day. Suggestions 6th June. Date to be finalised so it does not</p>	Tanya/Brigid/ Mrs Vassallo	July/September

clash with SATS, First Holy Communions or Year 6 trip away		
<p><b><i>New roles from September 2019</i></b></p> <p>Tanya Charlie-Kadambari (Chair)  Brigid Judson (Deputy Chair until role can be filled)  Nora Kehoe (Treasurer)  Becky Woolterton (Secretary)</p>		
<b>AOB</b>		
<p><b><i>St Mary's Supporters Club</i></b></p> <p>PTA will take over this club. Currently the monies raised here go directly to the school for the library and other class books.</p> <p>We will look to review, revamp and refocus to raise funds towards the lollipopper and use the 'birthday book' scheme to replenish books for the library and classrooms  Discussed the importance of the rebranding and clear communication of what this fund will be for, for it to be a success.</p>	Becky discuss with Imelda Hayes	Summer term
<p><b><i>Summer Social</i></b></p> <p>Options discussed given below.</p> <p>Sophia researched and costed a number of venues - Club Langley looking like the best option for a non-formal drinks reception/DJ (parents only)</p> <p>Sandra suggested ABBA Forever or similar group for a family social at Langley Boys Auditorium (family entertainment) Sandra to research.  Kelly finding out auditorium hire at Langley and if our PTA can run the drinks bar.</p> <p>Possible Marquee hire for drinks reception in school grounds? (Tanya investigating hire)</p>	Sophia/Sandra/ Kelly/Tanya	Ongoing but date to be booked in before end of summer term
<p><b><i>Pre-loved sale</i></b></p> <p>Kelly suggested picking out clothes from bags2school to hold a nearly new sale. Agreed to try this for the next</p>	Kelly	Before next bags2school (November 2019)

bags2school. Bags need to come in earlier to allow time to sort through them.		
<p><b><i>Birthday books</i></b></p> <p>Discussed more publicity around birthday books for the school replacing sweets/goodies given out to friends in the playground. This will help replenish books for classrooms and the library in lieu of the Supporters Club money which shall go towards the lollipopper fund. Currently publicised in the Friday Flyer.</p>	School review	September/October
<b>DATE OF NEXT PTA MEETING (AGM)</b>		Tuesday 10th September