

Minutes of PTA January Meeting

Wednesday 16th January 2019

Present: Jo Stoner, Chloe Hall, Justine Hollins, Kelly Bloor, Sam Mellonie, Jo Sawford, Anita Barker, Lorenzo Franco, Danielle McEwan

Apologies: Vanessa Mace, Nicola Scott, Lindsey Ashpole, Julia Crofts

NB. all actionable points marked in *italics*

PTA Refreshments @ Assemblies

The following assemblies were noted:

- 18th Jan - Polo
- 25th Jan - Owls – Chloe & Danielle
- 1st Feb – Bumblebees
- 8th Feb - Amundsen
- 1st Mar – Byrd
- 8th Mar – Badgers
- 15th Mar - MacArthur
- 22nd Mar - Rabbits
- 29th Mar - Cygnets
- 5th April – Easter basket parade – reception am & pm.

ACTION: *Kelly – will coordinate*

Dates for Forthcoming Events:

- Mothers Day shop – 28th & 29th March NP - Thursday, SP Friday
- Fathers Day shop – 13th & 14th June NP – Thursday, SP Friday
- Sponsored Bounce – coordinate with Healthy Schools Week – poss w/c 8th July -
ACTION: *Anita to confirm following school meeting*
- Summer Concert/Fayre – date TBC - **ACTION:** *Anita to confirm following school meeting*
- Fireworks – 5th November – book Gumbles – ask if something more for older kids? -
ACTION: *Sam to book Gumbles*
- Christmas Fayre – 1st Dec - **Action:** *Anita to speak to Sue at Falcons 2hrs 1-3. Trees to be ordered for 29th Dec*

New Events:

- Car Boot Sale - 28th April - ask Richard for pitch estimate
- Easter Egg raffle & egg hunt. Draw 5th April, start raffle on 1st April. Other easter themed competitions? Ask for donations after half term. **Action** - *Discuss at next meeting.*
- Film night – Friday 8th March (not for reception). **Action** - *Discuss at next meeting.*

ANY OTHER BUSINESS

- Danielle collecting left over Xmas stuff from Poundland
- Need better communication to those who have volunteered – email all helpers day before event with info.
- In order to recruit more volunteers we need to raise the profile of the PTA and connect with parents early on in their Scott journey. Ideas to do this:
 1. New parent evenings – PTA presence and get info from parents. Also include sign up sheet in new starter packs. Collect info on skill sets as well and sign up to PTA emails or online system. **Action** - *Danielle to draft forms. Danielle, Chloe and Justine happy to do this on the next new starter evening.*
 2. Welcome Gifts for Reception Children - Ideas include - Supply new children with book bag in reception?(Kelly's school does this) Roughly £450, are we happy with this cost? Chloe's school provide a book bag (on new parents evening containing the prospectus and forms) and a water bottle (Named in advance and given to the child at home visit) - discussed providing only a water bottle as a cheaper alternative. **Action** - *Chloe to send us the costs and supplier for their provider. Will look at other options and costs. UPDATE: 300ml bottle £1.80, 500ml £1.90, Lids .60p - Logo print plate set up charge - one off fee £50.*
- Year 6 leavers: Playlist, photobooth & pizza for the awards evening awards evening - PTA paid for this last year (same again?) Also trophies, plaque and drinks to consider. (There is only one class this year, this will increase next year) - **Action** - *discuss at future meeting.*
- Used to provide each child with a dictionary signed by Mrs Barker - Do we continue with this, choose something else, or nothing? - **Action** - *discuss at future meeting.*
- Wed 17th May - SATs rewards day – breakfast every morning, inflatables, pizza and ice cream 13th May – 17th May - **Action** - *discuss at future meeting.*
- Online payments and PTA System: Online payments are essential moving forward.
 - Find out fee for payment through parentmail
 - Card Payments at Events and School - **Action** - *Purchase and setup a card payment unit that can be used in the office and at future events.*
 - Trial PTA Events or TicketTailor **Action** - *Danielle to setup a trial version for testing ahead of next event.*
- Parent questionnaire prepared. Try to add event rating – ideas for future events

- possible to add. **Action** - *Danielle to finalise and send out*
- £11,681 in bank account. Roughly £8,000 unallocated.

Requests from the school and subsequent approvals: (all agreed points marked in *italics*)

1. Alex Holdsworth £740 maths equipment - *£500 maths resources agreed.*
2. Author visit – not 19th Feb but any other day. *Travel costs only.* **ACTION:** *Sam to arrange*
3. Microphones/speakers for break times £199 each – one per site. *Agreed*
4. £300 playhouse for early years - *Agreed*
5. Competition for reading areas for children in class - £20 per class – 17 classes. £340 - *Agreed*
6. Cushions and bean bags for KS1. £350 - *Agreed*
7. Potting shed for books outside. £128.33 - *Agreed*
8. Cookery Room - new utensils and equipment for each station - £200 - *Agreed*
9. Handwriting medals £30.19 - *Agreed*

DATE OF NEXT MEETING

20th February 2019 @ 7.30pm, Possibly at North Pole Staff room (Final venue to be confirmed)