



St John's School PTA Meeting Notes

Monday 29 April 2019, 7.00pm

Attendees:	Chanel Brady	Rebecca Cotillard
	Catriona De Prey	Trudie De La Haye (President)
	Rachel Genee	Sarah Huelin
	Monika Hughes	Susie Kelly (Secretary)
	Natalie Jardine (Chair)	Kerry McBrearty
	Elisa Marriott (Treasurer)	Heidi Matheson
	James Matthews (Vice President)	Helen Poingdestre
	Jane Thornton	

1. Apologies

Apologies were received from: Emma Newton.

2. Minutes of the last PTA (14 January 2019)

2.1. Matters Arising

2.1.1. Expense Form

Completed and on notice board in community kitchen when required.

2.1.2. Cash Reporting Form

Completed and on notice board in community kitchen when required.

2.1.3. Playground Toys

NJ has met with the School council who have selected the playground toys they'd like. NJ to order toys c.£201 + delivery.

ACTION: NJ to order playground toys

3. Treasurer's report – Elisa Marriott, Treasurer

3.1. Report

3.1.1. Recent income & expenditure

Financial year to date:

Income = £2,132.32

Expenditure = £1,139.50

Net profit = £992.82

3.1.2. Balance

Elisa Marriott provided the bank balance as at 26 April 2019 = £2,080.30

3.1.3. 2017/18 year end accounts

Accounts have been reviewed and there is not further action required. Thank you to Claire Malzard for reviewing the accounts.

3.1.4. Updates/reminders

There were no financial updates or reminders noted

3.2. *Proposed Expenditure*

3.2.1. Gazebos/PTA Shed update

A quote of £388.54 (+GST) has been received to connect electrical power to the PTA shed. The PTA are keen to have a freezer in the shed to store ice-cream Friday stock.

All agreed this quote seemed rather high and the PTA asked the Chair to seek a further quote for comparison.

It should also be noted that as a charity the PTA is not required to pay GST.

The PTA agreed to spend £141 on a pop-up gazebo to use for events and ice-cream sales.

ACTION: NJ speak to Mr Falaize re: a comparative electrical quote

ACTION: NJ to purchase pop-up gazebo

3.2.2. St JUFF's Medals & oranges

The PTA agreed to provide oranges for the walk and instead of medals each child would receive a sticker on completion of the walk.

ACTION: NJ to source stickers (x210)

ACTION: SK to organise oranges (x210 segments)

3.2.3. Sports Days Medals & Lollies

The PTA agreed to provide medals and ice lollies for Sports Day.

3.2.4. Year 6 Yearbooks

The PTA agreed to contribute £250 to year 6 Yearbooks.

3.2.5. Year 6 French Fundraising

There was a 'lively' discussion over year6 Fundraising for the French trip. The PTA expressed concern that year on year the fundraising is left to the same small group of parents who end up putting in all the effort and also spend more on fundraising than if the cost of the trip increased.

It was agreed the current year5 parents should be given the option to choose whether they wish to pay an additional £40-£60 for the trip or fundraise £1,500.

ACTION: SK to liaise with yr5 parents

3.2.6. Reception Bookbags

The PTA agreed to provide bookbags for Reception (2019).

3.2.7. PTA Insurance Renewal

The PTA noted the Insurance Renewal will be due in September 2019 and the cost of the last renewal was £105.

3.2.8. Charities Commission Fee

£15 annual fee has been paid.

3.2.9. Spending requests

There were no additional spending requests.

4. **Fundraising / Events – *previous activity***

4.1. *Pop in tea and cake sale yr4*

4.2. *World Book Day*

Successfully raised £339.65. The PTA thanked Helen and those who volunteered.

5. **Fundraising / Events – *planned activity***

5.1. *Summer*

5.1.1. Healthy Lunch /Fruit Award

Helen Poingdestre offered to organise the healthy lunch / fruit award for the remainder of the academic year.

The PTA thanked Monika Hughes for organising the healthy lunch award so far this year.

5.1.2. Ice-Cream Friday

Rebecca, Helen, Monika & Natalie offered to organise Ice-cream Fridays which will start Friday 3 May.

Pupils attending gardening club on a Friday will be invited to bring 50p in for an ice lolly/choc ice which will be delivered to them during their activity.

ACTION: SK to FB post to let people know ice-cream Friday

ACTION: KM to let gardening club attendees know about ice-cream Friday

5.1.3. Honesty Box

Produce has started to be sold from the honesty box again. Everyone is delighted with how successful the honesty box has been and continues to be.

5.1.4. Gardening Club

The Gardening club launched positively last Friday. The PTA thanked Kerry and Cat and Sarah who have worked really hard and asked if there was anything the PTA could help with - compost would be needed as the season progresses.

In addition, some trellis which was going to be used as part of the project has been taken from outside of the school.

A polite facebook notice will be drafted asking for compost donations and also to remind people that any gardening equipment/items is for school use and should not be removed/taken.

ACTION: SK to FB post re gardening club

ACTION: SK to contact Rachel (Nia in Reception's Mum) re: B&Q compost

5.1.5. Pop in tea and cake sale yr5 (16 May)

Year 5 will be selling teas and cakes at the next "Pop In" afternoon to raise funds for their French trip in year 6.

5.1.6. Summer concert - Tea & scones?

The Summer concert will take place on 17 July 2019. It was agreed the PTA would sell scones and a cup of tea for £2.00. The scones will be smaller this year!

Susie, Heidi, Rebecca, Monika and Emma offered to organise.

ACTION Afternoon tea to be organised

5.1.7. St John's Got Talent!

Following a request from the school council the PTA will be organising another St John's Got Talent after the May half term.

Following the same format as previous the PTA will hold 'auditions' over c.4 weeks (depending upon interest) on a Tuesday after school.

Each year group (plus a judges' wildcard) will be represented at a 'Gala of Talent' held prior to the Summer concert on 17 July.

Funds will be raised via a non-uniform day on the day of the Gala. Funds will be split between the PTA and a charity chosen by the school council.

Chanel, Rebecca, Heidi, Natalie, Susie, Helen & Emma offered to organise.

ACTION: Organise St John's Got Talent!!

5.2. 19/20 activity

5.2.1. Pop in Tea & Cake yr6

Thursday 24 October 2019 - to raise funds for their French trip.

5.2.2. School Disco

It was agreed the PTA would organise a 'Back to School Disco' on Friday 27 September 2019.

5.2.3. Deco Day

Friday 29 November 2019

5.2.4. Christmas Party

Wednesday 18 December 2019

5.2.5. Fundraising Activity - Raffle? Auction?

ACTION: B/F September agenda

6. PTA Engagement & recruitment

6.1. Committee Recruitment

6.1.1. Vice Chair

The PTA thanked Rebecca Cotillard for volunteering to stand as Vice-Chair from September.

6.1.2. Secretary

There has not been any interest for the secretary post.

It was agreed the school community need to know the PTA is now desperate!
The following was noted:

- The role could be shared between two (or more) people.
- The post could also be split into two posts admin & communications.

ACTION: SK to draft poster/memo about secretary vacancy

7. President report

Nothing to report

8. Any other business

There was no other business to report

9. Date & Time of next meeting

9.1. PTA - Monday 9 September at 7:00pm

9.2. Curriculum evening & AGM - Monday 23 September

End: 8:45pm
skelly: 30.04.19