



St John's School PTA Meeting Notes
Monday 20 September 2018, 7.00pm

Attendees:	Chanel Brady	Rebecca Cotillard
	Shelley de la Cour	Trudie De La Haye (President)
	Catriona De Prey	Rachel Genee
	Sarah Huelin	Monika Hughes
	Natalie Jardine (Chair)	Susie Kelly (Secretary)
	Elisa Marriott (Treasurer elect)	Heidi Matheson
	Claire Morison	Clare O'Hara
	Helen Poingdestre	Zoe Walton Cole (outgoing Treasurer)

1. Apologies

Apologies were received from: Breda Martin, James Matthews (Vice President), Sabina Jagodka, Emma Newton, Heather Saxon & Jane Thornton.

2. Minutes of the last PTA (23 April 2018)

The minutes were duly noted.

2.1. Matters Arising

2.1.1. Promises auction update

There is still one payment of £15 outstanding for the Promises auction. SK to chase.

ACTION: SK to chase Promises Auction £15 payment

2.1.2. Cheques to be cashed

Zoe Walton Cole confirmed all cheques still to be cashed have been chased.

2.1.3. Netball kit

The PTA is delighted JVS has offered to sponsor the St John's school netball kit.

ACTION: NJ to ask Mrs Fairhead to liaise with JVS re: branding

3. Treasurer's report - Zoe Walton-Cole, Treasurer

3.1. Report

3.1.1. Balance

Zoe Walton Cole provided the current finances:

Bank balance = £1,733.45 (actual funds available = £1,046.76)

3.1.2. Recent income & expenditure

Not available

3.2. Proposed Expenditure

3.2.1. Gazebos

- It was agreed the PTA will research costs etc for pop-up gazebos to be used in the playground for both PTA and school events during the summer months.
- The PTA will also look into costs for a new shed to store the gazebo and other PTA items. This would also include a new freezer (ice-cream Friday)

ACTION: RC to see if her family has a shed available

ACTION: TDLH to find suitable location for shed to be located

ACTION: NJ to look into prices of a freezer for PTA

ACTION: CO'H offered to look at prices for pop-up gazebos

3.2.2. Playground toys

Emma Newton had asked if the PTA could fund some new playground toys for the children.

Quite a bit of new equipment had been purchased recently. TDLH offered to enquire about the new equipment and will report back.

ACTION: Playground equipment to be added to January agenda

4. Fundraising / Events – *previous activity*

4.1. *Honesty Box*

All agreed the honesty box had been a huge success in raising c.£250 in the Summer term.

A parentmail and facebook post should go out reminding parents that produce can still be sold – pumpkins, courgettes, eggs, apples etc.

ACTION: SK organise facebook post and parentmail re: honesty box

4.2. *Ice-cream Friday*

Freezer space is required for the ice-cream Friday in 2019. This would mean La Colette would be able to deliver the ice-cream direct to the school (see 3.2 *proposed expenditure*)

4.3. *Summer concert afternoon tea*

The PTA sold teas and scones at the summer concert which all agreed was a wonderful event.

5. Fundraising / Events – *planned activity*

5.1. *Autumn*

5.1.1. Year group fundraising – pop in tea and cake sale yr6 (11 Oct)

It was agreed year 6 will provide teas, coffees, cakes and a book sale at the pop-in day on 11 October.

- The pop in days for terms 2 & 3 will be used to raise funds for Year 4 (term 2) and year 5 (term 3).
- Only those year groups fundraising donate the cakes and books. The wider school community are not expected to donate.

- Any books not sold are not able to be left at the school as there is no storage space. Unsold books should either be stored off-site or donated to a local charity.
- Pop-in days are generally held on a Thursday afternoon at 2:30pm. The school received a request asking if the day could be changed so it doesn't always fall on a Thursday.

An alternative day will be considered for future pop-in days. It should be noted class teachers do allow books to be taken home (returned the next day) for those unable to attend the pop-in days.

5.1.2. Remembrance day children's tea party

The parish is holding a tea party at the Rec in St John's this year on Remembrance Day and has asked the school for volunteers to help. An email went out last term. A reminder will be sent and class reps will be asked to encourage support when stood outside their classroom.

ACTION: Reminder to be sent out re: Remembrance Day children's tea party

5.1.3. Fundraising event? Movie night? Christmas toy/book/cake sale?

Car Boot

The PTA will hold a car boot sale on Sunday 21 October. Pitches will be £10 with the estimate of space for 20 cars.

The PTA should have their own stall to raise funds and teas/coffee/cakes can be sold.

The school building will not be open for use other than facilities to serve refreshments.

ACTION: SDLC to organise carboot

Movie night

It was agreed there will be a movie night on 23 November.

It will be a combined event for KS1 & KS2.

They will watch Peter Rabbit and charged for hotdogs, popcorn, squash and biscuits.

Volunteers will be required, and there should be sign-up sheets available at the AGM and facebook posts and parentmail sent.

5.1.4. Christmas Party (Tues 18 Dec)

Volunteers will be required, and there should be sign-up sheets available at the AGM and facebook posts and parentmail sent.

5.1.5. Deco Day (30 November)

Volunteers will be required, and there should be sign-up sheets available at the AGM and facebook posts and parentmail sent.

HM offered to prepare a deco-day poster to be used to encourage volunteers.

It was agreed there will be a deco day committee group to organise the day:

Chanel Brady

Rachel Genee

Natalie Jardine

Susie Kelly

Heidi Matheson

ACTION: SK organise sign-up sheets/FB post/parentmail for requesting volunteers

ACTION: HM prepare posters to encourage volunteers

ACTION: SK to organise time for deco day committee to meet

5.2. 18/19 activity

5.2.1. Mother's day sale?

ACTION: B/F January agenda

5.2.2. Christmas raffle

The PTA agreed not to hold a Christmas raffle this year.

5.2.3. Big fundraising family event?

ACTION: B/F January agenda

6. PTA Engagement & recruitment

6.1. *Parent survey*

ACTION: B/F January agenda

6.2. *Class reps*

Claire Morison volunteered to be Reception rep, leaving one space to be filled in Reception.

Nursery have no reps (usually people volunteer at curriculum evening). CDLP offered to encourage volunteers in advance.

There are currently no reps for Year 5. SK will try to encourage some volunteers before the AGM next week.

ACTION: CDLP to help recruit nursery reps

ACTION: SK to help recruit year 5 reps

7. Constitution

7.1. *Terms of tenure*

It was agreed it wasn't necessary to add any terms of tenure to the constitution.

7.2. *Spending agreement*

Those at the meeting agreed to propose the following spending procedure be formally adopted at the PTA AGM next week:

Providing there are sufficient funds and the expense is relevant and appropriate:

- Any PTA expense up to the value of £100 can be agreed by President, Chair & Treasurer
- An expense between a value of £100 - £250 needs to be agreed by the majority of the following; x3 PTA officers, President and Vice-President, core PTA meeting attendees and class reps
- Any expense of the value £251 and above needs to be agreed at a PTA meeting or by written notification to the school community as a whole.

ACTION: SK to amend constitution to include the Spending agreement and present at the PTA AGM for formal adoption

7.3. Officer recruitment

The PTA agreed the Vice-Chair was a useful position to retain. Helen Poingdestre offered to stand as Vice-Chair for 18/19 to be elected at the AGM.

8. President report

The President had nothing to be report.

9. Any other business

9.1. All school day at Crabbe

The PTA was asked if they would be willing to provide a fruit snack for the whole school at their away day to Crabbe.

The PTA declined the request on this occasion agreeing it would be simpler for families to provide their own fruit as per a normal school day.

9.2. Morning drop off

Despite some initial concerns the PTA agreed the new morning drop off routine has so far been a success.

The new drop-off procedure helps the children to calmly prepare for their day ahead and take away any playground disputes and anxieties. TDLH will be sharing this with the parents at the PTA AGM and curriculum evening next week.

9.3. PTA AGM

NJ will organise wine/refreshments to be purchased for the PTA AGM

TDLH, SK, HM & SDLC kindly agreed to arrive at 6:45pm to set up drinks station and help serve wine on the evening.

ACTION: NJ organise refreshments for AGM

ACTION: TDLH, SK, HM & SDLC serve wine at AGM

10. Date & Time of next meeting

10.1. Monday 14 January at 7:00pm

End: 9:00pm
skelly: 11.09.18