

**Minutes of St Thomas' PTA Meeting  
Thursday 14<sup>th</sup> March 2019**

Attendees: Gemma Gordon (PTA Chair), Becky Judson (PTA Treasurer), Sarah Morley (PTA Secretary), Angie Pollard (PTA Secretary), Alison Last (PTA Communications Officer), Becky Till, Laura Nadel, Adele Burns, Catherine Prince, Jo Elliott, Lisa Leedham, Claire Hyde

**1. Minutes of the last meeting and Finance Overview**

**1.1 Minutes from the last meeting**

The draft minutes from the 11 February 2019 were reviewed and approved.

**Past actions:**

**Action – Gemma to check all committee have access to Dropbox PTA folder. Action carried forward from January.**

**Action - Sarah Clayton to liaise with the contact at Beaver Road PTA and research IT used.**

**Action - Sarah Clayton to look into applying to be a local cause for the Co-Op.**

**Action - Sarah Clayton to research if any local agents are willing to be a sponsor.**

**- All Carried forward from February as Sarah is away.**

**1.2 Finance Overview**

No significant change to overall financial position further to the February meeting, with approx. £10k in the bank.

The final cost paid out for the chess club was £333 and £1,400 has been spent on purchasing gifts to sell for Mothers' Day. There is a limit to how much of the current balance is available to spend as we have a 'committed spend' each year for recurring items each year such as Leaver's Hoodies, School Discos, Christmas activities etc. The Summer Fair is usually our biggest fundraiser of the year but as it is weather dependant we need to be cautious until we know how successful it is.

**Action – Becky Judson to provide a fundraising summary each quarter to raise awareness of the difference the PTA makes**

**2. Survey**

We have had 166 responses to the recent survey and 81 new ideas put forward. Many thanks to all who completed the survey and especially Laura Nadel and Rhian who organised the survey and collated the results. We discussed the results at length and the key points were:

- lack of clarity about what needed doing and the time commitment involved
- some people were unable to attend meetings and others felt unsure about coming for the first time
- Support for sub-committees to organise each event and a named point of contact for each event

We ran short of time to discuss the results further, but this will be discussed more at future meetings to see how we can best incorporate the feedback & ideas. Not all ideas can be put into place

immediately but will be rolled forward to the next school year. The PTA have used subcommittees for organising events in the past but hopefully our new Communications Officer, Alison Last, will help us communicate this better to parents

The PTA don't want to overload parents and events can only be organised if we have enough volunteers to make them happen. At present, we need to focus on events already in the pipeline including our biggest fundraiser, the Summer Fair on Friday 5<sup>th</sup> July.

**Action – Laura Nadel & Rhian to provide a summary of the survey to Alison Last to be sent out to parents.**

**Action – Gemma Gordon, Becky Judson, Sarah Morley, Angie Pollard & Alison Last to meet to plan a calendar of events and communication to parents.**

**Action – Class Ambassadors to offer those looking to attend a PTA Meeting the chance to be put in contact with a 'buddy' so they know someone beforehand.**

### **3. Wish List**

There has been conflicting information from the school over their priorities and the wish lists from parents and the school are not always aligned. The PTA is a partnership and we need to work together to agree which items take priority.

After a Health and Safety review, the school have advised us that they need £1,000 for an additional scooter park at the Infant Site. We agreed to fund this straightaway due to the reason for the request.

#### **3.1 iPads**

We have already agreed to fund this but due to the large amount of money involved (approx. £5,000), we will be having a 'Smartie Challenge' specifically to raise additional funds. See details in section 5.6.

#### **3.2 Yearbooks**

Whilst this is a nice idea, there are other items on the wish list which take greater priority with our limited funds. The idea has been parked for now but may be revisited in future.

#### **3.3 Books**

We have had conflicting information from school about what is required and whether they have funds within the school budget to provide it.

**Action – Gemma to clarify what books the school needs and if they require assistance from the PTA**

#### **3.4 Performing Arts**

Whilst this is a nice idea, there are other items on the wish list which take greater priority with our limited funds. The idea has been parked for now but may be revisited in future.

#### **3.5 PALS Resources**

Becky Judson has checked and PALS do not need any resources from the PTA at this time.

#### **3.6 Lost Property Boxes**

New Lost Property Boxes are required for both sites. The boxes will be sorted by PTA volunteers at the end of each half term and any labelled items handed to the office. Stickers will be added to each item and any stickered items in the box at the next sort will be removed and sold to raise funds for the PTA. Photos of any distinctive items in the boxes will be distributed to parents to help them be reclaimed. We hope this system will be a big help to parents but will only work if we can get volunteers to help sort the boxes.

**Action- Angie Pollard to research & agree boxes with Trevor Birch (KS1 Site Manager) and set up the new system.**

#### **4. PTA Ambassadors & Communication**

We are close to having Class Ambassadors for each class and discussed how we will try to utilise this system more in the future to connect to parents. Ambassadors can ask for input from parents before each PTA meeting and pass it on or bring to the meeting themselves. Posts on the PTA Facebook page can be screenshotted and sent via Whatsapp groups to reach more people. The Class Ambassadors Whatsapp group can get quite busy so in future volunteers are best to reply directly to the person requesting volunteers rather than on the group chat to avoid things getting missed.

**Action – Angie to finalise list of Class Ambassadors to sent out in the next communication.**

#### **5. Fundraising Initiatives & Events**

##### **5.1 Fashion Show**

Jo Elliott and Lisa Leeham are kindly organising this event which has been set for Friday 10<sup>th</sup> June (NB It was provisionally set for 28<sup>th</sup> June at the time of the meeting but this has been revised). We initially used a one-month free trial for an online ticketing system (before the November date had to be postponed) but this has now expired. The online system would cost £19pm and we would lose 40p per ticket in Paypal fees. We therefore decided to try and sell the tickets via the Class Ambassadors instead to reduce costs. Any tickets bought for the original date are still valid or can be refunded on request. This will be the last year that Jo & Lisa will be organising the fashion show so anyone interested in co-ordinating the event in future might find it helpful to learn the ropes this year.

**Action – Lisa to be added to Class Ambassadors Whatsapp group to co-ordinate volunteers/ticket sales**

##### **5.2 Mother's Day**

Thanks to Becky Judson for purchasing a fantastic selection of gifts which we all enjoyed having a look at. We agreed that they should all be sold for £3 each for simplicity and wrapped beforehand. The gifts will be sold Tues 26<sup>th</sup>, Weds 27<sup>th</sup> & Thurs 28<sup>th</sup> March.

**Action – Becky to co-ordinate wrapping presents**

**Action – Gemma to co-ordinate volunteers and selling at both sites**

##### **5.3 Singalong / Move Night**

Becky Judson and Becky Till have looked into costs for indoor and outdoor options. An indoor event would be more practical and cheaper so that was agreed as a preferred option, possibly for October.

This event would probably not be a big fundraiser in terms of profit but the PTA is not concerned solely with profit. Enjoyable community events for the children and families of the school are important too.

#### **5.4 Easter Colouring Competition**

Gemma Gordon is organising this. Each child will get a blank egg template on 27<sup>th</sup> March to be back by 3<sup>rd</sup> April. Each child will get a chocolate egg, with a 1<sup>st</sup> & 2<sup>nd</sup> prize for each class.

#### **5.5 Clothes Collection**

Rhiannon Collins is looking to organise this once per quarter but was unable to attend the meeting.

#### **5.6 Smartie Challenge**

The school are happy for this to go ahead and will be organised by 'Team Smartie' – Alison Last & Becky Till. Each child will be given a tube of Smarties to enjoy and return the tube, filled with coins. This is hoped to be a big fundraiser in aid of the new iPads for the Junior Site.

**Action – 'Team Smartie' will organise this for shortly after the Easter Holidays**

#### **5.7 Co-Op Local Causes**

Carried forward to the next meeting as Sarah Clayton was unable to attend the meeting.

#### **5.8 Estate Agent Sponsorship**

Carried forward to the next meeting as Sarah Clayton was unable to attend the meeting.

#### **5.9 Day Trips**

We discussed various options for a family daytime trip over the August holidays, including a coach to Blackpool which would be £500 for 53 seats or tickets to The Light Cinema for £3 a seat at 9:30am on a Sunday morning. Due to a lack of time, we decided to carry this over to the next meeting.

### **6. Forest School**

At this time we do not know what is needed by forest school but Gemma has a meeting next Friday to find out more.

**Action – Gemma to find out what is needed for Forest School**

### **7. Next PTA Meeting Dates for 2019**

- April – Wednesday 24<sup>th</sup> April 8pm The Elizabethan
- May – Tuesday 21<sup>st</sup> May
- June – Monday 17<sup>th</sup> June
- July – Monday 15<sup>th</sup> July
- September – Tuesday 10<sup>th</sup> September