



Minutes of St Thomas' PTA Meeting Wednesday 24th April 2019

Attendees: Gemma Gordon (PTA Chair), Becky Judson (PTA Treasurer), Sarah Morley (PTA Secretary), Angie Pollard (PTA Secretary), Alison Last (PTA Communications Officer), Bec Till, Rhian Gilligan, Lyndsay Pearce, Adele Burn, Sarah Dixon, Helen Reeves, Susie Oldfield

1. Minutes of the last meeting and Finance Overview

1.1 Minutes from the last meeting

The draft minutes from the 14 March 2019 were reviewed, one amendment required (see below) and approved.

Amendment from Louise Loynes via email on 24/04/19 –

'...The EYFS request was for bikes and scooters to use in the EYFS area of the playground, not for an additional scooter park. After I had checked the safety of the current bikes and scooters, it was vital we replaced them in time for the Summer Term, as they are vital to the EYFS curriculum.

Again, thank you to the PTA for covering the cost of these replacements. '

Past actions:

Action – Gemma to check all committee have access to Dropbox PTA folder. Ongoing action carried forward from previous meetings:

- Ownership needs changing from Angie to Gemma and Becky Judson needs to be given access.
- **New action – Gemma to clean up documents and folders within Dropbox**

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, March & now April as unfortunately Sarah has not been able to attend the past few PTA meetings.

1.2 Finance Overview

No significant change to overall financial position further to the March meeting, with approx. £11k in the bank. However, there are numerous items of 'committed spend' that will significantly reduce the balance as follows:

- £5k for iPads
- £150 Smarties

- £150 Easter Eggs
- £1k for new scooters and bikes
- Father's Day gifts - tbc
- Leavers Hoodies – tbc
- School Discos - tbc

Projected profits due in from future fundraising events:

- Smartie Challenge - £5k (needed to fund iPads)
- Mother's Day gifts – profit of £368
- Fashion Show £1k
- Luxury Raffle £3k

Gemma confirmed the PTA need a balance of around £5k in the bank to ensure there is enough money for hosting upcoming fundraising events. 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.

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

2. Wish List

2.1 iPads

Please refer to details in section 4.1 regarding the 'Smartie Challenge'

2.2 Books

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

Gemma has spoken to the school and they have confirmed they do not require any funds from the PTA for books. However, it was noted that parents have still asked for more choice. Suggestion to use some PTA funds for Year 5 subscriptions e.g. National Geographic.

New Action – Lyndsay Pearce to collate list of subscription publications

2.3 Lost Property Boxes

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

PTA have thanked Angie Pollard for ordering the new boxes and putting in place the new system. 8 items were found with names on in the infant's site and only 1 item at the Junior Site, these items were handed to main reception, other items have been photographed and shared on Facebook. Communications sent out via email and Facebook with regard the new system. Details are also fixed inside the new lost property boxes at each site.

3. PTA Communications / Ambassadors / Survey

3.1 PTA Communications

Alison Last has created a new logo for the PTA which has been well received. An Instagram page has also been set up for the PTA - @stthomaspta. Whatsapp is being used to communicate with all the class ambassadors in order to further bridge the gap between the PTA and parents for each class.

3.2 PTA Ambassadors

Action – Angie to finalise list of Class Ambassadors to send out in the next communication – Angie confirmed we now have a full list of class ambassadors; this is stored on dropbox.

PTA Ambassadors meeting was provisionally scheduled for early May, it was also suggested that this meeting could be used to discuss the summer fair. Some new class ambassadors have only recently been appointed and added to the Whatsapp group, so a new date is needed for a meeting.

New Action – Bec Till to send out a doodle poll to find a date for a PTA Ambassadors get together

3.3 PTA Survey

Key points raised in survey:

- **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**

Past actions:

Action – Laura Nadel & Rhian to provide a summary of the survey to Alison Last to be sent out to parents. Summary sent to Alison and a communication has been sent out to all parents and staff

Action – Gemma Gordon, Becky Judson, Sarah Morley, Angie Pollard & Alison Last to meet to plan a calendar of events and communication to parents – meeting held 27th March and a calendar of events has been created. Communications have been sent out on Facebook and Instagram and an email sent out on 2nd April to all parents and staff including list of class ambassadors, PTA survey / summary of results and PTA events.

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 – communications have been sent out via class ambassadors

During the April meeting it was agreed that a breakdown of tasks for upcoming events would be useful to give parents an idea of the type of commitment needed. For example, the Summer Fair – each class to take lead on running a stall / Ambassadors to take lead to help organise. It was noted that all tasks are on drop-box for summer fair. Sub-committees and main point of contact for other events were suggested, as this worked well for the Mother’s Day gifts with Becky Judson being the main point of contact.

New Action – Bec Till & Sarah Clayton to look at whether a ‘volunteering app’ could help to breakdown tasks for events.

New Action – Alison Last to investigate use of Google Docs to help share tasks for upcoming events and allow people to sign up to help.

4. Fundraising Calendar of Events

4.1 29th April - Smartie Challenge

Smarties have been ordered along with stickers and this event will commence from w/c 29th April. Donations due back by 17th May and the money raised will go directly to fund the 15 iPads the school have requested. The school noted that this event should be optional as St Thomas's is a healthy eating school. Parents have therefore been given the option for their child to 'opt out'. Discussed providing details of Justgiving page to allow parents to donate even if they have opted out of their child receiving the smarties. PTA to provide a prize for the class which collects the most money (e.g. picnic for the class)

New action – Gemma to speak to school about the prize option of a picnic

4.2 10th May - Fashion Show

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

New date tbc as a lot of people were not able to attend the date of 10th May (please note that since the April PTA meeting the new date of Thursday 18th July has been confirmed and communicated to parents and staff). Jo Elliott and Lisa Leedham are the main points of contact for the Fashion Show.

4.3 16th June – Father's Day

Becky Judson to check same website as used for the Mother's Day gifts. Agreed selling dates will be 12, 13 & 14th June. Gifts, wrapping and sellers for each day for both the infants and juniors needs to be organised prior to the whit holidays.

(Please note that since the meeting Becky has ordered 450 items from the website)

4.4 5th July – Summer Fair

This event requires a lot of organising / volunteers and is one of the biggest fundraisers for the PTA. It was agreed that each class should run a stall at the summer fair with Class Ambassadors taking the lead in organising. A full list of tasks is stored on Drop Box and need to be communicated so that class ambassadors can volunteer for a stall. Separate meeting needed to organise the Summer fair, suggested this could be discussed at the PTA Ambassadors meeting (to be scheduled). Bec and Alison to investigate apps which could be used to help breakdown tasks and volunteers for this event.

4.5 Clothes Collection

Rhiannon Collins is looking to organise this once per quarter but was unable to attend the meeting. Latest update is that the School would need to approve for a physical clothes bank. It was suggested that when sorting donations some items could be bagged separately for the Forest school.

4.6 Co-op Local Causes – carried forward to May meeting

4.7 Estate Agent Sponsorship – carried forward to May meeting

4.8 Day Trips - carried forward to May meeting

4.9 Singalong / Movie Night - carried forward to May meeting

5. Forest School

Gemma has met with Veronica Grogan to discuss what help the PTA can provide to the Forest School as funds, equipment and volunteers are urgently needed. Veronica is also pulling together a schedule for PTA volunteers to assist on individual projects.

It was suggested that the PTA could seek sponsorship from a local business such as Stockport Joiners or Decathlon and request for donations for the Forest school. Local allotments may also be a good source for plant cuttings or seed donations. Please see AOB for other details of how the PTA could help the Forest school.

It was agreed that a specific PTA Sub-committee is required to help the Forest School to be set up. Sarah Morley, Sarah Dixon and Lyndsay Pearce all volunteered to set up the sub-committee.

New Action - Sarah Morley to set up a Whatsapp group for the Forest School sub-committee and contact Veronica.

6. AOB

Terracycle

Adele Burn suggested setting up St Thomas's as a Terracycle site. Children, parents and staff could then recycle items such as crisp packets, toothpaste tubes etc at a collection site at both the infants and the junior site. Items collected are sent via UPS and the PTA would be able to raise £1 for every 2kg of recycling collected. UPS labels for the school could also be given to parents to collect recycling at work and raise more funds. Eco kids could be appointed for each class in order to encourage each class to recycle and this could be educational for all the children. Profits could then be used to help the Forest School.

Action – Adele to send details to Gemma

Action – Gemma to raise with the school for approval

Men in Sheds

Adele Burn mentioned local voluntary group Men in Sheds who could be used to help build items for the forest school if we can provide the equipment.

Easy fundraising

Bec Till asked if a reminder could be sent to parents to set this up as this is an easy way to raise funds for the PTA

7. Next Meeting Dates

- Tuesday 21st May

- Monday 17th June
- Monday 15th July
- Tuesday 10th September