



Minutes of St Thomas' PTA Meeting 21st May 2019

Attendees: Sarah Morley (PTA Secretary), Angie Pollard (PTA Secretary), Josie Bain, Sarah Dixon and Bec Till

Unfortunately, there were several last-minute apologies (including Gemma Gordon, PTA Chair) so Sarah and Angie held the meeting as best as possible in their absence.

1. Minutes of the last meeting and Finance Overview

1.1 Minutes from the last meeting

The minutes of the last meeting were approved

Past actions: -

The following actions were carried over due to absences:

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

- **Ownership needs changing from Angie's work email to Gemma and Becky Judson needs to be given access.** This action has been delayed due to the ownership of dropbox being under Angie's work email address and Angie is temporarily unable to access it via work email address.
- **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.

1.2 Finance Overview

Becky Judson (Treasurer) was unable to attend the meeting but provided the following information:

Current position:

£5268 in the bank

£1020 in cash

= £6288 total funds

Recently paid out:

£900 to purchase Fathers' Day gifts

£4936 to purchase 15 iPads (& accessories)

Still to pay out:

£1000 for leavers' hoodies

2. **Wish List**

2.1 Books

Action – Lyndsay Pearce to collate list of subscription publications Thank you to Lyndsay for finding out that that Aquila, The Week Junior and National Geographic Kids are recommended publications

New Action – Gemma to discuss journals with school

2.2 Lost Property Boxes

The new lost property system is now in place and we have had positive feedback from parents. The next sort is to take place on 23rd May at both sites and we need volunteers to help with the sorts on a regular basis. Stickered items from the box (that will have been unclaimed for at least 2 months) will be removed and sold for £1 donation to PTA.

3. **PTA Communications / Ambassadors / Survey**

3.1 PTA Communications

We now send a maximum 1 email a week to school to be forwarded onto parents and Alison (Communications Officer) and Angie/Sarah (Co-Secretaries) will coordinate and plan what needs to be included each week.

3.2 PTA Ambassadors

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

Thanks to Bec Till for doing a doodle poll. There were not many votes and the most popular date has already passed. Due to limited time, we will encourage Ambassadors to come to an initial Summer Fair meeting or 'wrap party' for wrapping Fathers' Day gifts instead.

3.3 PTA Survey

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

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

No update so actions will be carried forward

4. **Fundraising Calendar of Events**

29th April - Smartie Challenge

Counting is still ongoing and we agreed to extend the deadline to return entries to Friday 24th May as tubes were given out later than initially planned. To date 175 Infant and 75 Junior tubes have been returned. The prizes will be announced after half term.

New action – Gemma to speak to school about the prize option of a picnic We have not confirmed prize options so will suggest £50 per winning class (1 infant, 1 junior) to the winning teacher to arrange a suitable treat.

18th July - Fashion Show

Action – Lisa to be added to Class Ambassadors Whatsapp group to co-ordinate volunteers/ticket sales Lisa has been added to the group. Tickets are on sale at both school receptions and from Jo Elliott and Lisa Leedham. It was suggested that Angie & Sarah also be sellers of tickets as we are frequently in the playground. Volunteers for bar work & cleaning up will be needed and requested via Class Ambassadors Whatsapp group

16th June – Father’s Day

Becky Judson has the Fathers’ Day gifts and will co-ordinate wrapping and selling

5th July – Summer Fair

We were unable to discuss this in much detail due to absences but agreed we needed to get the ball rolling and arrange an initial meeting asap.

We were unable to discuss the following items due to absences so will be carried forward:

- **Clothes Collection**
- **Co-op Local Causes**
- **Estate Agent Sponsorship #**
- **Day Trips**
- **Singalong / Movie Night**

5. **Forest School**

Action - Sarah Morley to set up a Whatsapp group for the Forest School sub-committee and contact Veronica. Sarah has set up the group and will be meeting Veronica after half term

6. **TerraCycle**

We were unable to discuss this due to absences so will be carried forward.

Action – Adele to send details to Gemma

Action – Gemma to raise with the school for approval

7. **AOB**

Easy fundraising

A reminder has been sent to parents to as this is an easy way to raise funds for the PTA

Luxury Raffle

Rhian is organising this and reported that plans are going well. They have some top prizes and generous offers. Tickets will be issued after half term

Refreshments

Katie Thorp has advised that we need to arrange refreshments for Sports Day on Wednesday 19th June. She is happy to assist but we need volunteers to cover refreshments as this was lacking last year. We also need to check if we need to do refreshments for the New Parents’ Evenings which must be coming up soon.

Action - Angie to find out when we need to provide refreshments and organise accordingly

School Discos

We were unable to discuss this due to absences but are conscious this will be required.

7. **Next Meeting Dates**

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