



**St. Thomas' PTA Meeting**

**Minutes – Tuesday 16th July 2019**

**7:30pm @ The Plough on the Moor**

**Present: Angie Pollard (Co-Secretary/acting as chair), Sarah Morley (Co-Secretary), Becky Judson (Treasurer), Bec Till, Helen Reeves, Adele Burns, Laura Nadel and Rhian Greaves**

Agenda Item	Notes
<p>1. Minutes / actions from last meeting</p> <p>Finance overview</p>	<p>The minutes of the last meeting were approved.</p> <p><b>Finance overview</b>            The Summer Fair made an amazing total of £7500 profit!            This consists of £4000 from the fair and £3500 from the Luxury Raffle. The most profitable stalls were the bar (£1000) and the bottle tombola (£500).</p> <p>Other profits:</p> <ul style="list-style-type: none"> <li>- Infant &amp; Junior Discos made £321</li> <li>- Father's Day Gifts £396</li> <li>- Sports Day Refreshments £150</li> </ul> <p>The total balance of funds is now approximately £15,000 which puts us in a great position for the year ahead.</p>
<p>2. Quick update / overview</p>	<ul style="list-style-type: none"> <li>• <b>Lost Property</b>              The boxes at both sites were sorted on 11<sup>th</sup> July and all named items handed into the school offices. We have had lots of positive feedback since we started to assist with lost property 3 months ago and thanks to those who have given up their time to help. We would now like to review how well the system is working with school to see if any changes need to be made.</li> </ul> <p>Washing and listing items for sale has not gained much interest and the summer fair stall was not very profitable but this may be due to it's location in the centre. In future we may look at a stall in the playground with items on hangers and sorted into size or maybe picking out the more attractive items, including those with a school logo.</p> <p>The heavy rain last Thursday did cause some water to get into the infant box through the base but all clothes have been dried, the box cleaned and clothes returned. We expect this was a one off as the rain was unusually heavy but have sealed the join in the base.</p> <p><b>ACTION</b> Chair to review how the lost property system is working out for school and discuss any amendments required.</p> <ul style="list-style-type: none"> <li>• <b>Smarties Challenge</b>              The winning classes have now chosen their well-deserved prizes:</li> </ul>

	<p>Mrs Pigott's class are having a scooters/bikes afternoon on 18<sup>th</sup> July with a visit from the ice cream van paid for by the PTA Mrs Brierley's class have chosen to buy a sandpit for their new Year 1 class, paid for by the PTA.</p> <ul style="list-style-type: none"> <li> <b>School Discos</b>  School have organised a Teddy Bears' Picnic for Reception and a Pirate/Princess Day for Nursery who were not included in the PTA discos after feedback from last year.   The children all had a great time at the discos but we need to consider splitting the Junior Disco next year as it was felt there were too many children for one session. Possible options to consider are a Y3/4 + Y5/6 disco or maybe a Y3/4/5 disco and the PTA to make a financial contribute to the Y6 Leavers Disco (organised by Y6 parents) instead.   It was felt that it would be better to have a clearer idea of expectations (for example clearing up required) and how/if we needed to record contact telephone numbers on arrival.   <b>ACTION</b> Becky Judson to collate details of this years' discos to allow us to plan better for next year. </li> <li> <b>Terracycle</b>  Thank you to Adele and Miss Grogan who have got our Terracycle collections of crisp packets and baby food pouches off the ground, which is primarily an environmental initiative which should also provide some funding too. Bins have been purchased for both sites and 2 green bins donated by the council to collect them in. We are currently classed as a private collector with potential to become a public collector in future, which would allow us to collect other hard to recycle items.   Adele has arranged collection points at The Plough, The George &amp; Dragon, Feed, The Good Life and The Hideaway and we are grateful for the support from these local businesses. Information has been emailed to all parents and a press release sent to local press which we are hoping to get used soon.   With the number of collection points, we now need a team of people to help with regular collections. It would be great if parents could help by collecting from their workplaces too.   <b>ACTION</b> Adele to set up Team Terracycle Whatsapp group  <b>ACTION</b> Angie to publicise Terracycle on PTA Facebook/Instagram for volunteers to ask their workplaces to collect or pick up from local businesses.  <b>ACTION</b> Chair to discuss with school any ways we can engage children in this recycling scheme </li> </ul>
<p>3. Summer Fair - Friday 5<sup>th</sup> July</p>	<p>The Summer Fair was a great success due to the amount raised and many people who enjoyed a great evening. The PTA would like to thank all who contributed through donations/volunteering and participating on the night.</p> <p>We want to ensure we get a Summer Fair Planning Team underway earlier next year and make a record of lessons learned this year to help make next year even better. We need to ask each stall for:</p> <ul style="list-style-type: none"> <li>- instructions on how to run the stall</li> <li>- what went well/badly</li> </ul>

	<p>- specific quantities of items needed (ie 2kg of popcorn kernels purchased this year but we needed more) - would they volunteer again next year</p> <p><b>ACTION</b> Bec Till to create a Survey Monkey form to debrief each stall online <b>ACTION</b> Angie/Sarah to announce total raised &amp; thank everyone through weekly comms/social media</p>
<p>4. Fashion Show – Thursday 18<sup>th</sup> July</p>	<p>Tickets sales have suffered due to the postponements but we will continue to promote this and hope people will turn up and pay on the door. This is the last year the current fashion show team will be able to run the event so we need to make sure we get detailed instructions of what is required for future.</p>
<p>5. AGM / PTA Committee</p>	<p>The next PTA meeting is 10<sup>th</sup> September and we agreed to have this as an informal/social welcome meeting to raise awareness of what the PTA does with both new and existing parents, ideally 7:30pm at The Plough on the Moor. We will have some printed cards available for people to browse with information about regular events, PTA successes, formal roles and other ways they can get involved. We hope to also display this information in the school playground/ at school based welcome events to give parents get a range of opportunities to see it.</p> <p>It was agreed that the AGM should be held in late September to allow a new team to be in place ready to plan events for the year ahead. 24<sup>th</sup> September was proposed as a potential date and the AGM has to be held on school premises. It was suggested that the AGM could be held in June/July next year if possible.</p> <p><b>ACTION</b> Rhian/Laura to check the PTA Constitution to ensure this meets with the requirements. <b>ACTION</b> Adele to see if we can reserve an area of The Plough to use on 10<sup>th</sup> September 7:30pm <b>ACTION</b> Angie to propose 24<sup>th</sup> September for AGM to Mrs Morris or agree alternative date around then.</p>
<p>6. Calendar of events for 2019 /2020</p>	<p>As we are expecting to have a change of Chair at the forthcoming AGM, it was felt that the calendar of events should be planned ASAP after the new team is in place. The PTA has been very busy in the last couple of months with some activities (such as refreshments) being organised at short notice and the unavoidable postponements of the Fashion Show. We would like to establish a list of events for the full academic year to allow us to spread events better (where possible) for volunteers and parents.</p> <p><b>September</b> 10<sup>th</sup> Informal Drop In Social/Welcome get together PTA information on display at any school events for parents 24<sup>th</sup> proposed AGM</p> <p><b>October</b> Potential Movie Night</p> <p><b>December</b> Following the success of The Summer Fair both as a fundraiser and the enjoyment of a school family event, we would like to hold some form of Christmas event this year. We need to find a way to do so within the fire restrictions which limit the number of people we can have inside the Infants building at one time. Possible options discussed were a Christmas Market in the playground or a Grotto visit/mini fair in the hall with tickets bought in advance for 2 or 3 x 1 hour sessions.</p>

	<p><b>ACTION</b> Chair to discuss possible dates for a Movie Night in October</p> <p><b>ACTION</b> Chair to discuss potential options/dates for a Christmas family event</p>
7. Forest School	<p>Thanks to Rhian who has secured £150 funding from her employer for wet weather clothing and Lyndsey Pearce who has made a bug hotel.</p> <p>Sarah Morley is working with Miss Grogan on how the PTA can help Forest School and will provide further details when available. Upcoming ideas on how we can help in the new school year include:</p> <ul style="list-style-type: none"> <li>- Wet weather clothing (we can possibly ask for donations to cover this and use the money from Rhian's employer or PTA funds to fill in the shortfall)</li> <li>- Volunteers to assist with a greenhouse project</li> <li>- A wet weather shelter. Discussions are ongoing at school for exactly what is required.</li> <li>- Seeking sources of funding from businesses and community groups such as Men in Sheds</li> </ul>
8. AOB	<p>Becky Judson has had a request from school for 2 mud kitchens for Year 1. The cost is approximately £60 each and we agreed to fund this.</p> <p><b>ACTION</b> Becky Judson to order mud kitchens</p> <p>A canopy has been requested by teachers for the Early Years Playground as there is no shelter from the sun.</p> <p><b>ACTION</b> Chair to discuss with school whether it is possible to have a shelter as there are restrictions on certain parts of the playground due to its previous use (graveyard).</p>
9. Next meeting Date	<ul style="list-style-type: none"> <li>- Informal event Tues 10<sup>th</sup> September 7:30pm at The Plough on the Moor</li> <li>- AGM Tues 24<sup>th</sup> September 7pm at The Junior Site</li> </ul>

### Action Summary

#### **CHAIR**

**Note:** Gemma Gordon the PTA Chair is currently unavailable and expected to step down at the forthcoming AGM. In view of this and the school holidays, it is expected that these actions will be held until after the AGM.

- Chair to review how the lost property system is working out for school and discuss any amendments required.
- Chair to discuss with school any ways we can engage children in the Terracycle recycling scheme
- Chair to discuss possible dates for a Movie Night in October
- Chair to discuss potential options/dates for a Christmas family event
- Chair to discuss with school whether it is possible to have a shelter as there are restrictions on certain parts of the playground due to its previous use (graveyard).

#### **OTHER**

- Becky Judson to collate details of this years' discos to allow us to plan better for next year.
- Becky Judson to order mud kitchens
- Adele to set up Team Terracycle Whatsapp group

- Adele to see if we can reserve an area of The Plough to use on 10<sup>th</sup> September
- Angie/Sarah to announce total raised from the Summer Fair & thank everyone through weekly comms/social media
- Angie to publicise Terracycle on PTA Facebook/Instagram for volunteers to ask their workplaces to collect or pick up from local businesses.
- Angie to propose 24<sup>th</sup> September for AGM to Mrs Morris or agree alternative date around then.
- Bec Till to create a Survey Monkey form to debrief each stall online
- Rhian/Laura to check the PTA Constitution to ensure the proposed AGM meets with the requirements.