

MINUTES

Attendees:-

School Staff: Ellen Johnson, Lisa Holt, Kayleigh Corr & Sarah Butler

PTA: Claire Wipat (Outgoing Chair), Helen Elliott (Incoming Chair), Sue Burton (Co-Secretary), Danielle Kirkbride (Treasurer), Kerstein Morgan, Sarah McKeown, Louise Carr, Nicola Dawson, Deborah Humphreys, Vicky Boddy, Mel Trigg

1. **Apologies for Absence**

Apologies were received from Carolyn Hawthorne (Co-Secretary), Jenny O'Neill, Lindsay Rennie and Jenny Parker (Nursery Head).

2. **Matters Outstanding**

There were no matters outstanding from the previous minutes.

3. **Chair's Report**

Claire Wipat gave an overview of the start of the year and also of her time as Chair as she was stepping down. Claire commented that this year's fundraising has got off to a great start with a successful tombola, an Infant School Halloween Fun Day, a Junior School Disco and a Nursery Cake Stall. She also said that the Christmas Cards are at the printers, Webb Ivory orders are being delivered and orders are being taken for Christmas puddings.

Claire then went on to give an overview of what she had got out of being part of the PTA. She said that she had been involved for 6 years as Co-Secretary then Chair and that she was very proud that she has made a contribution to raising £69,589.65 over the last 6 academic years, seeing the funds being used for various projects/pieces of equipment etc. She also said that she had made some great friends and had a laugh by being part of the PTA. She said that she has enjoyed helping out at the Christmas Fayre and Mother's Day Coffee Mornings (usually on the tombola stall) and had acquired various pieces of best practice to ensure that these run effectively putting together a list of things to be organised for the Christmas Fayre.

She mentioned the funding which Louise Carr gained from her employers AkzoNobel to create the sensory garden in the Infants and that she had enjoyed being part of this project. She also said that she believes that everyone should assist at a Junior School disco as it is such an experience seeing the children strutting their stuff on the dance floor and how well-mannered they all are when buying sweets etc.

Claire also commented that the PTA does so well thanks to the support of the parents and staff, however that the PTA seems to be relying on a decreasing core of helpers and that more work needs to be done to encourage people to engage with the PTA.

Claire finished her report by saying that she believed her legacy to the PTA was to move the meetings from the school hall to the pub so that attendees can enjoy a drink whilst planning the fundraising!!

4. **Treasurer's Report**

Danielle Kirkbride handed out the annual accounts and stated that the PTA had raised £1,000 more than the previous year. The Mother's Day Coffee Morning raised considerably more and she thought that this could be due to the huge success of the raffle. The Christmas Fayre also raised more. Also, the Christmas Cards were a further project added during last year. The Summer Picnic did not raise as much due to the change in how this was run, however, it is an event which can be worked on to make it better this year. The calendar sales were not as good and, it was discussed that this would not go ahead this year due to no-one being able to organise it.

It was also mentioned that some thought should be put into how we could utilise the sponsorship which Companies used to give to the calendar, how the PTA could utilise this in a different way for another event. The annual cheques were then handed out to the schools.

Junior School were given £8,053.00 (due to the fact that the Infant School “borrowed” some of the Juniors allocation last year for a specific purpose). Ellen Johnson thanked the PTA and said that the funds would be used to purchase new lap tops, cameras etc.

Infant School were given £1,432 (this was reduced due to paying back the Juniors). Lisa Holt thanked the PTA and said that they were still deciding what to spend the money on.

Nursery were given £1,765.00. Sarah Butler thanked the PTA and said that the monies would be used to fund Forest School.

5. **Appointment of Officials**

Claire Wipat mentioned that Committee Members/Trustees could do as much or as little as they wished. Helen Elliott also said that Trustees can also be School Staff and that there could be some merit in this.

Treasurer – Danielle Kirkbride said she would continue to stand as Treasurer and this was seconded by Vicky Boddy.

Secretary – Sue Burton said she would stand as Co-Secretary for a further year at which point she will step down and Vicky Boddy confirmed (in CH’s absence) that Carolyn Hawthorne would also stand as Co-Secretary. This was seconded by Danielle Kirkbride.

Chair – Claire Wipat stood down and Helen Elliott confirmed she would stand as Chair and this was seconded by Vicky Boddy.

Vice Chair – Kerstein Morgan said she would stand as Vice Chair and this was seconded by Sue Burton.

All Trustees confirmed they would still like to be Trustee and Danielle Kirkbride said she would check with Lindsey Rennie.

6. **On-going Distribution of Funds**

Claire Wipat said that historically this had been done on a per pupil basis i.e. 240 children at Juniors etc. She said that the PTA recognises that each school has not necessarily got the same ability to raise funds and that the differential has been increasing e.g. the increase in the amounts made by the Juniors discos. Claire asked if anyone had any thoughts about how to distribute funds going forward. She said that a consideration could be to put in bids for what each school would like to spend money on e.g. if they needed something special. Ellen Johnson said that she was not sure how that could work as each school uses the money for specific things. She also said that maybe if a school needed a something special then that school could maybe have an extra drive to raise further funds.

Claire Wipat said that during a Facebook Survey 70% of people did not know that Nursery Forest School was funded by the PTA. Sarah Butler said that maybe whilst marketing PTA they could say that Forest School was funded by the efforts of the parents and they may then engage with the PTA.

Vicky Boddy did point out that joining the PTA could be a big deal for parents of Nursery Parents as they are just coming to terms with their child joining school that perhaps the PTA would not be top of their list of priorities. She suggested that the PTA go into Nursery to promote the PTA as new parents could be nervous about joining and would not necessarily know what the PTA was. Lisa Holt said it would be beneficial to “put a face to a name”.

Louise Carr suggested maybe having an up to date board with PTA photos, names and upcoming events could be useful, possibly, on the gate at the Infants. Also maybe having a board in the Nursery Reception – somewhere public. Claire Wipat said she had some promotion material from a while ago which could possibly be used.

Louise Carr also said that maybe to get parents involved the children could help out with their parents. Getting children to organise stalls etc. Possibly the children could have a Committee within school to help organise events.

Action – Nicola Dawson said she would look into this with Helen Elliott

7. **Parent & Teacher Representatives**

It was agreed that the ownership for organising events would be as follows:

Nursery – Summer Picnic

Infants – Christmas Fayre

Juniors – Mother's Day Coffee Morning

Claire Wipat suggested maybe a sub-committee of teachers at each school could assist. Lisa Holt said that she had put this out to the staff and herself and Kayleigh Corr would assist at Infants. Ellen Johnson also put out to staff and she will assist. Sarah Butler said she would be point of contact at Nursery.

It was also agreed that PTA ownership for organising events would be as follows (to oversee events – be point of contact):

Nursery – Vicky Boddy & Mel Trigg

Infants – Sarah McKeown & Nicola Dawson

Juniors – Danielle Kirkbride, Sue Burton & Kerstein Morgan

It was agreed that it would be a good idea to create Step by Step guides for each of the big events so that anyone could pick these up and organise each event. Also it was thought that if people knew exactly what they were doing then they would be more likely to help.

Action – Step by Step Guides to be created by the following:

Mother's Day Coffee Morning – Sue Burton

Discos – Helen Elliott

Christmas Fayre – Claire Wipat

Summer Picnic – Claire Wipat

8. **Christmas Puddings**

Debbie Humphreys is organising this new project and is selling Christmas (and various other) puddings with the logos of the schools or the PTA on them. The order forms have gone out to parents via Parent mail and in paper form and Debbie is currently collating them to input the orders. There have been some orders but not loads.

Helen Elliott will put out a Facebook message to promote these again and extend order date.

Debbie said she has collected orders from schools. Ellen Johnson said that potentially there could be more at Juniors to collect. Sarah Butler asked for an electronic order form to be attached to the Facebook page and she will attach one to Nursery website.

It was agreed that a stall selling the puddings with the PTA logo on would be held at the Christmas Fayre and it was agreed that puddings would be pre-ordered for this. It was also suggested that tasters could be put out on the table at the Christmas Fayre. Should any be left after the Fayre then as they have a long shelf life they could be used at Mother's Day Coffee Morning. It was agreed to order 20 Christmas puddings, 5 of each of the other puddings and 5 of each of the sauces to see how they sell.

9. **Christmas Fayre**

Lisa Holt said that the date of 8th December had been agreed for this and organisation had been started. Santa was already booked.

Non-uniform days for tombola contributions were booked into the diaries – Friday 25th November for Infants and Juniors and Wednesday 23rd November for a themed day for Nursery. Sue Burton will do letters to go out on Parent mail informing parents of these dates.

A plea was put out for someone to do the job of Christmas Elf to assist Santa and Mel Trigg agreed to do this.

10. **Dates For Events To Be Confirmed**

Helen Elliott said that the Christmas cards would be expected back soon and it was agreed that the following people would put in the orders for these:

Helen Elliott – Juniors

Kerstein Morgan – Nursery & Infants

Future events dates were then put in the diary:-

Mother's Day Coffee Morning: Saturday 26th March. Non uniform dates for tombola contributions for this are

Juniors & Infants: Friday 10th March & Nursery Wednesday 8th March

Summer Picnic Date: To be agreed in future meetings

PTA meeting dates: Wednesday 15th February 2017, Thursday 8th June 2017.

The Quiz Night was mentioned as to how successful it was and Helen Elliott said she will liaise with Alison Page as to whether Alison would like to organise another one.

Ellen Johnson said she will speak to The Waiters to see if they are free for a possible event.

11. **Review of Survey Results**

Helen Elliott said that really the results confirmed what we already know and there were no surprises. She said she will put a link to the results on Facebook.

The results showed that parents did not know what happened with the funds the schools received. There was a suggestion that a newsletter was created with names and faces to increase parent's engagement.

Action - Helen Elliott said she will publish minutes etc so parents can see what PTA is doing.

Louise Carr said that she thought that if you put a particular person's name on the bottom of a plea for help then this should help to get assistance. She found this out when asking for help with the Juniors Garden. She thinks that maybe if someone sees that the Mam of "such and such" in class whatever is organising something if your child is in that class or you know the Mam then you will probably be more likely to help out.

Mel Trigg suggested that maybe a uniform recycling of some description could be set up and people could make a small donation for second hand uniform.

12. **Any Other Business**

Louise Carr mentioned that she has secured the £7500 grant from AkzoNobel for the garden at the Junior School and that within the firm the project won Project of The Month.

Action - Louise has said that she will get a link to the Juniors website to show the progress of the garden.

Helen Elliott mentioned that Facebook removed the second page which she had created so she is using the first one at the moment. There are a number of people who follow this, however, there is potential for more.

Action – Helen Elliott and Nicola Dawson agreed that they would look into how to promote the Facebook page further and possibly look at Twitter.

Claire Wipat thanked everyone for coming and Helen Elliott thanked everyone for doing an amazing job.

Ellen Johnson also said a big thank you from the schools for all the hard work put in by everyone in the PTA.

Both the PTA Committee Members and the Heads thanked Claire Wipat for all her hard work and her outstanding contribution as Chair of the PTA as she stood down as Chair.