

Minutes from PTA meeting held on 10th September 2019

Present: Clare Daniel, Susie Withington, Emily Titley, Gileng Sullivan, Saskia Howarth, Leanne Watson-Parke, Jane Gilchrist, Vicky Foster, Rachael Thomas, Caroline Kelf

Apologies: Jess Davidson, Belinda Walmsley , Rachael Kestemont, Leila Dahesh, Gayle Marshall & Katie Humes

| Item / Discussion | ACTION |
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| <p><u>Minutes to Previous Meeting</u></p> <p>All agreed</p> | <p>No action</p> |
| <p><u>PTA Wish List</u></p> <p>The PTA cover the costs for a variety of items including Science Week, Education City licenses for all pupils, coaches for theatre trips and much more. This years' list will be sent to all parents along with these minutes. A request from Clare Daniel was made for extra items including a new piano for upstairs (for lessons) and resurfacing outside of Class 1 & 2. Quotes to be obtained</p> | <p>CD</p> |
| <p><u>PTA Committee Roles</u></p> <p>Chair – Susie Withington Vice Chair – VACANCY (See below) Treasurer – Gayle Marshall Vice Treasurer – Jane Gilchrist (self-nominated at meeting) Emily Titley – Publications Officer Committee Funding Officers – Belinda Walmsley & Jess Davison Catering – VACANCY (see below) Secretary (Day Meetings) – Caroline Kelf Secretary (Evening Meetings) – Mike Tetlow</p> <p>Class Reps Class 1 – Leanne Watson-Parke & Gileng Sullivan Class 2 - Sarah French & Belinda Walmsley Class 3 – Jane Gilchrist & VACANCY (see below) Class 4 - Sophie Taylor & Rachael Thomas Class 5 – Fiona Toms & Leila Dahesh</p> <p>The committee currently has the following vacancies for this school year:</p> <p>Vice Chair – This role would involve supporting the chair in decision making and organisation of events. Attend the majority of PTA meetings and fill in for the chair if he/she is unable to attend.</p> | <p>Parents</p> |

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| <p>Catering –This role would involve organising & cooking the food for the Christmas fair and summer BBQ. (Obviously there will be a rota of volunteers to help for each event)</p> <p>Class Rep Class 3 - since the meeting this has now been filled by Catherine Burton</p> <p>Anyone wishing to support the committee with either of the above vacancies should liaise with Chair Susie Withington</p> | |
| <p><u>Events</u></p> <p>How to involve as many parents as possible was discussed including a form to send out in bags prior to events with an option for parents to offer their time / assistance. Class reps being responsible for the smaller events was also discussed.</p> <p>It was agreed that class reps will be responsible for the smaller events and a “Request for Support” form will be sent out in book bags prior to the larger events (Xmas Fair, Camp-Out Festival and School BBQ). See events page for Class Rep responsibility.</p> <p>It was suggested that class reps set up a WhatsApp group to include all parents in their class to communicate about their individual event and to request support.</p> <p>The food at the Summer BBQ was discussed as supermarket costs were less than what we paid for food last year. It was agreed that this will be reviewed prior to Summer BBQ and any other events involving food. It was also agreed that we will approach local businesses for food donations (Sainsbury’s, Peter Herds etc.)</p> <p>SW offered to organise liquor license for all events</p> <p>Non Uniform Days historically have included a cake sale. The health of the children was raised and it has been agreed that class reps will decide what kind of sale they want to do. Smoothies, fruit sticks and healthier snack options were suggested as alternatives to cake and biscuit sales</p> | <p>Class Reps SW</p> <p>Class Reps</p> <p>SW</p> <p>Class Reps</p> |
| <p><u>Fundraising</u></p> <p>Lucky Lotto – to be sent out in book bags / on flyer every month and on social media</p> <p>Clothes Bin – Instead of a Bag 2 School the committee is going to have a Clothes Bin installed on the car park where the skip was. It will be available all year round for old clothes. It was suggested that we remind people of it regularly and to include where the clothes are going and the purpose of the bin</p> <p>Swishing Event – Swap shop for old clothes suggested by Rachel Kestemont, Class 3. Jane Gilchrist interested in supporting the organisation. It was agreed that this will become a Class 3 event in 2020 – see Events Calendar for date</p> | <p>SW/CD/ET</p> <p>SW/CD/ET</p> <p>CLASS 3</p> |

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| <p>Pennies in a Bottle – every child fills a plastic bottle with coins. Competition between classes. Initially teachers will send home a request for used plastic bottles. Committee to label plastic bottles and send home with each child. To run for whole of school year. Collection at the end of each term</p> <p>Recipe Book – Personalised PTA cookbook to include recipes from local businesses & parents to include sections for meal type, dietary requirements etc. Emily Titley & Saskia Howarth. volunteered to oversee this project and will approach other parents for support</p> <p>Mother’s Day / Father’s Day Presents – we initially discussed this idea for Christmas presents. The idea being that the committee source small gifts for the children to purchase to take home to their loved ones already wrapped for Christmas Day. It was decided that this would be a lot of work for little return however we will revisit this again for Mother’s Day & Father’s Day with simpler gifts like small bunches of flowers</p> <p>Camp Out Festival – a mini festival on the school field in summer including overnight stay on field in tents (bring your own or hire one), bring your rackets and games, fire pit, BBQ, singing round the fire. See events calendar for date. RT to liaise with cubs re toilets.</p> <p>Sponsored 100k walk – This will go ahead again in Summer 2020. More details to follow</p> <p>Sponsored Obstacle Course / Mud Run – This idea was discussed as a fun morning for parents / kids to take part in in addition to the sponsored walk. VF to investigate further</p> <p>Mum’s Night – to take place in November and to include gifts for Christmas. Committee to organise at next meeting. It was agreed that Leanne Watson-Parke would have a Tropic Stall and will include a Hamper. Leila Dahesh will be approached to do a Neal’s Yard stand. Vicky Foster will reconnect with ‘Style of your Own’ to obtain 20% from last event and see if they want to promote at the next event. Emily Titley to contact chocolate and spirits company, Vicky Foster to contact Hilary Kerr for porcelain gifts and Park Lane for Jewellery</p> <p>Dad’s Night – to be organised by Dads, date to be confirmed (potentially April)</p> | <p>SW/CD/ET</p> <p>ET/SH</p> <p>RT</p> <p>VF</p> <p>Committee</p> |
| <p><u>Making Payments to the PTA</u></p> <p>The way parents pay for events was raised at the meeting. The point was made that some parents don’t have cash on the non-uniform days and it would be easier to pay for these in advance along with all other PTA jobs. CD mentioned that Wendy does a lot of extra admin for PTA events so an online booking system would be beneficial.</p> | |

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| SW & GM to look in to PayPal and online payments. CK offered support | SW/GM |
| <u>AOB</u> None | |
| <u>Date of Next Meeting</u> Thursday 3 rd October, Suburban Green, 7.45pm | |

**ST Anne's PTA
2019/2010 Events Calendar**

| Date | Event | Organised By |
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| Friday 18 th October | Cinema Night | Class 1 |
| Friday 25 th October | Non Uniform Day / After School Sale | Class 5 |
| Autumn Half Term Date of closing Fri 25 th Oct, Date of Opening Tues 5 th Nov | | |
| Friday 15 th November | Mum's Night | Committee |
| Friday 13 th December | Non Uniform Day (no After School Sale) | Committee |
| Friday 13 th December | Xmas Fair | Committee |
| Christmas Date of closing Wed 18 th Dec, Opening Mon 6 th Jan | | |
| Friday 17 th January | Cinema Night | Class 2 |
| Friday 7 th February | Disco | Class 4 |
| Friday 14 th February | Non Uniform Day / After School Sale | Class 4 |
| Spring Half Term Date of closing Fri 14 th Feb, Date of Opening Mon 24 th Feb | | |
| March – Date TBC (w/c 8 th March) | Swishing Clothes Shop | Class 3 |
| Wednesday 25 th March | Music evening (Serving coffee) | Committee |
| Friday 27 th March | Non Uniform Day / After School Sale | Class 3 |
| Easter Date of closing Thurs 2 nd Apr, Opening Mon 20 th Apr | | |
| April (Date TBC) | Dads Night | Dads |
| Friday 24 th April | Bingo Night | Class 5 |
| Friday 22 nd May | Non uniform Day / After School Sale | Class 2 |
| Summer Half Term Date of closing Fri 22 nd May, Date of Opening Tues 2 nd June | | |
| Friday 12 th June | Summer BBQ (reserve date 26 th June) | Committee |
| Friday 26 th June | Reserve Summer BBQ Date | Committee |
| Friday 17 th July | Non uniform Day / After School Sale | Class 1 |
| Saturday 18 th July | Camp Out Festival | Committee |