

WOODBOROUGH SCHOOL PTA MEETING MINUTES

Wednesday 22nd January 2020 7.00 pm

Attendees:

Sophie Davis, Emma Wheeler, Sarah , Becky Richardson, Bianca Crichard, Issy Papworth-Smith, Kim VK, Justyna Fila, Vicki Morris, Iona Wigg, Lisa Mundy, Robin Needham

Apologies:

none

1. Agreement to last meeting minutes – Agreed.

2. Matters Outstanding from Last Meeting –

| Item | Overview & Update | Action | Status |
|------------------------------|--|---|--------|
| a. Review of spending | <p>Priorities for funding: Finlay's Garden, projector.</p> <p>Astroturf - quote for £714 for fitting and laying. Sounds like a reasonable quote. Discussed that the work needs to be done as early as possible for outdoor learning.</p> <p>Projector – quote for £1,300, top of the range (d/w Mrs Crichard)</p> <p>Handheld payment systems –Discussed two devices are needed, £30 each (to allow parents to pay by card at events, at the gate and bar).</p> | <p>Agreed that PTA would commit to funding:</p> <p>Astroturf ✓</p> <p>Projector ✓</p> <p>Iona kindly offered to donate one handheld device. to look into monthly costs</p> | Open |
| b. Financial planning sheets | <p>Outstanding - It has been raised that these had not been distributed at the beginning of the year.</p> | <p>Mrs Brewis to decide whether the sheets are to be circulated. SD to request</p> | Open |
| c. Bingo | <p>Discussed likely venue – Woodborough Social Club.</p> <p>Hilary is looking for volunteers for Bingo night.</p> <p>Bingo caller role to be shared between Vicki and Hilary.</p> <p>Hot dogs, crisps will be served depending on number of people who volunteer.</p> <p>Sausages to be cooked at school or at someone's house, and take over on the night to avoid difficulty using their kitchen.</p> <p>Social club take the bar proceeds, PTA take the rest of funds raised.</p> <p>Poster – Emma and Robin to sort out the poster</p> | <p>Action before half term needed. SD to confirm with the Social Club</p> <p>Emma and Judy to check dates to see if can volunteer on the night, arrive earlier.</p> <p>For stock – need small bottles of fizzy water, juice cartons, lemonade, coke and diet coke cans. Kim VK to buy.</p> <p>Sophie to confirm the poster this week.</p> | Open |

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| d. Summer Fair prizes | Persuasive letter writing for Year 5s to ask for donations from local businesses, to improve the donations for prizes. | Ms P-S to arrange with her yr SD and SW to identify list of local businesses to target | Open |
| e. Social club parking | Parking charges at Social club – a large number of parents have still not paid. Fees have been raised to £30 per year from £10 per year, is it for maintenance? Sublet to railways last year left ill feeling amongst parents. Relationship with Social club has improved, they are talking now to the School. | SD to chat with Mrs Brewis about fee increase. May need to communicate rationale for fee increase to parents. | Open |
| f. iPads | Ms P-S presented on iPad purchase request. Benefits: <ul style="list-style-type: none"> Improved learning from homework feedback: Video marking on Seesaw – Children take a picture of their work, share it with their parents. Mrs P-S able to give more in depth feedback using this tool including verbal feedback which children prefer, just invested in headphones for each child to use in conjunction. Children could edit their work in much more depth, having listened to the feedback from teachers. Improves their work in the long run, teachers can doodle on the file, rather than in their books. (Looking at marking policy) Engages children, motivates and challenges them. Augmented 3D apps which interests children more. Access to resources make it much easier. Timetabling would be a lot easier if there is another set, as it's often used for interventions in KS1. In class research, cross-curricular work, maths work can be done in class. Children can engage more in Science experiments, maths questions. Cuts down on printing for class resources (e.g. costs of whole class reading books such as £640) Copyright issue ? as pointed out by Vicki. Current difficulties: <ul style="list-style-type: none"> Ipads are being kept in the office, this is difficult for access. It would be best if apps for KS1 were on one set of Ipads and for KS2 on other set. 3 year commitment £10K - 55p per child in KS2. ~£2896 per year. For 3 years (lease), technology moves on and then the current Ipads can be replaced by newer tech. Laptops still being used for word processing and coding, internet research. Screen time – 1.5 hours each week in KS2 (plus Seesaw). An hour slot for Computing curriculum. School is growing 31 in Year 4, we don't have an Ipad for each child. | A subgroup needs to be arranged to discuss what can be done, volunteers to come forward to discuss as subcommittee. Teachers to look at costings for Android tablets, and software costing (needs breakdown of costing). How much would be needed to buy tablets / Ipads outright? Is it worth having an intervention set of Ipads available in the class? Minimum of £10K fundraising commitment would be needed each year. Capital fundraising campaign may be needed. | Open |

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| | <ul style="list-style-type: none"> Concern from SD, problem is commitment of £5K per year to tech. What can school contribute, what grants can be obtained to support funding. Extra pressure on fundraising, difficult | | |
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3. Review of completed events

| Item | Overview & Update | Action | Status |
|------------------------|---|--|--------|
| g. Christmas play bars | <p>Parents from each year of KS1 were asked by Vicki to lead a play bar and it worked well. Made £118.64 – exactly the same as last year.</p> <p>Notes: Coffee cups in the box were too heavy to move. Need a shelf to put these back on, split mugs out into two different boxes. Didn't have J20, less water (due to plastic bottles), not much soft drink choices – need more choices for canned drinks. Discussed that J20 expiry dates are short and it doesn't sell as well</p> | <p>Cupboard is going to be rejigged by Lisa and Emma with Kim VK. Purchase of big jiffy stackable boxes to keep things in better order. Kim VK to have a look.</p> <p>Sophie to have discussion about stock and floats w/e 31/1/20.</p> <p>For stock – need small bottles of fizzy water, juice cartons, lemonade, coke and diet coke cans. Kim VK to buy.</p> | Closed |
| h. Christmas hampers | <p>Made £972.66. Increase in amounts by £68. Ribbon was found in the PTA cupboard by Lisa. Hopefully won't have to buy any more ribbon for next year. Expenses and no. of tickets sold to be submitted to Robin please.</p> | <p>Christmas craft in a box to be reorganised.</p> <p>Ticket returns and loss expenses to RN</p> <p>VM - all go on the file. Sarah to give the full figure to Robin for submission.</p> | Open |
| i. Christmas fair | <p>Raised £1420 better than last years' fundraising, everyone was happy, it was less manic. Ramona did brilliantly, and hopefully she will do it again next year.</p> <p>Santa</p> <p>Everyone was happy with Santa this year. <i>Some children complained about other children's behaviour during the Santa visit.</i> Parents don't need to be present for the Santa visit but children should be supervised it can be other parents whom are supervising, as long as it's prearranged.</p> | <p>VM suggested a "blueprint" is done for the Christmas fair to allow people to repeat the same thing every year</p> | Closed |

4. AOB

| Item | Overview & Update | Action | Status |
|--|---|--|--------|
| a. PTA Meeting days | A number of people have said it's difficult to make meetings. Discussed whether they could be arranged on another day / time. Discussed different time slots (e.g. afternoons after school however then working parents can't be there which makes it difficult). | One PTA meeting to be rescheduled in Summer term to a Tue/Thu evening. For timetabling- From 2020/21 to see if meetings can be moved. | Open |
| b. Survey Monkey / WhatsApp for parents feedback | Discussed that it would be useful to seek parents' (and students) feedback on what things they feel need funding from PTA. | Survey Monkey to be drafted. WhatsApp messages to be circulated. | Open |
| c. Popcorn club | Upcoming on 24/1. JF confirmed will be a busy one. 92 confirmation so far. | Consideration of using School gateway to ease administration time | Open |
| d. School website | Vicki – request regarding Woodborough school website – difficulty finding “homework” links on school website search engine. | Ms P-S to investigate and update | Open |
| e. Second hand uniform sale | KS2 sale on Friday 31 st January Poster to be sent out . KS1 sale on 14 th February VM requested help at both events to set up and pack away. | SD to confirm if can help VM for KS2 SD to confirm poster JP and EW to confirm helping | Open |
| f. Christmas DVDs and Cards | Performance DVDs, had £225 into account. Raised difficulty identifying monies paid into PTA account as paid in as a “lump sum”. | To investigate whether it's better to request parents to order their Christmas cards DVDs online next year and pay directly | Closed |
| g. Parental involvement in PTA | Iona raised that attending PTA meetings is daunting for new parents, as they may not know what is required of them. | SD to attend KS1 meeting to discuss with parents. List of jobs of that need doing to be put together to ask parents to help with, both big and little jobs. | Open |

5. Date of next meeting – 4th March 2020 at 7pm