

## PTA MEETING MINUTES

TUESDAY 10<sup>th</sup> March 2015 7.00pm

**Attendees:** Natasha Lichter, Mrs Brewis, Mrs Ashby , Cath Poole, Melissa Murrell, Julie, Holly S-D, Gisela Maisch, Nicola Smith

**Apologies:** Lesia Weremijenko, Emma Stieglitz, Ruth Kinderman, Jenny Hawley, Hilary Dunstan

1. Agreement to minutes - agreed
2. Matters outstanding from last meeting:
  - a. **Constitution**– Vern Smith has noticed some clauses regarding liability that he feels are concerning.
  - b. **Mark Sheen payment** – This is still unpaid due to lack of invoice from Mark. Committee proposed that we raise an invoice internally and get the money to Mark.
  - c. **Bonfire firework compliance** and liability – HSD has not had the meeting.
  - d. **Popcorn club Licence:** completed
  - e. **Bingo license**, not needed due to low volumes,
  - f. **100 Club license** – completed.
  - g. **Paypal vs. Parent Pay** – Mrs Budden is looking into home contact pay, Natasha will look into parent pay
  - h. **Kitchen compliance** and cleaners – the school is currently replacing the cleaning company. When things have settled this point can be reassessed.
  - i. **Thatch** on playground hut – The committee discussed the sentimentality of the thatch vs. a new hut for the same money. It was determined that it is of significant sentimental value to be replaced as is with thatch and not replaced.
3. Review of recent events:
  - a. **Popcorn Club March 2015** - 53 attended. Still issues with late arrivals. Voting was enjoyed by children, but didn't make any difference to the numbers. Still awaiting a couple of payments. License in place.
  - b. **Body Shape Master class** – Really really well run and a great success. Everyone has commented on the value of the content and the fun they had. It was also a huge financial success: £1900 revenue with c £200 expenses. The committee fully agreed that Melissa Murrell and the team behind the scenes deserve a really big thank you for all effort and charitable approach.
  - c. **School Disco** – A special mention to Cat Burley, Liz Gray and Clara Tuckey and the team behind the scenes for pulling this together in place of me. The merge of KS1 and KS2 was a necessary move this time, but in future it was agreed to stick to the 2 event format so that the right activities are pitched at the right age group. We agreed that the event as all events does need that 1 point person to run more smoothly.

4. Update on current/upcoming events and activities:
  - a. **Easter Bingo** - Mufti day Monday 16<sup>th</sup> –Andrea will put fence sign out – Call for on the day support has gone out. Put a description out of what it is.
  - b. **Summer Fete** - Allison Rob has kindly stepped up to be coordinator.
  - c. **Camping evening** – 4 Dads have kindly got together to coordinate the event. PTA and the school are very grateful for the male support and the effort they are putting in. are planning it. Some areas were raised to make the team aware of: Risk assessment with fire, St John’s ambulance, Parking, contacting the neighbours and loos. James Murrel and potentially Rod Scott-Donaldson will do an update at next meeting Contact neighbours with warning.
  - d. **WGT**: Fri 17<sup>th</sup> July is confirmed for main event. Auditions are Fri 3<sup>rd</sup> July (2 weeks prior, gives more time to practise). Dress rehearsal Mon 13<sup>th</sup> July. Have compares – Quentin and Hilary Dunstan. Request for more microphones
  
5. Website and other communications coordination
  - a. The school is moving to a new website, and PTA can have pages within that site, which will be more manageable. The PTA wishes to say a HUGE thank you to Karl for the original beautiful design and all his help and support on PTA web and film and photo related support over the past many years your work is a testament to your talents. Always top quality products. HSD will liaise with the new contact Will Lawrence to take this forward.
  
6. Committee status
  - a. Due to illness, Holly as chair needs to step away for a short time. A formal request needs to go out to the school to find a short-term replacement with job description.
  - b. Vice Chair and shadow Treasurer are also formally requested
  - c. Nic Smith has kindly offered to step in as secretary with support from Andrea.
  - d. 2 classes still need class reps: Lime and Willow
  
7. Updates from Class Reps
  - a. There was some discussion on how to properly welcome new families into the school. A new confirmed process is now in place:
  - b. The office will alert the PTA secretary on new arrivals. Secretary will work with Chair to send out a welcome note and the PTA welcome pack and introduce them to their class rep.
  - c. There is a concern about missing clothing – a notice will go out via home contact asking all parents please to check labels over the Easter Holidays.
  - d. There was concern about the on-going poor quality of school meals. HSD will raise this directly with the catering company.
  
8. 8. AOB

- a. **Contact details:** We are going to create a committee only section in the new website to keep admin documents such as event sheets and contact details in one place for all future members. Thanks to Hilary for starting that activity.
- b. **School Choir:** 3 mums, Verity Randall, Fiona Philips and Natasha Lichter would like to run a choir – but lacking the teaching expert – now have a teaching mistress who runs 2 choirs locally and she will come and help us set it up. They are thinking about doing it after Easter – during school time, potentially during lunchtime – Thursday 12:15 Group 1: years 2-4 only as a pilot. Group 2 will look to start after summer half term. Depending on the outcome of the pilots, it will run more consistently in Sept next academic year. **Request** for £118 – choir mistress and the music to be funded via PTA and parent contribution to the Choir club @£3/session
- c. **Walking bus** from car park - request for volunteers for a walking bus – and put description in the info.
- d. **Road Safety** - Cath Poole has asked to the Parish Council to review the section of road opposite smithy's lane requesting a pavement.
- e. **SAFETY REMINDER:** we had a long discussion about road safety – it was strongly requested that we use this opportunity to remind parents via the minutes. It was noted that one woman had to move her child out of the way of a car driven by another parent that mounted the pavement to get around another car waiting for children to cross the road – this is not safe. **PLEASE TAKE CARE** while driving around the school for all our safety. On road and for pedestrians on the pavement and areas where there is no pavement. **PLEASE PLEASE PLEASE.**
- f. **PTA Sheds** – windows and felt rooves are in disrepair. Window needs replacing and sealant – James Murrell has offered to help us. Andrea to liaise with Melissa and James for hut repair.
- g. **100 club** – will be at Sept. parents evening but not as actively sold.
- h. **Social club** – first meeting with social club held, very positive. 3 coffee dates are organised for coffee mornings – 1 per term on a Friday – please see website and posters for details.
- i. **First coffee morning** – was a great success - good coffee and cakes. Had 20 families represented. Made £40 for them. We are advertising some of their events in our notice board.
- j. **Leaver's event:** Summer is approaching – the school needs help from leavers' parents to organise the leaver's event - Andrea to start the conversation with parents.
- k. **Woodland:** a local family have offered the use of their small piece of woodland (within walking distance of the school) for children to use for outdoor Learning/Forest School. Mrs. Wright is looking at insurance and health and safety issues but it would be great to identify a staff member who is willing to lead on this and maybe get some training. If any other parents/grandparents want to help with sorting this out - including hands-on work to clear some space in the woodland that would be much appreciated. Lance Weaver of local firm Merlin Trees ([www.merlintrees.co.uk](http://www.merlintrees.co.uk)) and uncle to Magnus will help and advise on some initial clearance.

- l. **Solar panels** - we're looking at the possibility of solar panels for the school roof, which would be a huge cost saving for the school, reduce our carbon footprint and help educate the kids about renewable energy etc. Again, if anyone wants to help take this forward, that would be great.
- m. **School Eco-Squad** – we're looking for help with other environmental stuff? Mrs. Wright and I are both struggling to find enough time for these activities so it would be great to have a little group of us working on it. Any interested people, please contact Jenny Hawley on:  
[jahawley@yahoo.com](mailto:jahawley@yahoo.com)

9. Date of next meeting – May 12th