

**WOODBOROUGH SCHOOL PTA MEETING MINUTES**  
**Wednesday 16<sup>h</sup> May 2018 7pm**

**Attendees:**

PTA: Lexie Warburg, Lorraine Lamb, Sophie Davies, Tana Shanagher, Helen Atkins, Sarah Willis, Miranda Moore Bethel

**Teachers / Governors:** Mrs Wren, Mrs Wright

**Other Parents:** Robin Needham

**Apologies:**

Hilary Dunstan, Vicki Morris, Cath Poole, Emma Dale, Lisa Mundy, Mrs Partis

1. **Agreement to March minutes** – One correction to figure in Item 2c. The £100 quoted as set aside for Finlay’s Garden should have read **£1,700**.
2. **Matters Outstanding from last meeting**

Item	Overview & Update	Action	Status
a. PTA positions vacant	<p><i>At the end of this school year, Helen (Vice Chair), Cath (Compliance), Lexie (Treasurer), Tana (Procurement), and Emma (Popcorn Club) intend to step down from committee roles. We therefore have an ongoing activity to recruit new members to the PTA committee. Latest updates below:</i></p> <p><i>N.B. Positions could be adapted to suit individuals – perhaps as role shares or similar. All roles are open for parents to apply for and will be elected at the next AGM.</i></p> <p>PTA Positions Status:  <b>Chair:</b> Sophie is willing to stand for this role next year  <b>Vice Chair:</b> Position <u>vacant</u> for next year.  <b>Treasurer:</b> Sarah Willis is willing to stand for this role next year  <b>Secretary:</b> Lorraine is willing to stand for this role next year year.  <b>Comms:</b> Sophie is currently looking for a replacement for next year  <b>Procurement:</b> Kim Van Kimmenade is willing to stand for this role next year  <b>Compliance:</b> Position <u>vacant</u> for next year.  <b>Popcorn club</b> - Justyna Fila has</p>	<p>Vikki to try and recruit some Oak class parents.</p> <p>Sophie will come up with a comms plan for us to action in Term 6.            (Thoughts are that we should try to recruit from Oak Class parents as they have had time to settle into school routine now and the committee for next year already has a number of Sycamore Class representatives.)</p>	Open

	kindly offered to manage this next year.		
b. Token schemes	<p><i>Putting forward Woodborough School PTA as a benefactor of the local supermarkets donation schemes:</i></p> <p>Lisa is waiting for a response from Waitrose.</p> <p>Lisa Mundy and Cath Poole are progressing with Tesco</p>		Open
c. School wish list discussion and voting	<p>The PTA are currently working with the school to finance the following 2 priority items. PTA agreed to funding of the following</p> <ol style="list-style-type: none"> <li>1. Replacing all of the class laptops - There would be an annual lease cost of circa £2040 running for 4 years to do this. Ongoing fundraising will be required.</li> <li>2. Replacing the stage. Helen has launched a crowd funding page to assist in the raising of funds for this and it is going extremely well with over £1300 raised at time of writing.</li> </ol> <p><i>N.B. We considered the possibility of utilising the social club for staged events, but the teachers felt that we needed the flexibility of our own stage, hence the decision to go ahead and purchase.</i></p>	<p>The actions regarding organizing the improvements to Finlay's Garden are with the school. Also to communicate the purpose of the Finlay Garden for the benefit of new parents. (Do we have an update on this?)</p>	Open
d. Comms Update	The Woodborough School description on the Easyfundraising site needs updating –Lexie who has admin access to apply the update.	Lexie – updates to easy fundraising site	Open
e. Literacy and Maths Resources Bids	<p>The maths bid is completed and has now been submitted. Many thanks to Cath for tenaciously seeing this through!</p> <p>The literacy bid is in progress. Mrs Johansen and Mrs Wren are consulting with Mrs Bewsis as there are a lot of statistics required to complete the bid.</p>	Cath to update us next meeting	Open
f. 2 <sup>nd</sup> hand Uniform sales	<p>Update from Vikki:</p> <p>The last sale made £19+ (still waiting on a few IOU's).</p>	Vikki to action new proposed stocking policy for next year.	Closed

	<p>The Marlborough NCT group, via Mum Alex Wyatt, have kindly donated a clothes rail to the school to use for second hand uniform. This has made the displaying of clothes much easier. Many thanks to Alex for arranging that!!</p> <p>Vikki plans to attend the final pre-school taster sessions of the year and also the new parents evening in June - selling both second hand and new uniform. New parents don't get a lot of opportunity to purchase second hand uniform and we have a lot of stock of smaller sizes. Brilliant idea Vikki - hopefully this will offer a valuable service to new parents.</p> <p>Looking forward to next year Cath Poole and Vikki propose changing what second hand items we offer, to include logo'd uniform and summer dresses only. Other items don't sell well and are bulky to store and transport. Parents would be encouraged to exchange these amongst themselves.</p> <p>The PTA agreed unanimously that this was a very sensible suggestion.</p>		
g. PTA parental support	There is an ongoing requirement to recruit more parental help and support for PTA functions and activities.	As per 2a. above – Sophie will produce a Comms plan for securing more parent support. Sophie will also think about how ask for volunteers going forwards.	Open

### 3. Review of completed events

Item	Overview & Update	Action	Status
a. Popcorn Clun – 16th March	Ninjago Movie - Great event with 80 bookings in total. Takings less some expenditure was £349.08. However, Lexie will have to take the cost of the drinks/crisps & sausages paid direct from this amount before		Closed

	the true profit can be declared.		
b. Popcorn Club – 18th May	Ratatouille – Emma away and so Hilary, Jenny & Lisa Mundy kindly ran the event. Thank you so much to Emma and these ladies!! 80 attendees – profit yet to be declared.		Closed
c. Easter Bingo	A very successful evening was reported! Numbers and profit still to be confirmed.		Open

#### 4. Review of upcoming events (Term 6)

Item	Overview & Update	Action	Status
a. Freeze pop Fridays	These will commence on Fri 25 <sup>th</sup> May. Sarah has offered to buy the stock and Lexie and others will help sell.	Sarah to check with Tana re how many ice creams to buy	Open
b. New Parents Evening (June 20 <sup>th</sup> )	We need reps from PTA to serve refreshments, and also Vikki will do new and 2 <sup>nd</sup> hand school uniform stall	Helen and Sophie plan to attend along with any other PTA reps who are free?	Open
c. Popcorn club (Jun 22nd)	Justyna will get involved with Emma to learn the ropes for next year.		Open
d. Summer Camping (June 30 <sup>th</sup> )	James Murrell has indicated he may not be available, but assures us the camp will go ahead and he will arrange cover if he is absent.	Helen to double check dates and who is available and advise Sophie and Cath (for Bar License)	Open
e. Summer Fete (Sat July 7th)	Miranda Moore Bethel has very kindly stood forward to lead on the fair. Miranda presented what she had organized to date and what was still to be done. The planning is going really well and the PTA were able to offer lots of advice. Miranda's key requirement is more volunteers.  A few shout outs of decisions made: <ul style="list-style-type: none"> <li>• Invite villagers and offer them a free drink (on presentation of their invite)</li> <li>• Donations at the door rather than an entry fee</li> <li>• Mufti day will be on Fri July 6<sup>th</sup> for tombola prizes including good quality second hand toys for a toy tombola</li> </ul>	Sophie – rope for tug of war Sophie – posters and signage up after half term	Open

f. Filming of KS2 Summer Plays (10 <sup>th</sup> and 11 <sup>th</sup> July)	Helen has booked for the Summer plays to be filmed at the evening performance on 11 <sup>th</sup> July. Need volunteers to run tea and coffee stall for matinee and bar for the evening performances. Also need to remember to do stock check for this.	Person required to organise refreshments and volunteers at performances	Open
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## 5. Future Event Planning (Post Term 6)

Item	Overview & Update	Action	Status
a. Events calendar 2018/19	<p>Sophie has produced an events list for the whole of next year which was reviewed and a number of changes suggested mainly due to clashes. Sophie will update this calendar and re-issue for us to review next meeting.</p> <p>Some shout outs regarding decisions made:</p> <ul style="list-style-type: none"> <li>• Teachers raised the point that many events where they were required to support, were held on a Friday. The PTA agreed to consider whether events on other days were feasible.</li> <li>• Sophie volunteered to lead on bonfire night event</li> <li>• Due to the large number of events in term 2, we agreed not to run popcorn club (originally scheduled for 23<sup>rd</sup> Nov) in term 2.</li> <li>• The school disco will take place on Friday 1<sup>st</sup> Feb as DJ already booked and a review of opinions after this meeting agreed Friday is the best day for a disco!</li> <li>• Even though we have volunteers willing to lead on these popular events, it was felt that we should alternate Circus Bezercus and Woodborough's Got Talent to reduce pressure on our very busy PTA social calendar. Plan is to run WGT in 2018/19. The teachers will advise us of the best date for</li> </ul>	Sophie to update event calendar	Open

	WGT		
b. 2018 Xmas cards	Cath leading		Open
c. 2018 Calendar	Vikki and Lorraine leading		Open
d. Robin Hood Xmas Pantomime 2018	School co-ordinate this event		Open

## 6. AOB

Item	Overview & Update	Action	Status
a. PTA drop box account	We need to change the ownership of the dropbox account from Nic Smith's to a generic PTA account	Lexie will manage changing this to the PTA account	Open
b. Stage Fundraising update	This is going really well as indicated in 2c. above		Open
c. GDPR	In light of the new General Data Protection Regulations, we need to ensure that we have made best endeavours to delete personal information or advise people of what information we hold and ensure they consent. Robin Needham has kindly offered to help us with this.	Robin, Sophie and Lexie to provide advice and guidance as to who needs to destroy what and to consult with Mrs Hobbs.	Open

## 7. Date of next meeting – Wed July 4th 2018