

WOODBOROUGH SCHOOL PTA MEETING MINUTES
Wednesday 16th January 2018 7pm

Attendees:

Sophie Davies; Lorraine Lamb; Sarah Willis; Justyna Fila; Kim Van Kimmenade; Lisa Mundy;
 Mrs Wren; Mrs Needham; Vikki Morris

Apologies:

Hilary Dunstan; Robin Needham; Cat Burley

1. **Agreement to last meeting minutes** – Agreed.

2. **Matters Outstanding from Last Meeting**

Item	Overview & Update	Action	Status
a. School wish list	<p>This is being developed in conjunction with the school & the Governors.</p> <p>Mark Banham to attend next meeting so that we can confirm a combined list.</p> <p>Mrs Wren gave an overview as follows:</p> <ol style="list-style-type: none"> 1. Offered thanks to PTA for reading award books which are being enjoyed by the children. 2. Also offered thanks for funding the play equipment outside. Thanks also extended to Aubrey who completed the work. 3. School have already bought new sports kit – almost £2000 from school budget. Ideas discussed as to how to reduce lost kits – thoughts are we try and avoid kit going home – have a parent washing rota – children change out of kit before going home. 4. Managed to get some government funding for £8,200 for the daily mile track around the field. Total cost is £10k as best estimate. 	Ongoing activity	Open

	<p>Question raised as to if PTA want to help out and be credited with helping on this? YES – Agreed that PTA will provide balance of the cost.</p> <p>5. New interactive wipe board for Sycamore class room – also need one for Oak. Mrs Brewis has asked if PTA would be prepared to fund one of these? Hopefully we will finance this later in the year when we have raised additional funds.</p> <p>6. Gazebos for events – Sophie advised 2 new ones already purchased.</p> <p>7. Storage unit for the woodland are with a canopy. Need prices for this prior to any decision and also confirmation that we will continue to have access.</p>		
b. Literacy Bid	<p>Literacy bid ongoing – a complex bid in progress.</p> <p>PTA may need to provide a balance sheet at some point in the future. School to advise as & when needed.</p>		Closed
c. PTA parental support	<p>Sophie issued a great PTA newsletter trying to rally interest. Lots of positive feedback – Sophie proposes this will be a termly issued newsletter.</p> <p>Sophie feels that it is leaders that we are short of, as we do have a steady supply of foot soldiers.</p> <p>Hence PTA need to be on the look out for leaders.</p> <p>New parents evening in July – a good opportunity to represent the PTA and recruit volunteers.</p>	<p>Sophie – Assemblies standup to be arranged.</p> <p>All PTA committee need to be on the look out for leaders!</p>	Open

3. Review of completed events

Item	Overview & Update	Action	Status
a. Christmas Fair	<p>Sophie presented some lessons learnt and feedback which had been provided by Holly.</p> <p>Thanks to Holly Scott Donaldson and her many elves for all of the hard work in making the Xmas Fair happen!</p> <p>Highlights and Actions:</p> <ol style="list-style-type: none"> 1. Need an area in the loft dedicated to PTA and an inventory made of contents. 2. Central purchasing and stock control would be a good idea – a lot of Christmas presents left over and not clear how much mark up made on craft items. 3. Glitter tattoos very popular and ran out – we should look out for when they are on offer and stock up! 4. Need to charge maybe 50p per game as the games room did not make a lot of money. Also consider using tokens 5. Stalls don't make a lot of money – do we need to have them? Thought is that it does bring in outside people. 	Kim volunteered to sort out inventory and loft storage	Open
b. Christmas play bars (Dec 4 am and pm; Dec 5 pm)	<p>£210 taken. But profit is only £72 – and this excludes mince pies and prosecco.</p> <p>Message seems to be we need to price better. Would like to generate a standard price list.</p>	Sarah will produce a standard price list for bars and also for craft events.	Closed
c. Christmas hamper mufti day	Went well with enough goods for 27 hampers this year!		Closed
d. Christmas hampers preparation & raffle	£514 profit from hampers this year – but this is generally up around £800.		Closed

	Agreed this should still continue as an event despite lower profit.		
e. Christmas parties (Dec 18)	Decision is no Santa or coins next year as the children are already maxed out on sugar and excitement at this stage!		Closed
f. Christmas Panto (Dec 20)	Great feedback – including from older KS2.	Mrs Hobbs to try and book same group for next year.	Open
g. Christmas Cards	£200 raised! Big thanks to Cath Poole for once again organising this. Request for blank card to do at home for example for Thank You cards.	Sophie to chat with Cath P if she will do this again next year.	Open

4. Review of upcoming events

Item	Overview & Update	Action	Status
a. Popcorn Club (Jan 18)	Mrs Needham has tested equipment and it works. Decision made to review sausage supplier.	Justyna will look at sausage options	Open
b. Chinese New Year fireworks (Feb 1)	Sophie advised all planning is going well. Only current issue is Parking – we can't use Social Clubs they have a Young Farmers event. Shuttle bus from Garden Centre organised. Will plan to have some glow sticks and drinks on sale in the Car Park at the Garden Centre. Drop off will be in the layby – Teachers asked if they can man the layby (as well as glow sticks in the playground). More volunteers required!	Sophie will make a detailed plan and issue information letter for parents	Open
c. Easter Bingo (Mar 29)	Hilary has this in hand.	Sarah will get pricing for bar to Hilary	Open
d. Easter Bingo Mufti Day	Children will be asked to bring in chocolate and soft toys		Open

(Mar 22)			
e. School Disco (17 th May)	Date agreed with School. Stick with separate events per key stage. It was agreed that we need to look at how we make more money from this event. Suggestions included: <ul style="list-style-type: none"> • Hot dogs • Glow sticks 	School to confirm date (Agreed) Sophie will talk to Fi and Tort	Open
f. Quiz Night (Mar 1)	It was confirmed that this would be moved to next scholastic year.		Closed
g. Popcorn Club Term 4	Term 5: Date taken for School Disco.	Teachers will check if 3 rd May is a possibility (Agreed)	Closed

5. AOB

Item	Overview & Update	Action	Status
a. Potential First Aid Course for school.	Sophie described a service offered by a colleague - £500 per year to teach all the children in the school basic first aid. 2 days, every year so by the time the children leave school they would be well qualified first aiders! It was agreed that this was something that the PTA would like to fund, if the funds are available. School would confirm if this is something they would like to continue with.	School to confirm if this is something that is a possibility.	Open
b. 2 nd Hand Uniform	Vikki asked how often she should do this? Suggestion was at each Whole school meeting - 8 th March and 8 th April.		Closed
c. Bedtime Stories during Book Week	Teachers asked if we as parents would like this to be run again as numbers have been dwindling. It depends on Parent volunteers to read	School to confirm.	Open

	<p>stories, and the PTA generally provide milk and biscuits.</p> <p>PTA agreed we can do this again this year, and see how it goes.</p> <p>Suggestion is for Thurs 7th March</p>		
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6. Date of next meeting – Wed 13th March 2019 7pm