

# MINUTES

Wallace Fields Junior School PTA

Friday 9<sup>th</sup> November 2018 2.30-3.30pm

**Present:** Fran Madel (Chair), Lucky Patton (Vice Chair), Claire White (Treasurer), Julie Kingsley, Victoria Churchill (Secretary), Andrea Day (Deputy Head).

1) **Apologies for absence** - none received.

2) **Minutes of last meeting** - approved.

3) **Overview of last year's activities and recent events** -

**Fireworks** - Discussion about the firework event and future ticketing arrangements. Despite selling out, there was a number of no-shows. Due to electronic ticketing we were aware of this and were able to admit some guests at the gate. Noted that free admission of pre-schoolers means that whilst we include them in our total, we achieve no income from their attendance, and this may need to be reviewed next year. There was a slight decrease in profits this year.

We have yet to receive the final invoice for the fireworks. Fran is chasing.

A request had been made for a second BBQ to be purchased to speed up the process of cooking and serving food at events. As we do not outsource our catering now, this was considered an acceptable request.

**Action - Approve purchase of second BBQ. Fran to chase invoice.**

4) **Treasurers Report**

Claire White provided the audited and independently examined accounts for the last year. These are attached for parents information. There was a total income of £31,500 with £18,500 available to spend on the school. We start the year with £13k. Mrs Day thanked the parents and the PTA for their efforts and reiterated the value of the fundraising for the school, in light of ongoing reductions to the school budget.

5) **Funding requests**

The year 3 tables are older than some parents, and triangular which make it difficult to configure. The school estimates a total cost of approximately £8k (£55 per chair and replacement tables for the two classes) and asked for 50% of the cost. We discussed grants for furniture and other options.

**Action - Lucky agreed to look into grants available to the school but in principle we agreed to funding.**

The school has requested 15 more chrome books so each child in a class could have one.

**Action - agreed, and suggested that an additional one be purchased to cover the eventuality of breakage or glitches during a lesson.**

The school's maths resources are poor and they would like more manipulatives and clocks. Display boards were also requested.

**Action - agreed in principle but detailed anticipated spend would be helpful to share with parents.**

## 6) Election of PTA members -

Fran Madel - Chair : Proposed by: Claire White Seconded by: Lucky Patton

Lucky Paton - Vice-Chair : Proposed by: Claire White Seconded by: Fran Madel

Claire White - Treasurer: Proposed by: Victoria Churchill Seconded by: Fran Madel

Victoria Churchill - Secretary : Proposed by: Julie Kingsley Seconded by: Claire White

Julie Kingsley : Proposed by: Fran Madel Seconded by: Victoria Churchill

Other regular PTA helpers who were not in attendance at the meeting will be contacted to see if they wish to formally be part of the PTA.

**Action - Fran to contact previous regular members of PTA.**

## 7) Forthcoming events -

**Film night** - Tickets will be on sale for the screening of 'The Incredibles 2' via PTA Social. It was reported that there was confusion regarding the utilisation of PTA social.

**Action - Claire White will draft an email to be sent to parents on Monday to provide more information.**

**Christmas Fair** - the information pack will be sent to all parents within the next two weeks. The silent auction (raffle prizes) is progressing well but some of the larger donations have yet to be forthcoming - Emma Stewart and Julie Kingsley have agreed to chase these items up. Discussed options for parents who may not wish to participate in some of the preparation normally asked of families, for example for the sock stall, providing a sock and £1 and the helpers will stuff the socks on their behalf! We would also consider accepting financial donations to enable us to purchase items for other stalls that we usually request donations for. It is hoped however that the majority of the parents and children will participate in the preparation as has traditionally been the case.

**Action - PTA members to discuss tasks and alternative options for parents.**

**Quiz night** - booked for 22<sup>nd</sup> March 2018

## 8) AOB

**How to get involved** - There were a number of classes without Class reps and without engagement in each year group, the running of the Christmas Fair will be difficult. The Christmas fair generates a significant profit for the school and we must make parents aware of the need for continued and ongoing fundraising.

It was agreed that next year's AGM would form part of the Year 3 welcome tea party and parents of all years would be invited to the latter part of the event for tea and cake and to meet the staff and the PTA and encourage participation.

**Action - encourage sign up to helping at events; Mrs Day is happy to have a sign up board outside the front gate; begin Facebook page for PTA, provide more information about PTA social.**

Does the orange paper used by the PTA at the request of the school put people off? Consider changing our name and the format of our communications. Ask for input as to how we do things.

**Action - find out from parents what we can do differently via social media.**

PTA will meet separately to break down tasks to see if parents are more able to help on specific areas, rather than taking on a role or coming on to the committee.

Due to the small number of committee members, the roles and responsibilities for each - will be clearly defined, to benefit the school, parents and themselves!

**Action - separate meeting to discuss roles, priorities and way forward for school fundraising.**

## 9) Date of next meeting

No meeting in December due to Christmas fair.

Friday 11<sup>th</sup> January at 2:30