

# PTA MINUTES

## **Rogerstone Primary School PTA Minutes**

*December 6<sup>th</sup> 2011*

The meeting was called to order by Sarah Knight at 7:35 p.m.

### **In attendance**

Sarah Knight (Chairperson), Elise Holland (Secretary), Wayne Millard (Deputy Head), Sue Martin-Davies, Tracy Bale, Claire Thomas, Clare Jones , Janice Rees

### **Apologies for absence**

Helen McLeod (Deputy Head), Becki Yates, Bev Hinder-Thomas, Jo Southan, Matt Powell (Vice Chair), Paul Seymour (Treasurer) Kat Tonks, Sam Lowe (Vice Chair)

### **Welcome**

Sarah Knight welcomed the attendees and brief introductions were made for the committee members who did not know each other.

Elise Holland read an email received from Sam Lowe (Vice Chair) who has moved to Abu Dhabi, wishing the PTA every success. Thanks for Sam's efforts on behalf of the PTA were expressed and Elise Holland is to email Sam to that effect.

### **Approval of Minutes**

The minutes from the November meeting were approved without alteration.

### **Current Projects**

#### ***a) Book in the Bag***

There was no representative from the reception scheme but Tracy Bale confirmed that the nursery scheme is now up and running for both morning and afternoon nursery sessions. Wendy Alexander runs the reception scheme and Tracy Bale mentioned that she would require more help as Wendy has been running it herself for the last couple of weeks. Sarah Knight confirmed that she would check in with Wendy after Christmas to move forward into next term.

Wayne Millard referred to the action arising from the November minutes and does not know if the school have looked for extra bags. He will follow this up for the next meeting.

#### ***ACTION ARISING***

- ***Sarah Knight to speak with Wendy Alexander and assist in getting more support if required***
- ***Wayne Millard to make enquiries as to any bags that may be stored away for this scheme***

#### ***b) Second Hand Uniform***

We raised almost £300 at the parents' evenings. After the sales, Sarah Knight and Becki Yates got rid of much of the uniform that is not popular (eg sports uniform, stained items etc) and bagged it for the Bag2School collection. We are now carrying reduced stock though donations are still coming in every Friday. Mr Birch has also made available to us a large quantity of lost property that bears no name tags.

At the November meeting, Mrs Yeoman had referred to a gentleman who had offered to buy the stock after the sales. Sarah Knight confirmed that he had never re-approached us or the school.

The next sales will be during the parents' evenings scheduled for March 2012.

#### ***ACTION ARISING***

***None***

### **c) Bag 2 School**

This raised £260. We provided 520kg. The next one is scheduled for March 2012, after parents' evenings.

### **d) Coffee Events/Raffles**

There have been none since the last meeting. We were due to have these events prior to each Christmas concert but for the most part, the concerts are due to start at 9.30am and it was felt by Sarah Knight that parents are unlikely to join us for a coffee event, preferring to wait in the hall and bag a seat. Those events have been cancelled and a notice has gone into the notice board at the gate. We will still hold a raffle at each concert. We will require helpers at those sales, with at least one helper who does not have children in the concert to ensure that someone can be tasked with folding the tickets during the concert. Elise Holland suggested that the tickets will be sold in the hall as if parents have a choice to wait in line for a raffle ticket or to get a seat, they will undoubtedly choose to get a decent seat.

Volunteers were recorded to help as follows:

|  |   |
|--|---|
| Friday 9 <sup>th</sup> December (Yr1/2)    | Elise Holland, Sarah Knight – Sarah Knight to email out for helper to fold as both have children in the concert   |
| Tuesday 13 <sup>th</sup> December (Yr3)    | Sarah Knight and Janice Rees – Janice Rees to fold  |
| Tuesday 13 <sup>th</sup> December (Yr4)    | Becki Yates has volunteered but has a child in concert. Sarah Knight to email out   |
| Wednesday 14 <sup>th</sup> December (Rec)  | Claire Thomas, Elise Holland, Janice Rees, Sue Martin-Davies. Claire Thomas to fold   |
| Thursday 15 <sup>th</sup> December (Yr5/6) | Janice Rees. Sarah Knight to email out.   |
| Friday 16 <sup>th</sup> December (Nursery) | There will be lots of helpers for AM as lots in school setting up the hall for the fete but we may struggle with PM concert. Tracy Bale will speak to Book in a Bag helpers and report back |

Sarah Knight confirmed that Yr 3 will be at Bethesda and she has spoken with the Minister who has confirmed that a raffle can take place but no alcohol can be included as a prize.

Elise Holland asked Wayne Millard if it is possible to arrange for reserved seating for the helpers so as not to dissuade people from helping and losing a decent seat for the concert. He confirmed that that can be arranged and we should speak to Mrs Skinner to sort that out.

Sarah Knight confirmed that we have had lots of donations including a box of Hasbro toys. Sarah Knight will sort prizes into similar piles for each draw and keep back the bigger prizes for the main raffle at the fete. Sue Martin-Davies suggested that if we have a lot of little prizes, perhaps they could be organized into a hamper. Sarah Knight agreed that that was a good idea and she would bear this in mind.

Wayne Millard has tickets for a Dragons Rugby game, and a signed rugby ball by Bill Beaumont.

#### ***ACTION ARISING***

- ***Sarah Knight to email out for helpers with the raffle ticket sales***
- ***Sarah Knight to speak to Mrs Skinner regarding reservation of seats at concerts for raffle helpers***

### **f) Recycling ideas**

Clare Jones confirmed that she has not made many enquiries as at this time of year, most people and companies are not going to be too concerned with fundraising as Christmas is at the forefront of everyone's minds. Clare Jones confirmed that she will start the chasing again in January. She has acquired an envelope for a scheme that collects phones, jewellery and coins but the rate is not attractive and so she will look into better options in the New Year. The idea of coins is a good idea as Clare understands that old EU currency coins (eg francs) are being taken out of circulation early in the New Year. This may be a good fundraiser as a clear out. We will agenda this for January.

Following on from Action Arising from the November meeting, Clare Jones confirmed that she wrote to the Hilton and they have provided a raffle prize of a 3 course Sunday dinner for 4 people at the Holiday Inn, Newport, expiry 30-4-2012.

**ACTION ARISING**

- *Clare Jones to start afresh in the New Year and suggest schemes to be agenda'd for January meeting*

**Treasurer's Report**

Paul Seymour (Treasurer) was not in attendance but had confirmed to Sarah Knight that the current balance in the bank (as at 3<sup>rd</sup> Dec) is £5,821.03. Transactions this month were withdrawals of £1,000 for the fete budget, £600 for the disco budget, and a cheque written for £40.25.

**ACTION ARISING**

- **None**

**Webmaster's Report**

Sarah Knight confirmed that Brad is still happy to continue with the website and she is working towards keeping him up to date. The newsfeed has been updated and she will endeavour to continue to provide updates regularly.

Wayne Millard asked if we have a counter on the site. He has installed one on the school website and finds it helpful to know that it is being visited and that the work done on the site is worthwhile. It was considered a worthy point. Sarah Knight will approach Brad regarding this.

**ACTION ARISING**

- *Sarah Knight to contact webmaster with updates and to look into a counter (if not already in place)*

**Expenditure of Funds Raised**

**Rugby Kit** – Wayne Millard has received confirmation from us that the kit can be purchased but he has needed to provide measurements for the children which has delayed the order a little. A benefit of the delay, however, is that the company are now offering a 20% discount on the order. This will take the order to under £500. The school will make the payment for the PTA to reimburse. The order will include the "Sponsored by the PTA" message. It was agreed that, despite a little extra cost, any text should be embroidered rather than a transfer for longevity purposes.

**Projector in hall** – a non-council electrician was contracted at a fraction of the cost of the council's quote and payment will be made to him shortly. The work has been done and the projector is fully installed and being used for the Christmas concerts. Wayne Millard said that the projector has made a significant difference to the school and they are delighted. He expressed thanks on behalf of the school for the donation. The projector now supplements the sound system in place.

**Workbenches** – all paid for

**Request for Purchase by Wayne Millard** – the school have Apple Mac and Dell laptops and notebooks and currently have difficulty charging them as chargers are often lost/broken and locating them from time to time as they are scattered around the school. Wayne Millard has looked into the purchase of a charging cabinet to centralise the laptops for easy access and easy charging. The cabinet he has sourced can be wheeled around classrooms and is easy to manoeuvre, even by children. The cabinet can be locked. The initial cost sourced was £1122, but a purchase through the company who provide the computer maintenance contract comes in at £690. Wayne Millard is not sure if this includes VAT. Elise Holland asked if there is money in school funds for this and Wayne Millard confirms that there is not. Sarah Knight wonders if we are quorate to make this decision. Elise Holland volunteered to look at the Constitution and to come back to this item later in the meeting if we are able to make a decision.

**ACTION ARISING**

- **Wayne Millard to continue with the order for the Rugby kit and to report to us to reimburse the school**

## **Future Events/Projects**

### ***a) Christmas Disco***

This is to take place on Thursday this week (8<sup>th</sup>). Our agreed budget at the November meeting was £600. Sarah Knight and Elise Holland have made all purchases and have spent £390.86. The cupboard is filled with all the food and the ice pops have been frozen. We still need an additional helper for the KS1 disco. Claire Thomas volunteered for this.

The laminated sheets need to be done for the stalls. Sue Martin-Davies volunteered to do this and will liaise with Sarah Knight for the relevant information.

Sarah Knight asked if there is a generic risk assessment that we can use from the school. Wayne Millard will look into this and report back.

Sarah Knight asked if we need to display our public liability insurance. This is not known and so Sarah Knight will look into this (for the fete as well).

After the disco, we will need to store the sweets and bottles and Sarah Knight has had confirmation from the school that they can be stored in the staff corridor off reception until Monday 12<sup>th</sup> December when we have a hoard of volunteers coming in to the school to sort them for the fete. We may still need to store some in the corridor after that, but will fit all that we can into the cupboard, which by then will be empty of crisps, drinks etc following the disco.

Wayne Millard confirmed that the senior leadership team and some teachers will be present at the disco with the children.

Times we will require helpers are confirmed as:

KS1 – 4-5.30pm

KS2 – 5.30-7/7.15pm

#### **ACTION ARISING**

- **Sue Martin-Davies to produce laminated signs and to liaise with Sarah Knight re this**
- **Sarah Knight to investigate if insurance certificate needs to be displayed**
- **Wayne Millard to look into risk assessment and to report back to Sarah Knight**

### ***b) Christmas Fete***

Sarah Knight confirmed that we now have 20 or so helpers but could do with some more. If anyone knows of any helpers, please let us know.

We are scheduled to start the set up at 9am. We have lots of helpers and should be done in 2-3 hours. Stall helpers have been asked to return for 1pm. We have approximately 20 stalls. A teacher from Bassaleg is coming to set up the grotto with some students. Outfits are purchased but we need some more decorations. Sue Martin-Davies offered the loan of some of hers. It was felt that we should purchase our own if we can as we will need them each year and we cannot guarantee that they not be damaged. We will need a gazebo for the grotto. Claire Thomas and Wayne Millard both suggested that they may be able to provide one. They will both report back to Sarah Knight asap. The gazebo will need sides, or some way to install sides in any event.

We have a Santa organized through Sarah Knight. Kat Tonks had approached a Santa at Asda who does it for charity and his wife assists as Mother Christmas. He would want a charitable donation and looks the part. Discussions re using this Santa but it was felt by most that we should keep costs as low as possible, and that we should use someone that we know. It was agreed that it is too late in the day to alter our plans and we will keep to the Santa that is booked. He is CRB checked and runs a football club for children.

At the November meeting the budget was agreed at £1000. So far we have spent £444.81 to include all the prizes and grotto presents and some items of stationery. We still need decoration bags, decorations and food. It has been agreed by the school that we can use the kitchen but Sarah Knight suggests that as we are having little luck in getting food donations this year, we perhaps should simply sell tea, coffee, mince pies and cakes and make things a little easier for ourselves. The fete finishes at 5pm in any event to give people plenty of time to return home for tea. This was agreed and Sarah Knight will proceed to purchase those items.

Sue Martin-Davies will run the face paints. The paints were £74 to purchase and when Sarah Knight looked at the projected profit margin in the time scale available at the fete, it was not felt appropriate at this time to spend that money on the face paints. Sue Martin-Davies has suggested that she brings her own paints and charges £2 per face, with a donation of £1 to the PTA and the other £1 to cover the cost of using her own paints. Elise Holland considers that it may be appropriate to only operate that stall when parents are present as there may be some children that cannot have their face painted due to allergies and we will not know this if the parents are not present. This is agreed. Face painting will only be available in the 3.30-5pm session.

The prices for stalls are as follows:

Grotto £1.50

Bottle/sweet stall £1 for 5 tickets

All other stalls 20p a go/50p for 3

Again, laminates need to be done. Sue Martin-Davies volunteered for this.

Sarah Knight wishes to thank all parent helpers who have helped in the wrapping etc behind the scenes. No more assistance is required for that aspect.

We need takeaway cartons for floats at the fete/disco.

**ACTION ARISING**

- **Sarah Knight to finish purchases and arrange floats**
- **Takeaway cartons to be provided by all who have them at home**
- **Sue Martin-Davies to liaise with Sarah Knight and produce laminated stall notices**

**CRB Checks**

Elise Holland confirmed that the information was provided by all a short while ago but that she has been tied up with disco/fete organization and did not get an opportunity to provide a readable, collated list to the school until yesterday. Nevertheless, the school have acted quickly and forms have already been sent home with the appropriate parents to fill in and provide ID and so this is moving forward. Elise Holland thanked the school for their prompt action.

Clare Jones asked how often the checks need to be done as she has had one done recently. Wayne Millard confirmed that a check every 2-3 years is best practice. Elise Holland reminded that it was agreed in the November meeting that at this stage, we would CRB check only officers and Book in a Bag helpers.

**ACTION ARISING**

- **None**

**Any Other Business**

Elise Holland reported that according to the Constitution that Sarah Knight provided to her earlier in the meeting, we are quorate to vote on the purchase of the computer cabinet. Quorum is at least four members, to include two officers. Janice Rees felt that it seems a waste to have the computers if they cannot be used properly. Clare Jones commented that if we have the money, it should be used for items such as this. All committee members present agreed to purchase the cabinet. Wayne Millard will make more enquiries as to whether the £690 includes VAT but he said that if anything, the cost will be less than £690. That cost includes delivery. The cabinet can be ordered.

**ACTION ARISING**

- **Wayne Millard to report back on total cost of computer cabinet**
- **As long as cost is as stated, Wayne Millard is authorized to order computer cabinet for school to pay and PTA to reimburse**

Sarah Knight confirmed that the school newsletter will confirm money raised and expenditure from this term. The entry has been submitted already.

Wayne Millard thanked the PTA and commented on how appreciative he is and the school are to have a supportive PTA.

Sarah Knight expressed her thanks to everyone for their help towards the disco and the fete. This is the last push now and all helpers will no doubt ensure that it is a successful event, and above all, provides enjoyment for the children.

**Next Meeting**

January 3rd 2012, at 7:30 pm at the school. Sarah Knight confirmed that a text would be sent that day to remind everyone as it is the first day back to school.

Motion to adjourn was made at 8:45 p.m. and was passed unanimously.