

Rogerstone Primary School PTA

Ordinary Meeting

2nd March 2010

19:30 hours

Present:

Maria Roberts (secretary), Nicola Slade, Sarah Knight, Clare Jones, Ruth King, Rebecca Trickey, Bev Hinder-Thomas, Anne Beer, Jo Derrick, Louise Wenger, Matt Powell (Vice Chair), Paul Seymour (Treasurer), Tracey Withers (Chair), Mrs Sam Yeoman (Acting Head Teacher)

1. Apologies

Sam Lowe, Brad Hughes, Emma Ashmead, Kath Hopkins, Sharon Grey

2. Minutes of the last meeting and matters arising

The minutes of the December 2009 meeting were agreed. Maria queried if any other PTA members were having difficulty opening the minutes documents that are sent electronically as Sarah has raised this as an issue immediately prior to this evening's meeting. No other problems were reported but Maria will save the minutes in a Word 97-2003 format to see if that helps.

a) Mobile phone recycling

Clare reported that no further action regarding this project has taken place and requested that the details of the previously considered companies be forwarded to her in order that she can re-evaluate what they offer. The intention is to bring back a proposal to the next meeting. Maria is to re-send previous minutes where the company details are documented.

Action: Clare and Maria

b) Plaques

Clare advised that in order to take this forwards, she requires a decision to be made from when to include the relevant information. It was suggested by Tracey that the scope of this include PTA donations since the opening of the new school which was agreed. The PTA was made aware that the school are redesigning the reception area of the school to include new furniture and layout. Mrs Yeoman requested that the frame for the poster match the new furniture to ensure a coordinated look. Ruth suggested that lockable cabinets/frames are available whereby they can be opened without dismantling the frame from the wall which should make updating the poster easier. Ruth agreed to look into such frame types, including costs.

Action: Ruth, Tracey and Clare

3. Treasurer's Report

Paul reported that there is the sum of £4,112.38 in the bank account. Tracey advised that a further £380 profit from the photography sessions is due to be paid from the

photographer to the PTA. There was discussion as to whether the photo sessions should be re-organised for the Autumn term, in time for Christmas. This was agreed by a consensus vote. Mrs Yeoman did not anticipate that there would be any issues with organising such a project considering that a new Head could potentially be in place by then. To be discussed at a forthcoming meeting in good time to coordinate this for Christmas 2010.

4. Webmaster's Report

Unfortunately, Brad had to send apologies at short notice.

5. Christmas Fete 11th December 2009 - feedback

The fete raised in the region of £1,969. Tracey raised that there were some differences to the way the fete was coordinated this year. There was a significant amount of stock in the cupboard which reduced the need to purchase prizes. The raffle raised a significant amount of money this year as tickets were sold at concerts rather than at the fete. Sarah reported that she had previously raised at a PTA meeting that she had concerns with the manner in which the raffles were conducted and suggested an alternative method should be considered such as selling formal tickets as opposed to cloakroom style tickets, of which she had a sample. Maria responded that she did not recall this being raised at the meeting where it was agreed by Mrs Miles that the PTA could sell the raffle tickets at concerts. Discussion ensued and it transpired that Sarah was referring to an earlier meeting where she suggested the use of printed raffle tickets and queried whether the PTA had a lottery licence in place for raffle purposes. Sarah advised that in view of her concerns at the way in which the raffle was run at Christmas time she has sought advice and considers that the PTA breached the relevant legislation and cannot operate raffles in that way again. In particular, she reported that cloakroom style tickets can only be used for raffles to be drawn at that time and are not suitable for use when raffles will be drawn at a later date. It was raised that the PTA operated the raffle in this manner in good faith and that no concerns were raised at the time by any party. As this issue has now been brought to the attention of the wider committee, due consideration will be given to complying with necessary requirements for future raffles. Jo also asked that further planning consideration be given at fetes with regards to allocating jobs that need doing as it wasn't always clear who needed to do what on the day of the Christmas fete. Sarah reported that at the summer fete she organised it in such a way that helpers were given a box of items for their stall and it was made clear that it was their responsibility to then sort out their stall.

5a) Year 6 thank you letters

Maria wished to thank Mrs Yeoman for sending on the thank you letters from Year 6 pupils. She advised the committee that she had written a letter of thanks to the school and Year 6 pupils in particular for their assistance with the fete. Maria reported that the letters were very motivating in terms of reinforcing why the PTA is important to the children. Maria advised that she will scan the letters and email them as she would like other people to have the opportunity to read them.

Action: Maria

6. Snow

Maria wished to thank Mrs Yeoman for the efforts undertaken to open the school as much as possible during the recent snow. There was agreement from those present that the early communication by text message in particular was very useful and allowed parents to plan alternative arrangements in good time. Mrs Yeoman asked if the website had also proved to be a useful source of information but it was indicated that the website did not appear to be regularly updated and people did not visit it that frequently as a result. Mrs Yeoman reported that the website is to be redesigned.

7. Mother's and Father's Day Gifts

Maria reported that there had been a number of difficulties in taking forwards the tea towels in time for Mother's Day and this will now not be achieved. It was discussed that Father's Day gifts should therefore not be coordinated as doing one without the other did not seem right. Maria queried whether we should hold the tea towels for KS1 until Christmas. It was considered however, that tea towels would probably sell at any time of the year and to progress this project. Louise suggested running the project in time for Easter but Maria reported that there is insufficient time to print the towels as this takes about 3 weeks in itself. Maria wondered if the Year 6 Leavers may be interested in tea towels as she is aware that they sign shirts at the end of the year as memorabilia. Maria has seen examples of tea towels framed and wondered if the children may be interested in this as an alternative. Mrs Yeoman suggested t-shirts may be more appealing. It was agreed that this will be considered.

Action: Maria, Jo, Tracey, Ruth

8. Race Night

Tracey reported that she had been approached by a number of parties interested in coordinating a race night with the PTA. Ruth queried if the PTA wishes to associate itself with gambling activity but it is considered that such a social event is acceptable and is a common fundraiser. A family event versus an adult event was discussed and it was agreed by consensus that the PTA should coordinate a family event and re-explore a Treasure Hunt. It was agreed that there was insufficient time within the meeting to discuss this in detail but Bev, Louise, Nicola, Sarah (and possibly Sharon as nominated by Louise) would be prepared to help. It was agreed that a separate Treasure Hunt meeting would be required and an approach to Elise Holland would be required to ascertain if her father would still be prepared to assist the PTA. Some discussion took place regarding when to hold a treasure hunt, hot dogs, ice cream vans but no decisions were made.

Action: Bev, Louise, Nicola, Sarah (? Sharon)

9. Easter Eggs

Mrs Yeoman has approached Tracey about Easter Eggs to support the Easter Bonnet Parade in KS1. It was acknowledged that there were dissenting views last year about the PTA supporting this event. Nicola and Sarah identified that the issue related to the fact that this had been discussed outside of a PTA meeting last year rather than the donation of money to purchase chocolate being an issue. It was agreed that Tracey will purchase sufficient Easter Eggs for KS1 and a donation of £40 to support this was agreed. Mrs Yeoman advised that 80 for nursery, 62 for

Reception, 60 for Year 1, 60 for Year 2 and 10 for Learning Centre would be required.

Action: Tracey

10. PTA local

Tracey reported that she had been contacted by PTA local which is a company affiliated to the NCPTA in some fashion. The initial information had been forwarded to Tracey, Maria, Paul and Matt. The PTA have to recruit local businesses to advertise on PTA local. A fee is payable of approximately £95 and the PTA keeps £50. None of the officers were particularly drawn to the project as being good value for money for local businesses and could also compromise the PTA calendar/local directory project. Therefore, no further action will be taken regarding this.

11. PTA calendar/local directory project

Nicola queried if this project should continue and it was agreed in consensus that it should. She has sent a number of emails to people who purchased advertising boxes last year and had 3 responses – 2 indicating that they would purchase again. It was raised that the calendar section could be clearer and Mrs Yeoman advised that she is looking to set dates for the forthcoming academic year that will then be formalised. This is in response to some parental feedback that invites to participate in school activities are not coming with sufficient notice for working parents. There was some discussion about improving the quality of the calendar with a stronger laminated version although this will add to the costs. Jo offered to seek an alternative quote from a printer she is familiar with in Abercarn. The majority reported that they felt that the calendar should be given to parents in June ahead of the academic year. Nicola advised that whilst she is happy to lead on the project she is not averse to handing it over to an alternative volunteer who should make themselves known to Nicola.

Action: Nicola

12. Uniform sales

Nicola had sought information from a company in order to consider if the PTA could sell new school uniform. A number of issues were raised – the school cannot sell the uniform as it is not allowed to make a profit in this manner; the PTA cannot trade – it can only request donations and there is a risk therefore of loss; storage issues; it cannot be run as the only method by which parents can purchase uniform as this is not fair to parents who do not visit school premises during the week; could the PTA consider just selling cardigans and jumpers? Katherine Fraser has found old jumpers and cardigans that are not embroidered with the emblem in her garage. She has offered for the PTA to purchase these at a cost of £1 per item. This was declined as they have no emblem and the PTA would need to coordinate that. It is acknowledged that parents can also buy uniform via the link on the school website. The agreement of the Governors would need to be sought as this has previously not been granted for uniform other than PE kits. It was agreed that Nicola will circulate more information to the committee in order that due consideration can be given prior to making a decision.

Action: Nicola

Sarah reported that second hand uniform sales will run during the parents consultations to be held week commencing 15.03.2010. The returns for the Bag2School recycling project is also due at that time. Sarah considered that there may be some adverse comments from parents whose consultations are on Thursday and Friday as the Bag2School collection was initially coordinated with the consultations being between Monday – Wednesday. Mrs Yeoman agreed to send reminder texts next Wednesday to remind people about the second hand uniform sales; Friday to remind people to bring their recycling bags to school by the 18th March and a final reminder on Wednesday 17th. Sarah advised that she will email out for volunteers to assist with both.

Action: Sarah

13. Date of next meeting

Following discussion it was agreed that the PTA meetings will be held on the following dates:

20th April

4th May

8th June

6th July

It was acknowledged that planning for the summer disco and fete needs to commence shortly. Sarah and Nicola raised that dates for these were incorporated to last year's calendar although this could not be confirmed.

Maria asked for reassurance that meeting venues will not be a problem for the PTA on these dates as last month's meeting had to be cancelled as it coincided with a Governor's meeting. Mrs Yeoman advised that there is no issue with the PTA meeting at the same time as the Governor's but teacher representation on the PTA may not be in place if the meetings clash.

14. Any other business

a) Ruth raised Christmas cards for design by the children and wondered if this could be considered in time for Christmas. This was agreed and Ruth agreed to look into it for more information.

Action: Ruth

b) Maria reported that Sharon had asked if the new intake days were known as the PTA need to plan attendance at that meeting if it is agreed by Mrs Yeoman that we can attend to represent the PTA. The dates are not yet confirmed but the PTA will be informed.

c) Clare advised that she would be happy to coordinate running the jewellery recycling project again.

Action: Clare

d) Maria reported that Sam asked for it to be raised that Yellow Moon catalogues have been distributed and a cheque will hopefully follow shortly.

e) Maria requested that PTA members consider their conduct within the PTA meetings as communication is not always courteous in her view.

- f) Mrs Yeoman expressed her thanks to the PTA for the donation towards the purchase of the playground equipment. The equipment has been a success with the children.