

Rogerstone Primary School PTA

Ordinary Meeting

20th April 2010

19:30 hours

Present:

Maria Roberts (secretary), Ruth King, Nicola Slade, Sharon Grey, Anne Beer, Clare Jones, Bev Hinder-Thomas, Miss H McLeod, Sarah Knight, Paul Seymour (Treasurer / Chair of meeting), Brad Hughes

1. Apologies

Tracey Withers (Chair), Sam Lowe, Jo Derrick, Mrs S Yeoman, Louise Wenger

2. Minutes of the last meeting and matters arising

The minutes of the March 2010 meeting were agreed. Sharon reported that she cannot open documents sent by Maria even though they are now saved in a Word 97-2003 format.

2a) Mobile phone recycling

Clare has looked at information from various companies offering this service. Foneclub appears to offer a better deal. It is noted that their small print is detailed and no sorting of phones is allowed (ie. taking out phones that may be more valuable in order to sell on separately). It was agreed that we should progress this project with Foneclub.

Action: Clare

2b) Calligraphy poster to highlight PTA contributions to the school

Clare has not received any information regarding PTA donations and has not been able to progress this. Ruth has looked at frames but cannot progress this until the required size is known. Maria has previously sent information to Gavin when he was looking into this for us and will send the previous emails onto Clare.

Action: Maria and Clare

2c) Easter Eggs

In Tracey's absence, it is believed that Easter Eggs were purchased from Lidl for under £40 to support KS1 Easter Bonnet Parade. It is not known if Tracey needs to be reimbursed.

2d) New uniform sales

Nicola reported that she had not taken further action in relation to this as there was negative feedback at the last meeting when she raised it. She has spoken to contacts at a local school who are selling uniforms using Price & Buckland. They have not reported any difficulties and it appears that Price & Buckland can assist with methods of selling that will avoid the PTA having to store uniform. Parents are frequently raising issues regarding availability of items from the school uniform shop

in Newport including quality, length of time for orders to be delivered and communication from the shop. In order for this project to progress, the detail needs thinking through with regards to such issues as faulty items, returns and ensuring the PTA is not trading. Maria suggested that a proposal teasing out all the issues be written which can also then be presented to the Governors as their agreement will be needed. Nicola expressed that this is a positive service the PTA can offer to parents in response to the complaints regarding the service offered by the local uniform shop. Ruth suggested that the PTA could write to the uniform shop regarding the dissatisfaction with their service but it was felt that this would have low impact as competition for them is negligible. The PTA are awaiting feedback regarding quality of the product and service from a parent who has recently used the company via the link on the school's own website.

Action: Nicola

2e) 2nd hand uniform sales and Bag2School

Second hand uniform sales went very well and raised £173. All stock was depleted apart from very small items. It was suggested that a second hand uniform stall could be run at the new Reception intake meeting 24th June 2010. Sarah advised that she gets regular positive feedback from parents in relation to this project. It was suggested that a non-uniform day be held on the last day of term and to encourage all parents to bring all unwanted uniform to school that day. It was considered that a £1 donation for the non-uniform day should still be requested. Sarah anticipated that she will need significant assistance on that day as the volume of donated uniform could be considerable.

Bag2School was also successful and raised £148. A cheque is expected in 6 – 8 weeks. Maria expressed thanks to Sarah on behalf of the PTA for coordinating these projects.

2f) Christmas cards

Ruth advised that she has looked at various companies and is awaiting samples from 2 companies. However, she will wait until the tea towels project is completed before progressing this one.

2g) Jewellery recycling

Clare reported that this project is ready to progress. She is expecting collection bags and to be able to distribute these imminently. The bags look better quality than the envelopes sent last time.

3. Treasurer's report

Paul reported that there will be £4,665.38 in the bank when cheques from Sarah's projects are banked. Information regarding what individual stalls earned at the last fete is now available. It was queried as to what the PTA will spend the money on and Bev suggested that a strategy, over a few years if we support a large project, is needed. It was suggested that school trips could be subsidised, teachers could be approached regarding a wish list as could the school council. Maria reminded the PTA that the last time this approach was taken it took many, many months to come up with something suitable. Some projects didn't progress because of lack of

feedback such as the sound system for the hall. Nicola reported feeling a little disheartened with the school significantly overtaking the PTA contribution for the playground equipment but Miss McLeod reported that staff always tell people that the equipment is a PTA donation. Miss McLeod will start by asking teachers and the school council for ideas on what the PTA can purchase. Maria reminded the meeting that the object of the constitution states that a purpose of the PTA is to advance the education of pupils and monies spent must support the purpose of the PTA.

Action: Miss McLeod

4. Webmaster's report

Brad advised that for those having difficulty opening documents, agreed minutes are also uploaded to the website and can be viewed there. Brad has been informed that we are due to receive £23 commission from Amazon and £138.21 from Google which needs keeping an eye to ensure payment. The ability to update the PTA Facebook, Twitter and Tumblr pages is now in place. There are 65 Facebook members, not all of whom are PTA members or indeed pupils. Miss McLeod advised that she and Mrs Yeoman were concerned about the potential for pupils or others to leave unsolicited remarks on the Facebook page. Brad advised that the comments features are turned off. Ability to update is currently under controlled access but Brad requested that Sarah and Clare use the instructions he has prepared to update about their projects which was agreed as ensuring key people help to keep PTA information up to date is beneficial.

5. Tea towels update

The majority reported they had seen the minutes of the tea towels sub group meetings and were up to date. It was queried why it has been decided to join the classes into year groups which is to keep costs down and maximise the potential to meet minimum order requirements. Experience of the last calendar project team was shared and they reported that this project could be completed in one morning. Reception were likely to need assistance with drawing and writing and they drew circles on paper to guide the children. Miss McLeod was keen to operate the tea towels in a similar way to the calendars in terms of escorting children to and from their classroom and the location in which this will be done. She suggested that LC1 should join their year group's tea towel. The general view was that minimal helper input to the drawings was preferred as we are not expecting Van Gogh and prefer the individuality of what the children come up with. It was felt that the teachers should be asked to participate. A number of people said they may be able to help and Maria asked that volunteers email her so that we can get an accurate picture of who to expect. There are no issues in relation to parents helping their child or child's class. Letters and an order form have been drafted and will be circulated as soon as possible and no objections to the letter were raised. A letter for the year 6 leavers t-shirt will also be distributed. A t-shirt has been decided upon as the hoodies are expensive.

6. PTA local directory/year planner

Nicola fedback that a flyer is ready to be printed and circulated to seek advertisers. She suggested £30 minimum for the small adverts as they are more fiddly to produce. This was agreed, as was £50 for the large adverts. The planners will be

laminated differently this year to prevent them peeling. The quote that Jo had sought from an alternative printer was more expensive and without artwork and is therefore not supported. It was queried if the planner can be shared with other schools to demonstrate the project and there were no objections raised. No other volunteers came forwards to lead the project and so Nicola will continue.

7. Treasure Hunt

The Treasure Hunt sub-group received many comments and queries following circulation of their sub-group meeting minutes. There was debate as to whether the project could complete preparations in time for 13th June which was the new proposed date. There were differing views as to whether the project should wait until September 2010 to allow more planning time and welcome new children and their families to the school which was agreed by a majority vote. Paul agreed to apply for the alcohol licence with some concern regarding control of anti-social behaviour and the fact that it necessitates him to stay on site as the applicant of the license. Sarah highlighted that there are 2 officers on the tea towels sub-group and none on the treasure hunt group. Maria reported that initially the tea towels group consisted of Jo, Ruth and herself and both projects are operating with sub-group conditions.

8. Summer disco and fete

There was inadequate time to discuss fully but tentative dates of 1st July for the disco and 9th July for the fete were proposed. Sarah agreed to discuss potential dates with the school but highlighted that this did not mean she was offering to organise the fete. Committee members asked if Tracey would organise the fete but Maria thought this was unlikely. Any nominations to lead the next fete will need to come forward at the next meeting.

Action: Sarah to discuss potential dates with school and all to consider being the lead for organising the next fete

9. Role of PTA in education in addition to fundraising

Due to insufficient time to discuss, it was agreed to roll this forward to the next meeting.

10. Book in the bag project

Maria noted that Donna Stone has resigned from this project and she wished to register thanks on behalf of the PTA for the work Donna has undertaken. Additionally, thanks were expressed to Louise who is replacing Donna, to Sarah who is 'training' and to Sharon for continuing!

11. CRB checks

Due to insufficient time to discuss, it was agreed to roll this forward to the next meeting.

12. AOB

12a) Communication issues with PTA and school

Sarah reported that Mrs Yeoman did not know that there was a meeting tonight until Sarah discussed it with her. It was requested that the minutes and meeting details be emailed to the school in addition to the PTA. Maria advised that reassurance

regarding room availability was discussed in detail at the last meeting as were meeting dates for the remainder of the current school year following breakdown in communication regarding the February 2010 PTA meeting. Therefore, Maria assumed that this would have been communicated to the school staff who need to know. Mrs Miles had previously declined minutes and other electronic communication from the PTA. However, it was now suggested that once the minutes are ready for circulation that they be emailed to the school also with future meeting dates made clear. Miss McLeod suggested using the generic school email address on the website.

Action: Maria

Date of next meeting: 4th May 2010, 19:30 hours, school