

Rogerstone Primary School PTA

Ordinary Meeting

8th September 2009

19:30 hours

Present:

Tracey Withers (Chair), Maria Roberts (Secretary), Paul Seymour (Treasurer), Gavin Smith, Dave Morgan, Donna Stone, Nicola Slade, Louise Wenger, Sharon Grey, Sarah Knight, Bev Hinder-Thomas, Kath Hopkins, Lisa Holley, Sam Yeoman, Helen McLeod, Liz Miles.

1. Apologies

Ellie Holland, Claire Jones, Brad Hughes, Sam Lowe, Ruth King, Rebecca Trickey.

2. Minutes of the last meeting and matters arising

The minutes of the last meeting were agreed.

2a) Outstanding payments for the wall planner

Paul updated the meeting that the 2 outstanding payments were resolved. It was agreed that it is too early to discuss running this project again next year. Some further compliments were received from parents present at the meeting about the planner. Maria advised that the NCPTA awards are now open and she intends to submit this and other items into the awards in due course.

Action: Maria re NCPTA awards

2b) Recycling ideas

It was agreed that a uniform stall will be run at events only to begin with, starting with parents consultations. These are scheduled to take place 19th – 21st October and helpers would be needed from approximately 3 pm til 7 pm. Nicola, Tracey and Kath offered to assist Sarah who agreed to coordinate the uniform recycling overall. Maria will check diary commitments as she may be able to help around her daughter's consultation.

Action: Sarah, Nicola, Tracey, Kath, Maria

Bag To School clothes recycling

Sarah has looked into recycling general clothing items and it was agreed that she will take this forwards using the Bag To School company. She will book 2 dates as this gives a better rate at £400 per tonne collected, with the aim of running one in the Autumn and one around Easter time. There were general discussions around managing this project in view of the fact that the PTA will not be able to store items and therefore clear communication with parents will be needed.

Action: Sarah

Mobile phone recycling

Tracey has looked into mobile recycling but not found anything suitable. Maria agreed to look on the NCPTA forums in case other PTAs have run this.

Action: Maria

2c) AGM Planning

It was agreed at the last meeting that Maria would seek advice on how to manage the potential for multiple nominations for an officer's position at the forthcoming AGM. The NCPTA advised that nominations should be received as normal and if there are multiple candidates, they should leave the room in order for a simple vote to take place. It was also agreed at the last meeting that the current officers should make their intentions known to aid succession planning. Tracey reported that Tracy Williams wishes to resign so the Vice Chair position will need to be filled. Tracey is happy to be considered for the Chair's position again, as is Maria for secretary and Paul for Treasurer. All current officers present acknowledged that other people may wish to nominate themselves for the positions. Maria will print notices to parents which the teaching staff present agreed to circulate. Maria raised that the PTA were compliant with advertising the AGM date as it was circulated in July 09 on a newsletter and was put up in the notice board last week. It was agreed that the time of the meeting should be brought forwards to 7 pm. Tracey agreed to ensure that the A-boards are put out in good time to highlight the AGM also. Nicola raised that at last year's AGM it was difficult for the new members to have an understanding of AGM procedures and of the officers as they didn't know people. This will need further consideration.

Action: Maria to circulate letters to parents and Tracey to organise the A-boards

2d) Book in the Bag Project

Donna reported that the bags are washed and ready to recommence the project on 24th September 09. The worn books have been replaced with spare books. Some toys are still needed and Donna will start a thread on the forum to see if anyone has anything suitable that can be donated rather than spending money on new items. Sharon will be helping Donna with taking this forwards this year. Donna reported that some of the bags are wearing out despite the PTA having purchased new bags recently. Nicola agreed to look into sourcing new, heavier duty bags. Tracey has now provided Donna with a cheque as previously agreed and Mrs Miles agreed that the school will reimburse Donna for any additional money spent. She acknowledged the project as a positive role from the PTA.

Action: Nicola

3. Treasurer's Report

Paul reported that the PTA has £6568 in the bank. He has also confirmed that the 30.09.09 is the end of the financial year. A full report of the financial year will be provided in due course.

Nicola queried about the donation to the school of funds to purchase play equipment for KS2 in terms of whether this was agreed. It has been agreed that the PTA will purchase play equipment but the amount to donate and exact items has not been agreed. It was agreed that Tracey, Bev and Gavin will attend the school on 21st September 09 at 09:30 to take this forwards with Mrs Yeoman and the School Council. It was agreed that the views of the children are crucial in deciding what is

purchased. There was discussion about the level of financial support the school can contribute to this purchase. It was acknowledged that the PTA could donate in the region of £5k but no more than this as a reasonable surplus needs to be maintained in the account to cover fete costs upfront etc. Nicola also asked if there will be discussion at forthcoming meetings to discuss what we are next raising money for. This was acknowledged.

Further discussion took place about the use of plaques to highlight items that the PTA have financially supported. A few members were unconvinced of the value of doing this but a vote demonstrated that a majority felt a small amount of money spent on plaques would provide a long-term legacy to highlight what parents have contributed to. Gavin reported that he has a contact who may be able to assist with this and agreed to report back in due course. Maria is to advise Gavin on how many plaques are likely to be needed.

Action: Tracey, Bev and Gavin to attend school 21.09.09

Action: Gavin to look into cost of small plaques following receipt of information from Maria

4. Webmaster's Report

Tracey reported that she was in receipt of an email from Brad reporting that he has locked down the forums from 2008-09; updated forums for 2009-10 and updated the webpages making it possible for officers to upload documents to the site. Tracey asked that all members visit the new pages to make use of them.

5. Completed events/projects

5a) Summer Fete July 09

Sarah reported that she and Sam have recorded their main views and feedback and will provide copies to Tracey and Maria. She will also hand this over to whoever leads on the Christmas Fete. She raised the following points:

Raffle – the whole raffle needs review and further discussion. It was suggested that a raffle at concerts etc could be run as an alternative. Tracey was of the view that previous difficulties with raffles have lead them to be run as they currently are but it would appear that it is a low source of income in its current format. Sarah has cinema tickets as a potential raffle prize but they expire mid-October. She agreed to see if the date on them could be extended.

Action: Sarah

Fete layout – Sarah reported that experience would now lead her to set up the fete layout in a different way. 2 people per stall definitely needs consideration including the possibility of seeking assistance from Year 6 pupils who were excellent. Mrs Miles agreed to inform teaching staff of the date of the fete and that helpers would be welcome but it is acknowledged that it is a choice for the teachers to attend/help at the event out of hours.

Games review – some games are too difficult such as ping pong jars and beat the holie. Sarah suggested that games could be rotated so that we are not constantly using the same games every fete. An idea was put forwards about swapping games with other local PTAs since some parents present have contacts with other PTA members. This was supported.

Mrs Miles reported that from her perspective the games should be made as easy as possible since it is harsh when a child has spent several pounds on a stall and not managed to win the prize. Maria reported that she has previously just given away a prize in such a circumstance. Maria also suggested that sweets or something similar could be considered as a consolation prize and she identified that this is an issue that Ruth has felt strongly about for some years. Sarah highlighted a further point in relation to the cost of stalls and feels that consideration should be given to dropping the price to 30 p a go for example since not all children want 3 goes at one stall and would rather have a go at more stalls. Sarah also highlighted that this could mean that cheaper prizes could be bought and the stalls with more expensive prizes in the summer did not attract greater crowds or profit.

Bev has discussed green sashes with her contact and it was agreed that it would be useful if they had 'PTA' printed on them. Bev will report back on costs in due course.

6. Future events/projects

6a) Treasure Hunt September 09

Tracey reported that she has rung Ty Du 3 times regarding booking this venue and not received a response. Sarah reported back on behalf of Ellie that plans at her end for the treasure hunt were progressing well and they just need final details including a definite date. It was agreed that Tracey will make contact with Ty Du again. It was suggested that a forum discussion may be necessary to take this forwards. Numerous members suggested that the time to organise this is now short and the end of September now seems unlikely. The beginning of October is to be explored for venues – any later and the weather is unlikely to be in our favour.

Action: Tracey

6b) Christmas Discos 3rd December 2009

Tracey will book Darren for the discos. Final details can be agreed nearer the time. Nicola queried if there is anything else the PTA can do for the children rather than the disco. The majority present were in favour of the discos since their children enjoy them. A number of issues about the discos are frequently raised and need firm decisions since the committee have tended to debate them but not progress to voting on the issues. It was agreed that members need to give consideration to the following questions which should be posed and voted for at the November 09 meeting:

6bi) Should the PTA sell items such as blinkies and glow sticks at discos? (Noting that items are leftover from the summer discos which will be sold in December 09)

6bii) Should the PTA charge an entrance fee for the discos and therefore operate it as a fundraiser or should it continue as a non-fundraising event supported by bottle donations for the bottle stall at the fete?

6biii) What refreshments should be available at the discos and are should they be purchased or are they provided by the PTA?

6c) Christmas Fete

It was agreed that detail around the Christmas Fete should be discussed at the next meeting, including identifying the lead/s for the fete. Sarah indicated that she would be happy to assist with fete layout planning.

7) Photography

Tracey reported that she has been writing a tender document that should be finalised by Friday and ready for circulation on Monday. Sarah indicated that one of the companies has produced documents on what they can offer but she prefers not to share this ahead of the tender and information from other companies. There were comments from other parents that their contacts are still asking for information on what we are looking for. Maria highlighted that the PTA has been discussing this for approximately 6 months now and it was expected that the companies would be presenting what they can offer at this meeting. It was also highlighted that again we are leaving it short on time for the companies and us to organise ourselves for October 09. Sarah suggested that consideration could be given to 2 photographers having space at the same time. Tracey was of the view that it was useful last time for people to be able to view draft photos before they left the session and space issues may make it difficult to have 2 photographers on site at the same time. It was agreed that the companies should present the information on what they can offer at the October meeting without the tender document. This will mean that the AGM will need careful time management and the majority of the next meeting will need devoting to the photographers and fete planning. Nicola queried if some of the projects like this can be progressed by sub-committee groups that don't require every committee member to attend all meetings. Maria was uncertain in terms of quorum, for example so this would need further consideration.

Action: for all contacts of the 3 photographers to ensure their information is available for the October 09 meeting

8) Charity Commission

Maria reported that she has been in communication with the Charity Commission over the holiday period as the name change of the committee to a PTA had never been finalised with them in terms of the name visible on their website. Following provision of documents demonstrating the process followed, Maria is pleased to report that our name finally appears on their website as a PTA. It is now necessary to consider our bank account name. As Maria has the documentation to evidence the discussions with the Charity Commission, Maria will write to the bank and ask how we go about updating our name with them.

Action: Maria

9) Cake Sales

Nicola wished to seek approval from Mrs Miles to progress this project. Her idea from discussion with a smaller school is that on a monthly basis a school year group will be asked to bake cakes and bring them to school to sell and the class will keep the profit. Mrs Miles has previously raised concern about food hygiene issues but Nicola has spoken to the council who have indicated that food poisoning from cakes would be unusual but fresh cream should be avoided. She suggested that the stalls could be set up at the end of the school day but Mrs Miles was concerned about flow of traffic and children through the car park areas. It was agreed that the infants play ground was a preferable option to set up the tables. Mrs Miles also felt that children on buses may feel disadvantaged since they may bring cakes in but not have the opportunity to buy. It was agreed that a pilot of this project would go ahead with year 6 in the first instance over a morning break period. A number of people offered support to attend the break time including Sharon, Sarah, Tracey, Kath, Louise, Nicola, Donna. A date needs to be organised. Maria raised some reservations with the project. Mrs Miles agreed to discuss it with the Governors also.

11) AOB

11a) Financial control issues

Sarah wished to highlight financial control issues to be considered as part of fete feedback. She has identified that the role of the Treasurer would be made easier if receipts for accounting purposes are circulated on to the Treasurer in a more timely fashion in the future. Tracey acknowledged this comment as being a preferable way of working to support Paul's role.

Date and time of next meeting: 6th October 2009 19:00 hrs AGM leading into an ordinary meeting