

Rogerstone Primary School PTA

Ordinary Meeting

6th October 2009

19:45 hours

Present

Keith Baxter, Sharon Grey, Clare Jones, Ruth King, Sarah Knight, Maria Roberts (Secretary), Paul Seymour (Treasurer), Louise Wenger, Tracey Withers (Chair), Matt Powell (Vice Chair), Jo Derrick, Melanie Hurn, Karen Redding, Anne Beer, Emma Ashmead, Oneydes Staggemeier, Brad Hughes, Liz Miles.

1. Apologies

Sam Lowe, Nicola Slade, Claire Bender, Kath Hopkins, Bev Hinder-Thomas, Donna Stone, Claire Payne, Dave Morgan, Rebecca Trickey.

2. Minutes of the last meeting and matters arising

The minutes of the last meeting were agreed.

a) Second hand uniform collection and sales

Sarah reported that collection is going well but volunteers are needed to assist with setting up and sales during the parents consultations 19th – 21st October 09. A number of people indicated that they were likely to be able to help (including Tracey, Clare, Ruth, Jo, Kath, Louise and Nicola) but more help is probably going to be needed. It was asked if the items are individually priced or sold at a set price. Sarah confirmed that items will be sold at a set price with suggested prices of £2 for cardigans/sweatshirts, £1 for skirts/pinafores/trousers and 50p for polo shirts. Ruth queried if it is possible for parents to request items on an order form basis but it was felt that parents should see what they buy as opposed to others selecting items for them which is somewhat subjective. Thanks were extended to those who have assisted with laundering items. It was requested that everyone advise Sarah if they are able to help with sales.

Action: all to advise Sarah if they are able to help

b) Bag2school

The Bag2school scheme was explained for newcomers. Sarah advised that bags are beginning to be distributed and 21st October 09 is the company's collection date. Mrs Miles agreed to send a text to parents to advise them that unused bags should be returned to school in case other people can fill more than one and a second text will be sent to remind people just before the collection is due. In recognition of the fact that some children travel by bus, parents have the option of bringing in their filled bags during the parents consultations. Again, helpers are needed to organise the dropping off of bags on 21st October. Clare, Tracey, Sharon and Louise offered to assist Sarah. In order to get the best price for returned bags, a second collection has been organised for 27th April 2010 and bags will be distributed just before Easter.

Action: all to advise Sarah if they are able to help

Action: Mrs Miles to organise text to parents

c) Mobile phone recycling

Maria agreed at the last meeting to look into mobile phone recycling. There is information on the NCPTA forum about this subject. The NCPTA organisation and website was explained and Maria is to circulate information on how to access the site as the PTA is a paid member for insurance purposes. It appears that Fone Club is the preferred option on the forum as it pays £2.50 per phone and appears to operate in a similar way to other recycling schemes the PTA has run in that it will cost us nothing to participate. Tracey reported that she has also looked into this and suggested fones4schools. They offer £300 if 200 phones are collected. Jo reported that her partner may be able to assist with a phone recycling scheme. It was agreed that Maria will forward details of the known schemes to Jo so that her partner can assess if he is able to offer a better value scheme.

Action: Maria to contact Jo with details of phone recycling schemes

Action: Maria to circulate information on how to access the member area of the NCPTA website

d) Book in the bag project

The project was explained for the purpose of the newcomers. Sarah fed back on behalf of Nicola who has looked into costs of replacing the bags. Numerous samples were circulated and prices discussed with options of embroidered or printed school badges with prices ranging between £134.80 and £191.75 for 65 bags. It was raised that £497 has been spent on this project over the last 2 years and it would seem sensible to minimise expenditure where possible. Mel offered to reinforce the current bags in use and make them shorter to reduce risk of them being dragged along the floor. Maria raised that the PTA is waiting for Donna to advise what toys are needed to supplement some of the books and Sharon agreed to provide this information as she helps Donna with this project every Thursday.

Action: Mel to reinforce and shorten the bags

Action: Sharon to advise on what toys are required to accompany books

e) KS2 playground equipment

Tracey reported that a meeting took place on 21st October 09 with herself, Gavin and Mrs Yeoman to progress this issue. Bev was unfortunately not able to attend. The children via the School Council had come up with lots of ideas of what they wanted in the playground and it was agreed that Timberline products would be pursued. A representative of the company is to visit the school tomorrow to ascertain the suggested location (by the mugga / top yard) and assess suitability. Special surrounding flooring will be needed around the equipment and this alone costs in the region of £56 per sq m. The school have agreed to fund £10,000 to this project and the PTA will donate £5,000. Mrs Miles reported that she was impressed with the maturity of the children in this project. Tracey agreed to circulate a link via email to demonstrate the suggested equipment.

Action: Tracey to circulate an email link to Timberline and the preferred products

f) Plaques

Maria explained that she agreed to discuss with Gavin the purchase of small plaques to demonstrate to parents now and in the future what their money has contributed to around the school. This was not unanimously supported at the last meeting but it was agreed that costs of plaques would help with decision making. Unfortunately, Gavin's contact is not able to assist but Gavin will seek an alternative supplier.

Action: Gavin to look into alternative suppliers

g) Cinema tickets raffle prize – extension to the expiry date

Sarah reported that she had not been able to address this but intends to do so.

Action: Sarah

h) Green sashes

Bev had agreed to look into green sashes for PTA members to wear at PTA events so that we are easily recognisable. Bev was not present to feedback.

Action: Bev

i) Treasure Hunt

It has not been possible to progress this event and it had been suggested that it would be preferable to host it in the Spring/Summer time. This item is therefore postponed.

j) Bank contacts update

Maria reported that following discussion at the last meeting, Paul had highlighted that the bank were aware of the name change of the PTA but continued to send correspondence addressed to Helen Manson (previous Treasurer) to his private address. Maria has therefore written to the bank and provided a download of information from the Charity Commission to advise the bank that correspondence now needs to be addressed to Paul. It was raised that there is some dissatisfaction with the service from the bank since Paul has become Treasurer and Paul will look into whether another bank can provide a superior service. Maria suggested that Tracy Williams should be removed as a signatory to the account but a third signatory would still be required as a contingency in case an unexpected event means that Paul or Tracey are unable to sign transactions. It was agreed that Matt as new Vice Chair could be a new signatory and Maria informed him that he should therefore be CRB checked which was accepted. Maria also reported that there had been email discussion between herself, Paul and Tracey regarding independent review of the accounts. It is not strictly necessary for this to take place as income is below the threshold however, in the interests of openness and transparency, independent check could be considered good practice. The PTA has not previously paid for this service with it being provided by contacts of Helen Manson. After some discussion Clare advised that her husband is an independent financial advisor and may be able to assist.

Action: Paul to look into alternative banks; Paul to remove Tracy Williams as a signatory; Paul to contact Clare Jones regarding an independent audit of the accounts

Action: Maria to get CRB forms to Matt

k) Cake sales

The background to this item was explained by Tracey. Mrs Miles advised that a council Health & Safety Advisor had raised concern about progressing this project following consultation and the caution was supported by the Governors. Mrs Miles was therefore not prepared to pursue this project. Keith raised debate regarding the difference of the PTA cooking items at fetes versus cake sales. Maria and others reported that there are PTA members/friends with food hygiene qualifications able to support the onsite cooking arrangements whereas there are no guarantees regarding home cooking arrangements.

3. Treasurer's Report

Paul had no additional items to raise.

4. Webmaster's Report

Brad raised the opportunity for other members to upload documents to the website. He must be contacted for a password. He confirmed that he will investigate a cheaper option for hosting the website. Brad suggested that options for Facebook or Twitter groups be explored.

Action: Brad to explore cheaper web host options and social networking groups

5. Christmas Fete

Tracey indicated that she would like to lead on organising the fete in the absence of other volunteers coming forwards. Emma offered to assist Tracey which was kindly accepted. A number of people offered to support either in the background or on the day.

6. Photography sessions

Tracey explained that Success Photography contacted the PTA some months ago to suggest that this project be re-run. Some PTA members indicated that they had contacts who may wish to bid for this project. This meeting was intended to concentrate on the bids but it finally transpired that only one company was bidding. Success Photography were unable to support the project on the suggested dates. Tracey raised that the remaining bidder is a friend of hers and so she declared it as an interest which would mean that Tracey must abstain from voting on this item. A brochure was circulated and Tracey explained that previously the PTA had retained a £10 booking fee which would also operate on this scheme. The photographer offered 20% commission on orders for the PTA and a family session as a raffle prize. People would have the option of purchasing every photo taken or individual photos which would make the scheme affordable for a wide range of people. Mrs Miles confirmed that the nursery area of school would be available if it were organised this side of Christmas. The only query raised was in relation to copyright of photos and what would happen to unpurchased photos. It was requested that it be formally

confirmed that any unused material will be destroyed. The project would be organised over 2 -3 weekends, depending on interest. It was felt that a rota should be organised to be on site to assist the photographer with waiting people etc. Tracey indicated that she would be happy to organise the booking system and she has an old letter used with Success Photography that would need a little tweaking. PTA members voted in favour in the majority to progress this project with this sole bidder.

Action: Tracey

7. Snail Race Night

Tracey had spotted an idea in the NCPTA magazine about a snail race night and wondered if this was an option for a parents' entertainment evening. Members present felt that they did not have sufficient information to make a decision about proceeding with this or not and Maria agreed to circulate the website address with the minutes. Mrs Miles suggested a bingo evening. There was also discussion about hiring an ice rink in view of the fact that the intention had been to organise a family oriented event. It is suspected that ice rink hire needs to be organised a year in advance and it is likely to be very expensive. It was suggested that contact be made with Glasllwch Primary School as they have run a number of ice rink events. Clare offered to do that as she has contacts at the school. It was agreed that there is not enough time to agree an event and hold it before Christmas and therefore this item should roll forward to the next meeting with the aim of hosting an event in January.

Ruth suggested an item of 'Stop the Watch' whereby children would 'buy' minutes of the day for 20 p a go or 3 for 50 p. A wind up watch would be sealed in a container, possibly in assembly, and reopened some time later. Wherever the watch has stopped would be the winning minute. A prize of some sort would be needed. The 'guess the number of sweets in the jar' could also operate at the same time in the build up to the fete. This idea was supported and Ruth offered to lead it.

Action: Maria to circulate snail race night web address (www.fundeo.com)

Action: Clare Jones to find out about ice rinks at Glasllwch

Action: Ruth to take forwards Stop the Watch

8. AOB

8a) Fairtrade Association

Brad reported that Newport Fairtrade Association have asked if they can have a stall at the Christmas Fete free of charge. This was declined as there is no benefit for the PTA to operate in this way. Previous fetes have requested a £10 fee for outside stalls and it was considered that it is reasonable to continue with this approach.

8b) Discount voucher schemes

Keith asked if discount voucher schemes had been considered. It was confirmed that Tracy Williams has previously looked into it but it did not progress. Keith offered to find out more information and report back.

Action: Keith

Next meeting: Tuesday 4th November 2009, 19:30 hours at the school