

Rogerstone Primary School PTA

Ordinary Meeting

3rd November 2009

19:30 hours

Present:

Keith Baxter, Sharon Grey, Bev Hinder-Thomas, Brad Hughes, Clare Jones, Matt Powell (Vice Chair), Maria Roberts (Secretary), Paul Seymour (Treasurer), Gavin Smith, Rebecca Trickey, Tracey Withers (Chair), Mrs Miles.

1. Apologies

Emma Ashmead, Jo Derrick, Sarah Knight, Sam Lowe, Nicola Slade, Miss McLeod, Mrs Yeoman, Des Staggemeier, Louise Wenger.

2. Minutes of the last meeting and matters arising

Minutes of the AGM in October 09 and the ordinary meeting that followed had been circulated by email and were agreed (it was not possible to provide copies at the meeting due to photocopier failure).

a) AGM actions update

Maria advised that the Annual Update for the Charity Commission and updates to the PTA contacts list were complete but the changes to the Constitution were still to be done.

Action: Maria re constitution

b) Second hand uniform sales

Sarah had kindly provided a report to update on this item in her absence. The uniform sales were run at school during the parents' consultations in October 2009 and raised £197. Due to the success of the project, it was proposed that it be run again during the parents' consultations in March 2010. Friday morning uniform collections will continue and Sarah has asked that this information be included on future newsletters. Sarah wished to thank all those who assisted with washing, collecting and selling the items which was acknowledged by the committee. There was unanimous support to continue the project.

c) Bag2School

Sarah provided a further report highlighting that 550 bags were distributed and 785 kg of items collected which has raised £314. A cheque is expected in 6 – 8 weeks. The next collection is scheduled for 18th March 2010 and the bags will arrive between 8th and 10th February 2010. 600 bags have been ordered. This will coincide with uniform sales and parental consultations. Sarah offered thanks to everyone who helped with the initiative. There was unanimous support to progress the project.

d) Mobile Phone Recycling

Maria reported that she had that evening received an email from Jo indicating that her partner is unable to progress this item at this moment in time but may reconsider in the future. Those present were unable to make a decision about whether to progress this project with fones4schools or foneclub as they offer different deals and incentives and more information was required. It was agreed that members should review what each company offers prior to making a decision. It was also decided that collection of mobile phones should continue so that the committee can review what we get which may guide our decision. It may also be possible that members know people with expertise to advise if particular phones are worth more cash and should be sold on in a different way. Mrs Miles agreed that the school can set up a collection box in the reception area. Clare and Bev agreed to lead on this project and Clare will do a letter to circulate to parents.

Action: Clare and Bev

<http://www.foneclub.org.uk/>

<http://www.fones4schools.co.uk/adults/>

e) Book in the Bag project

Sharon reported that the only items now required to go with the books are a small pair of pyjamas (such as that to fit a doll) and a small cuddly/padded heart. Bev thinks she has something suitable for the pyjamas and Mrs Miles will ask if any members of school staff are able to make a heart. Donna updated Sharon that she has receipts for the money spent on this project recently and she will forward these in due course. Sharon also advised that she and Donna had thought that Mel could have the bags over the Christmas holidays as this is when the bags are next due to be collected in. However, it is necessary to discuss with Mel if she is able to reinforce the bags over the holiday and it may be necessary to hold onto the bags for a longer period. Sharon is of the view that the bags can be reinforced but the strings will be difficult to shorten.

Action: Sharon and Donna to discuss with Mel

f) KS2 Playground Equipment

It was reported that 'measure up' for equipment has taken place and the school are now awaiting technical drawings and 3 quotes from the company. The governors have agreed to support the additional money likely to be needed for this project and it was clarified that the PTA is currently only in a position to offer £5k due to the bank balance.

g) Plaques

Gavin updated that the initial considered supplier was not suitable and he has looked at alternatives but the cheapest he has found would be approximately £50 per plaque. Cheaper ones appeared to be of poor quality. Bev suggested that Hartridge High School may be able to assist as they have recently purchased a machine to enable them to make plaques. It was suggested that a donation could be made to the school in return for use of their machine. Rebecca also suggested that her father is skilled in woodwork and may be able to make wooden plaques that could then be engraved which would markedly reduce costs.

Action: Bev and Rebecca to investigate further

h) Cinema ticket raffle prize - extension to expiry date

Tracey updated that she had received correspondence from Sarah to say that the tickets do not expire until next year and so no action is required.

i) Green sashes

Bev advised that no update on this was available.

j) Discount Vouchers

Keith circulated information at the meeting from a company called Invitation. He broadly explained how the project works. Whilst the project was broadly supported it was acknowledged that members needed time to consider the information. Mrs Miles indicated that whilst she thought it to be an excellent fundraising idea, she would need to discuss it with Mrs Yeoman who would be acting head when Mrs Miles leaves. It was acknowledged also that the project would need careful and accurate planning. The project was supported in principle. Bev advised that this project has been undertaken in her work place with huge success.

3. Treasurer's Report

Paul advised that there is approximately £6,800 in the bank. He has looked into alternative banks but none others in Risca open on a Saturday either and he feels we will not gain any benefits by moving to a different bank. It was acknowledged that Tracy Williams still needs to be removed as a signatory and Matt to be added following CRB check.

Keith queried about CRB checks for the wider committee as this was an issue raised last year that was not taken up by all committee members. Mrs Miles confirmed that it is free for the school to undertake this for voluntary workers and could bring a supply of CRB forms to the next meeting which was supported.

Action: Paul to remove Tracy Williams as a signatory and add Matt following CRB check

Action: Mrs Miles to bring CRB forms

4. Webmaster's Report

As Brad arrived late for the meeting Tracey updated the committee on an email he had sent containing his report. He advised that he has circulated information on how to update the website using tumblr.com. He raised the forum which does not appear to be used often. Members present felt that email was the preferred option for communication. Matt had suggested some ideas for affiliates but Brad felt that previous experience meant that uptake by parents was low. In order to email all committee members the pta@rogerstoneprimary.co.uk can now be used and is up to date. The who's who section of the website is updated. Brad advised that he has discussed with 1:1 internet about reducing their prices but they suggested reducing the package to a lower package which would halve the cost but lose useful functionality. Brad intends to discuss with Paul separately re:invoice issues for 1:1 internet as there is some confusion about accuracy of the invoices. Brad also

suggested a 'Christmas push' on the Amazon links. It was agreed that everyone could print 10 copies of a poster and post it to their neighbours. Brad had suggested that the school could also send a copy home with each child and accompany this with a text message which was agreed. Tracey and Matt indicated that they will look into alternative website provision.

5. Photography session 7th, 14th and 21st November 2009

Tracey advised that the 7th has sold out and there is just 1 slot remaining on each of the other 2 days. Dave Curtis has verbally confirmed that he will delete all unused photos and Tracey agreed to continue to pursue him for written confirmation of this. Tracey's husband Andy (who is CRB checked) will assist Dave with IT at the sessions and Dave will also have 2 assistants. It was considered that there is no need to provide extra assistance from the PTA. Mrs Miles asked that the nursery premises are appropriately monitored and looked after. It was agreed that feedback after the first session on the 7th November will be circulated if it is apparent that the need for assistance from the PTA needs to be reconsidered. Tracey confirmed that if people do not pay their booking fee they will lose their slot. Most people have paid although there are a small number outstanding.

6. Christmas Discos 3rd December 2009

Tracey confirmed that the discos have been booked with Darren and she has aimed to continue with 5 – 6 pm for KS1 and 6.15 – 7.15 pm for KS2. Bev, Rebecca, Tracey, Sharon and Clare offered to help with the KS1 disco. Rebecca, Keith, Maria and Tracey offered to help with the KS2 disco. More helpers are needed. In September 2009 it had been agreed that a number of specific issues needed further debate including should we charge an entry fee or continue to ask for bottle donations to support the bottle stall at the fete? There was a majority decision to continue with bottle donations. It was acknowledged that the bottle stall needs more careful planning at the fete to ensure there are prizes suitable for the children who hold a winning ticket in the absence of an adult. The second question related to whether the first refreshments should be free of charge and what refreshments should be offered. There was a unanimous decision that the first drink and crisps should be free as Tracey has historically managed to source drinks and crisps at very good value. There was debate about what items should be on offer and it concluded with a majority decision to offer a selection of soft, still drinks and no cans of fizzy drinks. The third question was in relation to whether blinkies and glow sticks should be sold at the discos. It was reported that there is half a box of unsold items remaining in the PTA cupboard and these items should be sold in December. The question can be reconsidered for the summer discos.

Action: all to advise if they are able to help at the discos

7. Christmas Fete 11th December 2009

Tracey intends to hold a sub-committee fete meeting next Monday or Tuesday in the Rising Sun pub. She will email out to ascertain the best date for people to attend. It was agreed that a budget of £600 can be spent in the first instance as there are many prizes in the cupboard that can be used. Dave has agreed to be Santa. It transpires that whilst the PTA had not received feedback about the sleigh that was raised in 2008 and had thought this item was closed, year 11 at Bassaleg have been

making a sleigh. They have queried whether the Rogerstone logo can be applied to the sleigh to which Mrs Miles agreed. Maria asked where the sleigh will be stored as this had been a concern previously. There is no agreed solution to this. Mrs Miles advised that year 6 would be keen to assist with fete stalls until the end of the school day.

8. Social event

Tracey reported that a number of people had emailed her with positive comments about the snail race night. There was no feedback about an ice rink available. There was insufficient progress on this to make a decision.

9. AOB

- a) Paul asked Clare if her husband would be in a position to review the PTA accounts which was confirmed.
- b) Matt suggested that a games events could be held at a weekend for the children. He suggested Connect 4 tournaments or Wii competitions. There was interest in taking this forwards although securing a suitable environment within the school premises would need further consideration.
- c) Maria asked if tea towels should be considered this year. There was support for this for KS1 although a volunteer to lead on it would quickly need to be organised. Maria to email the committee to seek a volunteer.

Action: Maria

Next meeting: Tuesday 1st December 2009 19:30 hours at the school