

Rogerstone Primary School PTA

Ordinary Meeting

1st December 2009

19:30 hours

Present:

Maria Roberts (secretary), Anne Beer, Kath Hopkins, Jo Derrick, Clare Jones, Matt Powell (Vice Chair), Gavin Smith, Paul Seymour (Treasurer), Tracey Withers (Chair), Mrs Miles

1. Apologies

Sarah Knight, Brad Hughes, Rebecca Trickey, Sharon Grey, Bev Hinder-Thomas, Ruth King

2. Minutes of the last meeting and matters arising

No matters of accuracy were raised about the November 2009 minutes.

a) Constitution

Maria updated that she had printed and updated this ready for a signature from Tracey and then spotted an error. She will rectify over the next few days.

Action: Maria

b) Mobile phone recycling

Clare sent a small flyer out but there are very few phones in the box. Mrs Miles agreed to make an announcement at the concerts to encourage donations. It was considered that donations may improve if there were envelopes to hand out and after Christmas if people are given new phones as gifts.

c) Book in the Bag project

There was no feedback.

d) KS2 playground equipment

Tracey advised that she has seen the plans and the equipment is very large. The cost will now be £25k. The PTA will make a cheque donation tonight for £5k as agreed. It is planned for the items to be installed on 21st and 22nd December 2009 and the school plans to make an announcement imminently to the children. Mrs Miles will advertise the purchase/donation in time for parents to see at the Christmas concerts.

e) Plaques

Tentative discussion had taken place for Tracey to go to Hartridge to see what they can help with. It was acknowledged that plaques at individual items may not be seen by all parents. Discussion ensued as to how to best achieve high visibility to parents/visitors and Mrs Miles suggested a 'roll of honour'. It was agreed that a well presented framed poster could be hung in the reception area.

Clare is able to do calligraphy writing and offered to draft something. Mrs Miles will get a list of items purchased/contributed to by the PTA to Clare.

Action: Clare and Mrs Miles

f) Sashes

No feedback was available. Tracey suggested that she could purchase something ahead of the fete or there was the option of using the school netball tabards. Various options were discussed but a free option of tinsel decorations to helpers was agreed.

g) Discount voucher scheme

No feedback was available.

h) CRB forms

Mrs Miles made CRB forms available. Everyone present took one. Maria will scan and email out to all the PTA circulation in order that those not present can progress this.

i) Photography sessions

Tracey reported that this appeared to go well. Clare highlighted that she was pleased with the results of her session and found the photographer patient and helpful. Due to demand, a 4th session was organised. Four people signed up and paid a booking fee for their session but only one actually turned up. It was agreed that the booking fee should not be refunded to the three people who failed to turn up for their session. Another person has been given their photos but their cheque has bounced. The photographer will be chasing this up and the view was that funds should be cleared before photos are released which makes good business sense. Around 33 sessions were sold raising £10 each and the PTA will gain 20% of the profits. Tracey is awaiting to hear how much that equates to. Maria asked for an assurance that the unused photos will be deleted as this was specifically requested. Tracey advised that it had been raised that storage space for the photos was an issue and so would be deleted.

j) Tea Towels

Maria advised that she had not been able to identify anyone to organise this in time for Christmas and so it will roll forwards for Mother's Day. Jo, Ruth and Maria have offered to assist in this for KS1. Jo asked Maria to forward any details about companies onto her so that she can start exploring prices. Mrs Miles suggested doing this for nursery and reception in the first instance.

Action: Maria and Jo

3. Treasurer's Report

Paul reported that the balance in the bank was £6,140.53.

4. Webmaster's Report

There was no feedback from Brad. It was raised that flyers promoting the Amazon links have been circulated by some people to neighbours and work colleagues. There was no information available about alternative website provision although

Tracey reported that her husband considered existing costs to be expensive. Matt felt that alternative provision could be made for a cost in the region of £70. Tracey will discuss with Brad.

Action: Tracey

5. Discos 3rd December 2009

Tracey reported that a flyer and text is to go out tomorrow to remind people. Regarding helpers, Clare will switch to helping at the second disco to even out the numbers. Helpers are requested to attend the first disco from around 4:30 pm.

6. Fete 11th December 2009

Tracey identified some issues that need resolving:

- a) There has been no communication about the sleigh. The PTA did not know that this was ongoing until recently as communication about it stopped earlier in the year. It is necessary to find out as alternative plans for a grotto may need to be made. Maria will circulate Mel's details to Tracey so she can make phone contact as it is thought that Mel is the main contact.
- b) Bread rolls – Jo is negotiating with Morrisons for 150 hot dog rolls. Warburtons was suggested as an alternative.
- c) Emma had initially offered to help Tracey as a lead on the fete but it has become unclear what Emma is able to commit to due to work issues. At a fete meeting Emma had offered to contact Ezeeplay for face painting, to make Snowman Skittles and contact the Celtic Manor to source a raffle prize. No feedback is available and is now urgently needed. Maria to circulate Emma's phone number to Tracey.
- d) There was discussion about undertaking a raffle or auction. There are some good prizes (tickets for Chicago musical, photo session, Hasbro toys, possibly bottle of spirits). It was decided to sell raffle tickets at all concerts and the fete and to draw the winning tickets at the final concert on 15th December 2009. It was considered that more prizes are needed and Matt agreed to contact restaurants and Anne will try beauty salons. Concerts and dress rehearsals are taking place on the following dates:
 - KS2 dress rehearsal on 8th December at 2 pm – Tracey to sell tickets (another helper needed)
 - KS2 concert on 10th December at 7 pm – Maria and Tracey to sell tickets
 - KS1 dress rehearsal on 14th December at 10 am – Anne to sell tickets (2 other helpers needed)
 - KS1 concert on 15th December at 2 pm – Jo, Clare and Matt will sell tickets. The draw will take place at this concert.Someone to sell tickets at the fete on the 11th December must also be organised. Paul will organise floats and the tickets will be sold at £1 each.
- e) Mrs Miles was satisfied that an adequate risk assessment is in place from the summer fete.
- f) Helpers for the hot dog stall is a concern. Mrs Miles suggested that the new cook is very amenable and the PTA would be well advised to establish relationships with her. Mrs Miles would not be happy for the school cooking facilities to be used without Sue or Cindy present which needs to be explored. At least 3 helpers are needed for this stall and with numbers of helpers currently available,

this is looking to be an issue of concern. Tracey agreed to make contact with the cook, Sue and Cindy.

- g) Helpers on the whole is a real issue. There are 10 planned PTA stalls but 2 people per stall minimum is needed. Year 6 will be able to help during school hours. Tracey had asked for people to tell her if they are available or not but the response has been poor. It is necessary now for people to highlight whether they are available to help or not. Maria to email out to seek support. The issue can be raised at concerts and a text sent to encourage parents who are not PTA members.
- h) Dave has offered to be Father Christmas and suits are available. Elf helpers need to be arranged.
- i) Dough shapes for decorating are considered to be available in sufficient numbers but this needs checking with what is stored in the PTA cupboard.
- j) Anne offered to have a go at Snowman Skittles if Emma has not progressed them. She will need feedback by the weekend if she does not need to do this.
- k) Stalls planned so far are bottle tombola, Father Christmas, Toy tombola, lucky dip, Find the Bauble, Christmas Target Game, handprint bags stall, face painting, Pheonix cards, make up stall, jewellery stall, sweets in jar game, hot dogs, cakes/tea/coffee – Clare will contact Avana bakery for cake donations, Reception will be doing a Fill a Jar stall, it is believed that year 4 are doing something for the fete also.
- l) Maria raised the cost of stalls as Sarah fed back in September 2009 that the cost of having a go at a stall should be reduced to 30 p a go / 50 p for two and consolation prizes should be provided. This has not been considered at the fete meetings that have taken place. It was raised that it has previously been commented that fete meeting minutes should be taken and circulated and that if this had occurred this issue would have been picked up earlier. It was agreed that reducing the cost of the 'have a go' stalls would be reduced and consolation prizes of a lolly or sweet would be made available.
- m) Maria is to update and provide copies of the stall holders information for each stall to be run but needs confirmation on the stalls to be run and how they will work before she can complete this.
- n) It was agreed that the fete feedback forms for each stall holder should be provided.

7. AOB

- a) Clare reported that her husband had reviewed PTA accounts as requested and was satisfied that all is in order.
- b) A general issue was raised on communication. It is respectfully requested that if people are unable to attend a meeting that they must feedback any updates in order to keep communication flowing adequately.