

Rogerstone Primary School PTA

Ordinary Meeting

5th May 2009

19:30 hours

Present

Tracey Withers (Chair); Maria Roberts (Secretary); Clare Jones; Sarah Knight; Sue Hurn; Paul Seymour (Treasurer); Carl Thomas; Sam Lowe; Brad Hughes (Webmaster); Nicola Slade; Kath Hopkins; Melanie Hurn; Emma Payne; Helen McLeod; Louise Cann; Rebecca Trickey; Bev Hinder-Thomas;

1. Apologies

Ruth King, Tracy Williams (Vice Chair), Lynne Morgan, Kristie Hanton, Sharon Grey, Emma and Gavin, Claire Bender, Donna Stone,

2. Minutes of the last meeting and matters arising

The minutes of the last meeting were agreed.

2a) Charity Commission

Maria reported that all outstanding reports have now been submitted to the Charity Commission. The only current issue outstanding with them is the need to change our name on their website. They have not responded to messages sent via their secure messaging service. It was agreed that a letter will be sent.

Action: Maria Roberts

2b) 'Bags for Life'

Sarah reported that the cheapest she has been able to find is plain bags at 25 for £16, 50 for £27 or 100 for £48.98. Paints can be purchased for £2.10 individually. This could work out at 80p per bag and it was suggested they could be sold for £2. It was agreed that Sarah would purchase 100 with sufficient paints – probably needed is 2 packs of mixed colours. Donna Stone has indicated that she might take the unused bags although it was felt that we could keep them and reuse them at a later date. To aim for use at the Summer Fete. The design will simply need to be ironed onto the bag when it is dry.

Action: Sarah Knight

2c) Jewellery Recycling

Clare reported that this project has almost completed, was easy to run and the response has been excellent. The bag to go back to the company is very full! A child from Miss Allen's class won the MP3 player. A 'mop-up' envelope has been provided to send on any additional envelopes that come in. Apart from that, a cheque is awaited! Clare indicated that she would be willing to organise this project again in the future. Thanks were extended to Claire for organising this.

2d) Rogerstone Primary PTA Local Directory

Nicola reported that she has undertaken work to progress this project and some decisions are now required. Firstly, portrait v landscape – portrait was agreed. Various types of paper are available and a laminated option is also available. It was agreed that 550 A3 size laminated posters be progressed at

a cost of £275 + £90 for laminating. 20 slots are currently available for advertising but this can be extended to 23 if necessary. Additionally, people can pay for half a box or double boxes and pay the corresponding price. Nicola has undertaken some scoping work with parents and identified some people who think they would be interested and prepared to pay £50 to advertise. Discussion ensued about exclusivity of advertising however it was felt that we cannot offer that and it would be reasonable to support no more than 3 adverts for any particular trade. The printer is happy to help with logos if necessary. Three people were identified to be contacts to assist Nicola and it was agreed that Nicola will manage this project and be the main coordinating person for potential advertisers. Friday's quiz night will be used as an opportunity to launch the project and start gathering interested advertisers. When information is available Brad will circulate it via the newsletter distribution list and on the website. Maria is to put it on the notice board and Tracey gave the key to Maria. A disclaimer is to be added – Maria to send information on suggested wording from the NCPTA to Nicola. It was agreed that term dates and teacher training days only will feature on the calendar which will run for the academic year. It needs to be added that dates could be subject to change. It was agreed that if any queries arise then the forum will be used but if urgent decisions are required then a quorate meeting will need to be arranged. As part of the scoping work, it has been suggested to Nicola that the directory needs to be ready for the Nursery/new intake information days in June. Whilst this will be a challenging deadline, Nicola feels it is achievable. Maria thanked Nicola for the work she has put into this and the professional samples that were circulated at the meeting.

Action: Nicola Slade

2e) Letter to the Council regarding litter

Maria reported that she had recently sent a letter to the Council regarding the litter and glass in the car park but no response has been received. The committee asked that a follow-up letter be sent as the issue still remains.

Action: Maria Roberts

2f) Sleigh

Unfortunately, Sharon Grey was not present to update the committee about the sleigh.

2g) Cake sales

Nicola reminded the committee that Mrs Miles had previously expressed concern that any goods provided for a cake sale should not be homemade to ensure compliance with health and safety. Nicola has perused the NCPTA website and forum and seen other PTAs who have however sold homemade goods. She has subsequently been in communication with a gentleman called Gareth Jones from Environmental Health who has indicated that risk from homemade cakes is low if custard and fresh cream produce is avoided. It was acknowledged however that Mrs Miles must make the final decision. It was suggested that this could be run as an after school event hosted by the PTA. Miss McLeod agreed to discuss this further with Mrs Miles.

Action: Miss McLeod

2h) NCPTA join in day 9th June 2009

It was agreed that this appears relatively simple to organise and the PTA would keep the money raised however the permission of Mrs Miles is required as an area of school premises would be needed to mark out the trail for the

50 p pieces. A number of people indicated they would be able to assist on the day if Mrs Miles agrees.

Action: Miss McLeod

3. Treasurer's Report

Paul reported that he had not received a statement from the bank and when he enquired as to its whereabouts it transpired that the documents to add him as a signatory/Treasurer had not been processed by the bank and will need to be resubmitted. New copies of paperwork need to be signed by Maria, Tracey and Paul to effect this. This was organised at the close of the meeting.

Tracey said that £3122 approximately had been in the bank, £130 needs to come out for Quiz Night expenses and a cheque from Louise Wenger and husband needs to be paid in as they have sponsored the hog roast for £300. The committee commented on their generosity and Maria agreed to write a thank you letter. This money however will be used to pay the hog roast supplier.

4. Webmaster's Report

Brad talked the committee through the new website and everyone was reminded to sign up to the forum. There are lots of Amazon links on purpose to encourage use of the links and 2 Google links exist because one of the links doesn't work with Internet Explorer 6. Information about the new directory can go on when it is ready. Photos of us are still needed and it was agreed that a group photo was preferred with a separate photo of the Officers of the PTA. It was queried if a new updated contacts list can be put on the forum although this was not agreed as it is theoretically a public forum. It was agreed that mobile numbers will be circulated to Brad to create a new list for circulation to PTA regulars. It was asked if an update on the jewellery recycling can be provided including the name of the winner but consent will need to be gained before the child can be named on the website. All commented on how good the website and forum is and Brad was thanked for his efforts.

Action: Brad Hughes

5. Future events/projects

5a) Quiz Night and hog roast 8th May 2009

Clare has sourced free bread rolls from Warburtons and managed to persuade the hog roast supplier to drop the price by £75 to £300. Thank you letters to both are required which Maria will do. There is no Quiz Master and so Tracey Withers may have to take on the role. The hog roast is to be served at 9 pm. Tracey intends to be there early and will need help on the door – for all to arrive early. A microphone is needed. Irish bingo and 2 bottle rolls are to be played and the quiz will be operated in 2 parts. 45 tickets have been sold so far and there are many more queries for tickets.

5b) Non-uniform day May 22nd 2009 (Yr 3 trip to Technquest)

Maria raised the fact that year 3 are going on a trip to Technquest on the non-uniform day and suggested that it is not acceptable for children on a trip to be in their own clothes as they will not necessarily be easily identifiable. This was agreed and Miss McLeod agreed that the school can send a text message to parents highlighting this issue.

Some discussion ensued about the use of the text service and whether it can be used for PTA events and messages or if it must be limited to educational/school purposes. Miss McLeod will discuss with Mrs Miles.

Action: Miss McLeod

5c) Summer Discos 25th June 2009

Tracey has booked the disco. To agree arrangements at the next meeting. There was some discussion about a Leavers Do. It was agreed that Miss McLeod will discuss ideas with the School Council and Mrs Miles and report back.

Miss McLeod

5d) Summer Fete 3rd July 2009

Sam and Sarah are to lead the fete with Tracey providing the benefit of her prior experience in the background. A preliminary meeting has been held and the first fete meeting will be held on Tuesday at the Rising Sun at 7.30 pm. Brad will circulate this information via the website and newsletter system. Weekly meetings will be held but it was agreed that people do not necessarily need to attend every meeting but could report back when they have completed an assigned task. The budget initially was agreed at £1200.

6. AOB

7a) Time of meetings

Ruth had asked via Maria to raise if the meetings could be held at 7 pm. This was not agreed as those with younger children would find settling them any earlier difficult.

7b) Nursery/new intake days

Maria highlighted that for the first time in several years the PTA have been informed in advance of the new intake meetings and it was agreed that this is an opportunity to advertise the PTA. Tracey agreed to update an old flyer that could be handed out. Attending staff need to be agreed and will be discussed at the next meeting.

Action: Tracey Withers

7c) Success Photography

Tracy Williams has had contact from Success Photography regarding running another event. Some issues regarding venue exist as we no longer have Saturdays available in the school. The Rivermead Centre is £36 per hour. Ty Du may be cheaper. The Jack in the Box venue may also be an option. It was agreed this should be discussed at the next meeting.

Date and time of next meeting:

**Fete subcommittee meeting, 12.05.09, 7.30 pm, Rising Sun
and**

Ordinary meeting, 2.06.09, 7.30 pm, School