

Rogerstone Primary School PTA

Ordinary Meeting

2nd June 2009

19:30 hours

Present

Tracey Withers (Chair); Maria Roberts (Secretary); Lynne Morgan; Clare Jones; Sarah Knight; Sue Hurn; Paul Seymour (Treasurer); Sam Lowe; Brad Hughes (Webmaster); Nicola Slade; Kath Hopkins; Rebecca Trickey; Louise Wenger; Sharon Grey

1. Apologies

Mrs Miles; Emma and Gavin Smith

2. Minutes of the last meeting and matters arising

The minutes of the last meeting were agreed.

2a) 'Bags for Life'

Sarah reported that this project is progressing with everything on order and it was confirmed that plain bags were agreed.

Action: Sarah Knight

2b) Wall planner/local directory

Nicola reported that there are still some advertisement slots available and she is awaiting confirmation over the next couple of days for uptake. It is aimed to give the planner out at the nursery/new intake event next week in view of the childminding advertisements and the fact that people will be wanting to organise childcare now. It is also anticipated that the finished product will also be given to other children at the end of term. The planner will not be given to current Year 6 leavers. If it so happens that parents receive more than one from siblings, they will be encouraged to give them to other family members or return them where a small stock can be kept and given to newcomers during the school year. If Nicola is unable to secure advertisements that she is waiting for, some back up plans exist including approaching local takeaways etc. A space could be kept saying "If you want to advertise next year then contact...". A typo is noted on the Jack in the Box advert and on the school year date. Advertisers will be asked to proof read their advert. Artwork for an advert has been supplied that is too large for a single box. It was agreed that the advertiser should be approached to provide alternative artwork that can fit a single box or pay the corresponding price in order to ensure that all advertisers are treated equitably by the PTA.

2c) Cake sales

There was no feedback from the school and so this item will be deferred.

2d) Quiz Night and Hog Roast

Approximately £240 profit was made at this event. It was acknowledged that this was a little disappointing but was nonetheless a profit. Tracey reminded the committee that at this event there was no raffle, approximately 30 tickets less were sold and expenses had to be paid. It was queried if there is an opportunity to reduce expenditure at future events. Expenses from this event included a £70 fee for the venue which was agreed to be too high; £85 was

spent in ASDA on napkins, plates, cutlery, sauces, coleslaw, cheese, wines and spirits prizes; £20 in Staples on card for tickets. Drinks were paid for the parent who stepped in as Quiz Master as a gesture of thanks to the region of £20. There was a view expressed that this was over-generous and other committee members would have been willing to step in as Quiz Master without cost. It was suggested that further discussion and communication should occur in the future to resolve such issues at the time. There has been subsequent discussion with the Alcan and Whiteheads social clubs who appear happy to support and assist the PTA with future events. It was suggested that they should be approached about advertising their venue on the wall planner. Maria confirmed that thank you letters had been sent to appropriate people following the quiz. In view of difficulties with the venue on the night, it was suggested that the PTA avoid this venue in the future.

2e) NCPTA join in day 9th June 2009

There was no feedback from the school regarding this item and it can therefore not proceed.

2f) Nursery/new intake day 11th June 2009

It is reported that there is a delay in notifying parents of the new nursery intake. It is not known if this will affect the date planned for next week's parents meeting. It was agreed that planning will go ahead from the PTA's perspective. Tracey agreed to go and a number of other committee members indicated that they expect to attend. It was agreed that the parents booklet can be circulated but names of all members will be removed in order to reduce the booklet to 2 pages. Tracey suggested adding that she has worked out that the PTA has donated £20,000 over the last couple of years. Maria is to make the changes and send to Tracey as soon as possible. Tracey will print it and ask the school if we can add it to the booklet that they handout.

Action: Maria Roberts and Tracey Withers

2g) Success Photography

It has not been possible for Tracey to ascertain exact costs around this event when it was previously held in terms of percentage paid to the PTA. A £10 booking fee was charged to families which the PTA kept. A CD with photos was provided on a no obligation basis at a cost of £150. It was raised that the CD was provided in an envelope which seemed a little unprofessional and it was felt by some that the interaction between the photographer and the children could have been better. Tracey has an acquaintance who could provide an alternative photography service for us. It was raised that a photographer has advertised on the planner and other members know people starting out with photography businesses. It was agreed that in order to ensure equity in access to the potential of this opportunity, a 'tender' exercise should be coordinated. Potential photographers will be asked to provide some idea of costs of photos; what the PTA will get from the proceedings and a minimum of 10% of takings was thought to be acceptable. The PTA will organise appointments, venue (as yet to be clarified in terms of availability but thought to be possible in October half term) and advertising. Success Photography, the advertiser on the wall planner and Sarah King's contact will be invited to provide information back to the next meeting. Maria raised that she was surprised to hear negative feedback of Success Photography as that had not been evident at the time. It was clarified that it was felt that a more professional manner would have assisted rather than the experience being negative *per se*.

3. Treasurer's Report

Paul reported that the bank had been in contact to ask for copies of his documents again. It is expected that he will be able to access the account imminently. It was raised that the service from the bank has not been acceptable when it is considered that Paul was appointed to the role last Autumn and is still unable to access the account. It was clarified that there was an unacceptable delay in the handover to Paul and therefore the issues with the bank have only occurred recently. Tracey confirmed that the bank situation needs to be resolved as cheques need to be signed for floats and fete expenses etc and the signatories are not finalised.

It was confirmed that approximately £250 from the Quiz is to be paid in; £320 was raised from the non-uniform day; sale of baseball caps has raised £140 and Clare handed over a cheque from the jewellery recycling for £275. Everybody expressed surprise at the amount raised and thanked Clare for organising it. Maria suggested that she put posters up in the notice board to tell people how much money the non-uniform day and jewellery recycling raised which was agreed. Sam is intending to send a fete newsletter and suggested adding this to the reverse of the letter.

Action: Maria Roberts and Sam Lowe

4. Webmaster's Report

Brad produced a leaflet demonstrating the new website. His view is that a pictorial advert of the website may help recruit members. A quote was gathered to look at the potential of circulating colour leaflets however this was considered to be too expensive. It was agreed that black and white copies will be printed and circulated with Sam's newsletter and for the new intake leaflet. Brad reminded everyone that any posters etc should be sent to him so that he can add them to the website. It was suggested that a link from the school website to the PTA website should exist. It was clarified that this had previously been in place but got taken off for some reason. Brad is to discuss this further with Mrs Miles.

Action: Brad Hughes

5. Future events/projects

5a) Summer Discos 25th June 2009

Tracey has booked the disco. Helpers are agreed as: KS1 disco = Kath, Tracey, ? Sam, Sarah and KS2 = Clare, Maria, Tracey, Kath, Rebecca. A float will be needed for the sale of drinks and crisps. Discussion took place about sale of blinkies. The younger children may not expect them but the older ones may have come to expect such items to be available. It was agreed that Tracey will look to source blinkies for both discos. Around 400 pieces was agreed. It was acknowledged that prices vary and rings could be 30 – 50p and necklaces £1 and expenditure at the outset should not exceed £400. We would look to double our return on these items if possible. Additionally, £120 was agreed for the purchase of drinks and crisps. The disco will cost £90 for both. It was clarified that the discos have traditionally been paid for as a non-profit raising event by the PTA.

With regards to the leavers, Tracey discussed with Mrs Miles who suggested that the school are satisfied with events that they run and wish to ensure that any additional events are not 'over the top' such as

a prom. She suggested that cakes could be supplied to supplement the existing food arrangements. This was not agreed and therefore the PTA will not contribute to the leavers events already planned or plan anything in addition.

5b) Summer Fete 3rd July 2009

Sam and Sarah have requested a fete meeting to be held next week rather than take time from the ordinary meeting. It was agreed that a meeting at Tracey's house will take place next Wednesday 10th June at 19:30 hours. The school have now supplied a list of stalls that they intend to run.

6. AOB

7a) Sleigh

Sharon queried if Tracey had received an email about this as she has spoken to the relevant people. No email has been received to take this forward.

7b) Clothes swapping and other recycling ideas

Following the success of jewellery recycling, it was suggested that consideration be given to clothes swapping. The idea is that people pay perhaps £10 on the door having donated clothing which is sorted appropriately and displayed. Once entry is paid, people can enter the room and view the goods for a short period to ascertain what is available. All participants are then allowed access to the room to purchase on a first come first served basis. It was felt that such an event would need careful control and it was suggested that instead people could buy a table and sell their own items. This led to clarification of the second hand uniform stall idea. Unclaimed lost property and donations of unwanted uniform will be sorted and cleaned in order to sell at the fete at a reduced price. There is no outlay for the PTA which is a bonus. There are some very good quality items that are unclaimed. A second hand book stall is another possibility although Mrs Miles reports that she has seen little success of this previously. Maria suggested a sale of Christmas costumes. The donations could be requested in October and a sale launched immediately that parents are informed of what part their child will be playing in Christmas concerts.

Further discussion ensued about organising a family event as opposed to an adult only evening do. It was suggested that a treasure hunt is a possibility and should be considered for early in the new school year.

7c) Fathers Day

It was raised by Sarah that there are large numbers of Fathers Day gift items left in the PTA cupboard. It was felt that it may be preferable to run a gift opportunity in order to move the stock rather than it remaining in the cupboard. It was felt by the majority that there is no harm in running a Fathers Day event even though a Mothers Day event did not occur. Initial discussion with Mrs Miles suggests that this is acceptable to the school although a room will need to be organised and release of the children to choose their gifts is required. This is to be discussed again with Mrs Miles in order to progress it and will be raised at the Fete Meeting next week in view of the short time available to organise it.

Date and time of next meeting:

**Fete subcommittee meeting, 10.06.09, 7.30 pm, Tracey's house &
Ordinary meeting, 7.07.09, 7.30 pm, School**