

Rogerstone Primary School PTA

Ordinary Meeting

7th July 2009

19:30 hours

Present

Tracey Withers (Chair); Maria Roberts (Secretary); Sarah Knight; Paul Seymour (Treasurer); Sam Lowe; Brad Hughes (Webmaster); Bev Hinder-Thomas, Kath Hopkins; Louise Wenger; Sharon Grey; Louise Cann, Elise Holland, Donna Stone, Ruth King, Mrs Miles.

1. Apologies

Nicola Slade, Claire Jones, Claire Bender, Alison Palmer, Mel Hurn, Lynne Morgan, Sue Hurn.

2. Minutes of the last meeting and matters arising

The minutes of the last meeting were agreed.

2a) Local directory/wall planner

Sarah Knight reported back on behalf of Nicola Slade that the local directory raised an income in total of £1075. Expenditure was £419.75 resulting in an impressive profit of £655.25. It is noted that Mr Locks and St David's are yet to pay for their advertisements. It was agreed that Nicola should be asked to chase this when she is able to. Advertisers have been asked to provide feedback on success of the planner from their perspective. Maria suggested that we should consider submitting this as an item for the NCPTA awards next year on the category for parental involvement. Maria agreed to take this forwards when the awards for next year are announced.

Action: Nicola Slade and Maria Roberts

2b) Nursery/Reception new intake day 11th June 2009

It was reported that Tracey attended the Reception new intake day and spoke about the PTA. The members present who attended that meeting commented on how well Tracey presented at the meeting. Maria advised that a new parent has been in email contact registering interest in the PTA. He works for a company who operate matched funding schemes which will be of benefit to the PTA and we look forward to welcoming this parent in September 2009. A comment was raised that many of the committee members are parents of younger children at the school and Mrs Miles confirmed that this is the case in most PTAs.

2g) Success Photography

It was reported that potential photographers required further information from the PTA in order to ascertain what we are looking for and to present an appropriate case to the committee. Tracey agreed to compile written information to guide potential photographers. In view of this, the item will need to be deferred to the September 2009 agenda. The information from Tracey however needs to be circulated to photographers before the summer holidays commence. It appears that 4 photographers may be interested – 2 as advertised on the planner, Success Photography and one other contact of a PTA member. It was agreed by Mrs Miles that the nursery part of school

could be used at a weekend as there are no commitments to the use of that area out of hours.

Action: Tracey Withers

3. Treasurer's Report

Paul discussed various items relating to finance. It was agreed that Maria will place posters in the notice board to inform the school and parents of the amount of money raised at the fete which is in the region of £2,300. He advised that in the region of £8,800 has been raised by the PTA since October 2008. Approximately £6,523 is in the bank account. The committee was delighted with the amount of money raised this year. Paul also reported that he needs to check the end of the financial year for the PTA as there is some discrepancy with the Charity Commission as to whether it is September or October.

4. Webmaster's Report

Brad advised that a number of people have asked him how to email all the PTA regulars. The email address is pta@rogerstoneprimary.co.uk. He has been asked if reminders for actions can be placed on the website but it was agreed that the forum should be used for PTA purposes like this. Brad did suggest however, that a password protected area may be useful where documents could be saved and updated by a core agreed group of people provided access to the website. It was suggested that items such as appointment slots for photography sessions could be updated using this process, risk assessments stored and requests/offers for help at events. It was agreed that this should be explored further.

Action: Brad Hughes

5. Completed events/projects

5a) Summer Discos 25th June 2009

It was noted that the discos were busy and appeared to go well. There were less bottle donations this year and Maria wondered if this related to the fact that bus stop collections were not organised. Tracey considered that these have not been coordinated for some time. Ruth raised that some parents did not collect their children but Mrs Miles reported that this happens at every disco. The school then phone the parents to check that a parent is satisfied for the child to make their own way home and it should be borne in mind that these children tend to be in year 6 and live near to the school. The glow-sticks didn't work well in the hall as it was too environmentally light and it was suggested that these should therefore only be sold at Christmas when their impact will be greater. The maracas, bunny ears and rings sold well. Many items were found not to work on the first attempt to turn them on. It was felt that there was perhaps too much choice and the selection should be reduced to 3 or 4 items in the future. Maria noted that Mrs Miles reported that a child had to attend hospital after the Christmas discos having fallen over whilst running. Mrs Miles confirmed that there were no adverse incidents at this disco. It was felt that Darren did a good job with getting the children involved in dancing and so there was less chaotic running around. It was reported that some members are of the view that a charge for the discos should be made. This is to be discussed in good time ahead of the Christmas discos. Maria also reported that at

the December 2008 meeting it had been agreed that cans would not be sold as not all parents were in agreement with the children consuming fizzy drinks. Whilst the canned drinks sold extremely well in view of the very hot weather, it was agreed that this will also need further debate before the Christmas discos 2009.

5b) Summer Fete 3rd July 2009

Sarah fed back that the fete was a very busy day! There are many lessons to be learnt from the experience of organising the fete that will be shared in due course. Fete feedback forms were circulated at the event and verbal views have been expressed since the fete. All the feedback will be collated. It was clear that there were not enough people on some stalls that were particularly busy and lots of juggling had to be done. There were problems with electricity and it is suggested that the PTA purchase extension leads. There were some issues that came to light regarding location of certain stalls. The gazebos were not used. The team had been unable to find the bean bag bonanza game. A formal feedback report will be prepared for the next meeting.

Sarah wished to record her thanks to all staff, parents and helpers – including those who helped from behind the scenes. It was suggested that it would have been useful to be able to easily identify PTA members. Brad reminded the meeting that the PTA used to wear specially printed tee-shirts. It was suggested that a sash may be useful. Bev agreed to ask a contact for a cost on green sashes. Brad reported that a number of parents have advised him that the Friday events are difficult for working parents but it is recognised that this needs to be balanced against what is best for the school and children. Sarah reported that the joy on the children's faces from being able to wander around the fete spending their money demonstrated to her that a Friday fete is a good idea. Mrs Miles offered thanks on behalf of the school for the fete and confirmed that the school's perspective is that Fridays are better for pupil involvement and enjoyment. Sam raised thanks to Sarah for her work in coordinating the fete and this was echoed from the meeting. Maria asked if a copy of the fete feedback forms and report could be copied to her for storage with PTA records and this was agreed. Maria asked if the PTA rules of play instructions for the stalls was helpful which was confirmed. Sarah has retained all the folders and will return them in due course in order that changes can be made following feedback where appropriate.

Action: Sarah Knight and Bev Hinder-Thomas

Thanks to Sarah's negotiating skills, the Beijing Masala restaurant have agreed to host a meal for the PTA at a very reasonable price to individuals. Suggested dates were put forwards and it was agreed to aim for 21st July 09. Members need to indicate to Sam as soon as possible if they can participate on that day.

Action: All

6. Future Events

6a) Treasure Hunt

Discussion took place about hosting a treasure hunt event in September 2009. It was agreed it should be a family event. Discussion regarding whether it should be a driving event or on foot took place – on foot was agreed and ‘buggy friendly’. It was suggested that the event could end at Ty Du or any of the local clubs (not Redwood). There are lots of hot dogs left from the fete and we should therefore ensure that we can do our own food at the chosen premises. An alcohol licence should be explored. Sarah reported that prizes suitable for raffling are in the PTA cupboard. A new member Elise Holland reported that her father organises treasure hunt events for Cancer Research and she will ask him for his assistance. Elise was thanked for this offer. Ruth suggested a diary idea – each day of the year can be purchased for £1 and a chosen date will be the prize winner. This could be a date nominated or picked by, for example, a restaurateur if one supplies a prize. This was considered to be a good idea and should be explored further. Sarah reported that there is an offer of a prize of cinema tickets that was not collected for inclusion in the fete that will be addressed. Mrs Miles will approach the Dolman Theatre as she has a family contact who may be able to consider tickets for prizes. Discussion took place as to whether the diary idea should be aimed at adults or whether a child-centred version should be organised in view of the success of the jelly babies in a jar guessing game at the discos and fete. It was agreed that Tracey will make some enquiries with venues for 26/27th September and feedback.

Action: Tracey Withers and Elise Holland

6b) Recycling ideas

It had initially been thought that donated school uniform items not sold at the fete could be recycled however Sarah feels that many of the items are good quality and the PTA should look to sell these items whenever there are events at school attended by parents. There have been no comments about parents wanting to reclaim items they believe to be theirs. Mrs Miles agreed to the ongoing running of this stall. Sarah will continue to provide bags for items to be donated to as many parents will be disposing of items over the next few weeks. She will coordinate laundering of items. Sam will add this to a newsletter that she intends to send out over the next couple of days. It was agreed that recycling of general clothing should be reconsidered in September as should mobile phone recycling.

6c) Easysearch.org.uk

Elise enquired if the committee were aware of this website which the PTA can register with as an internet search engine. It was considered that this could move internet traffic away from our website and the links on our homepage from which we can earn money.

6d) Gift Aid

Maria enquired if anyone knew anything about gift aid and if it is an option for us to claim. It was considered however that logistically this is difficult as detailed information needs to be gathered from supporters. It could be considered however for sponsored events.

6e) Race Night

Discussion about race nights is raised frequently and Sarah reported that she has seen these work very well at other schools. It was agreed that consideration to this should be given in the future as an idea for a social event.

7. Planning ahead – next meeting and AGM October 09

Mrs Miles reported that although the governors will be meeting on September 8th 2009, another room would be available for the PTA to meet in and it was agreed that the next meeting will therefore be on that date. The AGM will be held on 6th October 2009. Sam agreed to advertise this on the newsletter which will mean that we are more than compliant with requirements to advertise it according to the constitution. Sam also raised at this point that she has been approached by Yellow Moon and it was agreed that this will be run again prior to Christmas. Maria suggested that in previous years there has been a shortage of people willing to take on officers positions although that could prove to be different this year as the committee has grown. She suggested that it should be clarified ahead of the AGM if more than one person wishes to be considered for an officer's position. Previously, an interested person has put themselves forwards and they have been nominated and seconded by two members. It was agreed that a form of voting could be implemented if more than one person registers interest in officer roles. Maria agreed to check constitution and NCPTA information regarding voting for members. The idea was agreed in principle. Tracey agreed that current officers should formally make their intention known in September 2009 to aid succession planning.

Action: Maria Roberts and other officers

8. Green book bags/book in the bag project

Donna reported that she has been coordinating this for Reception since Christmas. Some toys, books and bags need replacing. She would like to replace toys with better quality items. It is reported that Gill Davies kept some books back from the stall at the fete which will be suitable for Reception purposes. Donna introduced a labelling system for the bags and will need to buy more labels during the forthcoming year which she will require reimbursement for. It was agreed that Donna will start a thread on the forum to identify exactly what is needed in case members have any suitable items at home that can be donated. It was agreed that £70 will be paid to Donna so that she can purchase what is needed. Any cash unspent will be returned. Receipts will be provided. Other committee members indicated that they will be able to help Donna on Thursdays in distributing the books. Thanks was offered to Donna for undertaking this work which takes place often unbeknown to many on behalf of the PTA.

Action: Donna Stone

Date and time of next meeting:

Ordinary meeting, 08.09.09, 7.30 pm, School