

# PTA MINUTES

## **Rogerstone Primary School PTA Minutes**

*November 1<sup>st</sup> 2011*

The meeting was called to order by Sarah Knight at 7:35 p.m.

### **In attendance**

Sarah Knight (Chairperson), Matt Powell (Vice Chairperson)(from 7.55pm), Elise Holland (Secretary), Paul Seymour (Treasurer), Sam Yeoman (Headteacher), Kat Tonks, Helen Woodman, Sue Martin-Davies, Bev Hinder-Thomas, Tracy Bale

### **Apologies for absence**

Maria Roberts, Wayne Millard, Helen McLeod, Becki Yates, Sam Lowe (Vice Chairperson), Sam Surman

### **Welcome**

Sarah Knight welcomed the attendees and brief introductions were made for the committee members who did not know each other.

### **Approval of Minutes**

The minutes from the October meeting were approved without alteration.

### **Current Projects**

#### ***a) Book in the Bag***

There was no representative present to update on the reception scheme but Sarah Knight was able to confirm that she has spoken to Wendy Alexander who is co-ordinating the scheme for reception and confirmed that it is up and running. Books are going out every week with no toy.

Re nursery - Tracey Bale confirmed that the scheme starts tomorrow, again with no toy. More helpers are needed, particularly for the morning nursery. Currently meet at 1pm on a Wednesday and there are four mums at the moment. Sarah Knight has had some mums approach her to offer help and Tracy Bale confirmed that she is happy for her details to be passed on. The nursery scheme has borrowed four books from the reception scheme and only have 75 bags for 80 children. Sam Yeoman was asked if there may be some bags stored somewhere in the school. It is unlikely but we can make enquiries. If bags cannot be located, Sarah Knight suggested that we may need to buy more books and bags, perhaps 10, to share out between nursery and reception as extras.

#### ***ACTION ARISING***

- ***Sarah Knight to pass Tracy Bale's contact details to parents who have offered support***
- ***School to make enquiries as to any bags that may be stored away for this scheme***

#### ***b) Second Hand Uniform***

We have had limited offers of help but have managed to set up a rota for sales this week. We have been inundated with donated uniform. A thanks was made to all those who have helped wash, iron, set up or sell this week. Today's sales have raised approximately £100 already. This is pure profit as the uniform is donated.

Sam Yeoman has been approached by a parent who has offered to purchase all remaining stock at face value at the end of the week for a recycling scheme. He has agreed to get back in touch on Thursday and Sam Yeoman has agreed to ask for his details to pass on to Sarah Knight who will liaise with the parent. Sarah Knight confirmed that the scheme was working and we are getting uniform in all the time. In fact, we are having trouble storing it. It was agreed by all that any surplus uniform left could be sold that way, or recycled as Bag2School.

A question was raised by Sarah Knight as to selling second hand uniform at the fete. It was widely acknowledged that we will have enough to do that day and it was agreed that we would not do so.

#### ***ACTION ARISING***

- ***Sarah Knight to liaise with parent who wishes to purchase uniform (once contact details provided) or sort uniform as Bag2School, as appropriate***

**c) Bag 2 School**

We are already receiving bags. The collection is arranged for 18<sup>th</sup> November. Amount raised from previous years were confirmed and agreed to be viable. 50p per kilo as long as two collections are arranged each year. We will do another, later in the year. Elise Holland has enquired with her contact as to an alternative and there is no realistic alternative. Another mention was made by Sarah Knight re Wastesavers Bin on site who will pay 75p per ton. Agreed to continue with Bag2School for the foreseeable future.

Sarah Knight feels that a lot of parents still don't know what the bag is for and we are trying to filter the information through to achieve full potential.

**d) Coffee Events**

An event took place on the 19<sup>th</sup> October. It was publicised as agreed – free and younger children welcome. We have toys in the cupboard which can be brought out for them. Sarah confirmed that there were 6 or 7 people but mostly the same faces. Helen McLeod has been approached to confirm to us when there will be a large number of parents in the school so that we can coincide the events with that eg school concerts. It was felt by all that this was a good idea as it would be good to have somewhere to be between drop off and access to the hall for concerts. Sarah Knight suggested that we provide tea/coffee/biscuits and run the raffle in the multi-purpose room as a "holding room" until the hall can be accessed. Kat Tonks has suggested previously (and it was raised with Sam Yeoman as a suggestion) that parents could access the multi-purpose room via the door to the right of reception and through the corridor. Sam Yeoman had a concern that the parents can access the school via that corridor. Sarah Knight suggested that a manned raffle table is situated there to stop access and Sam Yeoman was happy with that suggestion.

Discussions were entered into about charging for coffee/tea/biscuits. It was suggested by Helen Woodman that parents give a lot during the year and it would be great to give something back. It was agreed by all that tea/coffee/biscuits should be free, and it was agreed that we would attempt to get mince pies donated aswell which can be free. We will sell raffle tickets at each concert, with a view to keeping any big prizes for the main raffle at the fete.

Helen Woodman suggested that raffle tickets can also be sold inside the hall in case anyone wants any once they are in the hall.

Agreed that parents of children in any specific concert should not be on rota as they may miss their children, or be late.

It was agreed that the events would be advertised as free. There will be no more events this half term

***ACTION ARISING***

- ***Sarah Knight to liaise with Helen McLeod about concert dates and set up a rota***
- ***Sarah Knight to include the events in newsletter. FREE.***

**f) Recycling ideas**

Clare Jones confirmed that she has not sent letters about jewellery as this tends to fare better after Christmas. She confirmed that letters were sent about mobile phones to 20 places asking for lost property to be donated. There have been 2 responses which said they would like to help but they have no phones. Incidentally, the representative from the Hilton Hotel has a child in the school and said that she would be happy to help and it was agreed by all that Clare Jones would write to her again to ask for a raffle prize.

It was raised by Clare Jones that Becki Yates had emailed about recycling ideas. Elise Holland and Sarah Knight apologised that the email has not been copied and the details could not be remembered. This is deferred to another meeting.

***ACTION ARISING***

- ***Clare Jones to write/send letter to Hilton asking for Raffle Prize***

### Treasurer's Report

No report can be provided as the accounts are with the independent auditor who has been ill and the paperwork delayed in its return. Paul Seymour was able to confirm however that we have paid £1000 to the school for the work benches that have been made and provided for foundation classes. Sam Yeoman expressed thanks to the PTA for that donation.

We have received a credit of £29.35 from Amazon click. This needs to be advertised to parents again as they will be no doubt, doing Christmas shopping and we will benefit from this. It was agreed that a text should be sent regarding Amazon click.

We have also paid a £40 deposit for the disco and received an invoice for the green paper for £60.80 which is to be paid. There is money to be paid in for new uniform sales, and there will be more at the end of the week once we have finished the second hand uniform sales.

Elise Holland and Sarah Knight are now bank signatories.

The current balance in the bank is £7230.33.

#### **ACTION ARISING**

- **Sarah Knight to liaise with Helen McLeod to send out text re Amazon Click (to include information below in Webmaster's Report)**

### Webmaster's Report

Sarah Knight confirmed that she has been in contact with Brad who is happy to continue as webmaster. He has confirmed that there is a link from our website to the school website and vice versa. He has explained how the layout of the site works. There is a list on the left hand side of the site which has caused concerns that it is out of date. The information here cannot be removed but it is added to and the out of date information moves down the news feed. It is important that the site is regularly updated. Sarah Knight confirmed she has agreed to send Brad updates before the end of the week.

Amazon Click was discussed again and Paul Seymour suggested that it needs to be promoted more on the site. Matt Powell confirmed that you don't even need to go onto the site but type [www.shop.rogerstoneprimary.co.uk](http://www.shop.rogerstoneprimary.co.uk) and you will be directed straight to Amazon to raise funds for the PTA.

Sarah Knight will ensure that a text is sent.

#### **ACTION ARISING**

- **Sarah Knight to email webmaster with update**

### Expenditure of Funds Raised

**Rugby Kit** – Sarah Knight confirmed that Wayne Millard has put forward proposals for a rugby kit which will cost £389 for the full kit option. We are just awaiting confirmation as to whether that price includes the printed logo "sponsored by PTA" or if that is an added cost. It is envisaged by Sarah Knight, and agreed as a realistic estimate, that even if there is an added cost, it should not exceed £500 and it was agreed by all that we should proceed to order the rugby kit.

**Projector in hall** – Proposals have been put forward by the school to mount a projector from the ceiling in the hall for presentations by staff and children, and also for meetings for parents etc. The school has asked the PTA to consider paying for this and have proposed that the first slide every time recognizes that it was provided by the PTA so that parents know where their money is going and can see the benefit. The cost of the equipment (including installation) is £1357. In addition to that, the school will need an electrician to install a power point local to the position of the projector and the council has quoted £678.97. Wayne Millard has made enquiries and we can outsource an electrician as long as he/she is qualified and regulated etc. Sam Yeoman confirmed that it would need to be properly invoiced for insurance purposes. It was suggested to contact a father from the school, Kevin Palmer and Sarah Knight confirmed she would contact him and make enquiries. Paul Seymour suggested that it would maybe be appropriate to tie in the work with the installation of scaffolding at the school for ease of installation. Clare Jones asked if we have a timescale for the purchase but we do not at this stage. Bev Hinder-Thomas asked what company we are looking to use and Sarah Knight confirmed that it is ComputerWorld Wales. Sue Martin-Davies asked how accessible the equipment would be to change bulbs etc and if there would be extra cost. This is not known but as it is a specific request from the school, it was agreed by all that we should agree to purchase this

equipment and try and limit the electrician costs as much as we can. The bank balance was again confirmed at £7230.33 and the cost of this will be in the region of £2200 at the most and so it was agreed by all to agree the spend.

It was proposed that we look to the school again in January for a wish list for the spending after the fundraising events of December.

**ACTION ARISING**

- **Sarah Knight to confirm to Wayne Millard that the kit can be purchased and to ensure that the logo is printed onto the kit**
- **Sarah Knight to make enquiries as to the installation of an electric point by a qualified electrician and to agree the spend with the school**

**Future Events/Projects**

Bev Hinder-Thomas asked if we are arranging anything for the year 6 leavers this year eg shirts/year book. It was agreed to postpone this discussion until the January meeting.

**a) Christmas Disco**

Sarah Knight confirmed that we have had a sub-committee meeting. We have provisionally agreed the purchase (subject to a budget to be agreed) of quenchy cup drinks, tip-tops, haribo sweets, crisps and glow sticks. Sarah Knight confirmed that at previous discos, the children have been provided with free crisps and drinks and each class had been called up separately during the disco. Kat Tonks had suggested in the sub-committee meeting that the children could be provided with the crisps and drinks on arrival which will reduce our work load and make life a lot easier. All agreed that this was a good idea. There will be another table in the hall which will sell those items as well, together with the sweets and glow sticks that the children love. This is agreed by all.

Sarah Knight confirmed that the disco has been booked with a provider called Gerry. Jumping James was unavailable but Gerry taught him the business and he has been booked. The price is £120 and this was agreed. The deposit of £40 will be forwarded to him asap.

It was agreed to include the nursery in the KS1 disco.

Helen Woodman suggested that parents should be reminded to bring money to buy things, specifically coins.

Bev Hinder-Thomas suggested that we could incorporate a coffee event for the parents of KS2 whilst the children are at the disco but Helen Woodman said that most parents will go home and there may be little attendance. This was agreed.

Sarah Knight confirmed that a newsletter will go out to confirm the specifics of the disco.

Discussions re budget. It was felt that there would be 500 children approximately to cater for and so a budget of £600 was agreed by all, with a view to under spending as much as possible. Sarah Knight will arrange for the purchase of the items required for the disco. Matt Powell suggested that we ensured that the glowsticks are looked at as the ones he has at home say 6+ and we will be selling to children younger than that. This was duly noted.

Matt Powell also suggested that we check with the school a few weeks before to make sure that the nursery freezer is empty for our use to freeze the tip-tops. We will need 1-2 weeks to ensure that they are all frozen. Sarah Knight will liaise with Helen McLeod.

**b) Christmas Fete**

Sub-committee meeting has taken place and it is felt that previous fetes have worked and that we adopt the same times ie 2-3 for children from school and then to reopen 3.30-5 with the adults. This was agreed. It was also agreed that the raffle would take place at around 4.45. Matt Powell confirms that he can now include this in the begging letters for raffle prizes. Matt Powell asked how we will differentiate the raffle prize for this raffle and the raffles that we have at the nativity concerts. Sarah Knight suggested that we can make that decision when the prizes are received and that the big prizes are retained for the big raffle with other prizes being divided out between the concert raffles. This is agreed.

A second hand book stall was suggested and all were in agreement so long as the books are good quality. We will need to include this in the newsletter to get donations. Clare Jones suggested that we need to have a plan to get rid of the books that are not sold. Sarah Knight confirmed that in the past they have been offered to nursery and the school, thereafter to play groups etc. Sue Martin-Davies suggests that we offer to Jack in the Box. Agreed.

The sub-committee discussed the stalls and it was felt that we should keep to the format of previous years. Agreed.

Sarah Knight and Elise Holland confirmed that they have sorted through the PTA storage cupboard at the school and we have limited prizes/presents available and so we are starting almost from scratch for purchase of items. We also only have one elf outfit and no Santa outfit in the storage. Sarah Knight will contact Tracey Withers (the previous Chairperson) to ask if she knows where the Santa outfit may be.

We have the Sleigh in storage and a gazebo with no poles though Sarah Knight will contact the person who decorated and laid out the grotto last year to see if she can assist again. Sarah Knight also asked everyone to have a think about who we could have as Santa. No suggestions as yet.

Helen Woodman offered to approach her place of employment – Barclays – regarding their £ for £ scheme. If she mans a stall and has her photo taken at that stall, also if the PTA will send a letter to confirm her involvement and confirm the amount raised on her stall, the bank will match those takings. She can do this three times a year. All were in favour of this scheme and Helen will set this up with the bank.

Sue Martin-Davies had been asked to report back to the committee regarding the cost of face painting. Snazeroo travel kit is the best value at £74 for approx 700 faces. Amazon sell a kit for £79 for approx 600 faces. We will look to incorporate this into the budget which needs to be agreed. We will also need to buy presents and prizes. Sarah Knight confirmed that £700 was spent on the summer fete but we have very little in the cupboard and we need to buy almost everything. She therefore asked for a budget of £1000 and this was agreed. Clare Jones suggested that it is better to have a large budget and under spend than to struggle with a small or unrealistic budget. Agreed. Kat Tonks confirmed that Home Bargains currently have selection boxes on offer for 70p each and she has spoken to the manager who is happy to order in a large number. This information was noted.

Bev Hinder-Thomas asked if we will have outside stalls and it was agreed by all that we should limit the stalls to 5 as we will not have a great deal of space in the hall. Elise Holland confirmed that a representative of Phoenix Cards has agreed to be there. Sarah Knight also said that Bassaleg School were having a stall. It was discussed as to whether it would be realistic to take a percentage of takings but it was felt by most to be logistically difficult as the outsider would need to divulge their takings and we would need to enforce this. It was again agreed that we will charge £10 and a raffle prize for these stalls.

In the lead up to the fete, Sam Yeoman has agreed that we can run a "Name the Reindeer" raffle and "Guess the number of sweets in a jar".

Sam Yeoman suggested that she runs a stall of filled jars, as has been run before and been very successful with the children. The children will each bring in a jar filled with *anything* and then raffled off with tickets bought at the stall. This was appreciated and agreed by all.

Bev Hinder-Thomas has asked to be included on the sub-committee for the fete.

### **c) Car Boot Sale**

Parents have been requesting a car boot sale. Sue Martin-Davies wonders if, in inclement weather, this could be a table top sale in the hall. Sam Yeoman said that we would struggle with weekend sales in the hall as the hall has lettings on the weekend. In any event. Sarah Knight feels that we have run out of time this term but opened it up for volunteers to organise this event. There were no volunteers but it was felt that we should put this on the Agenda for next term.

#### **ACTION ARISING**

- **Sarah Knight to purchase all items for disco and fete, making reference to the budgets agreed**
- **Sarah Knight to arrange drafting and distribution of newsletter to incorporate all appropriate information about these events**
- **Sarah Knight to liaise with Helen McLeod about the availability of the nursery freezer**
- **Matt Powell to complete begging letters for raffle prizes**
- **Sarah Knight to contact Tracey Withers as to whereabouts of Santa outfit and elf outfit**
- **Sarah Knight to contact person to decorate grotto**
- **All to make attempts to locate a Santa**
- **Helen Woodman to liaise with Barclays and put in place the £ for £ scheme for the fete**

## **CRB Checks**

Elise Holland reported back that checks for volunteers are free. She has made a call to the Criminal Records Bureau to ask if PTA helpers require a CRB check and it was felt by them that it is unlikely when considering the activities that we do. Elise Holland asked Sam Yeoman how she would like us to deal with CRB checks. Sam Yeoman confirmed that she would like the Book in a Bag helpers to be CRB checked at the very least because they have access into the main building during school time. Elise Holland stated that the officers should be done as well. Sarah Knight confirmed that she already has one in place as a school volunteer, though it may need to be updated. Elise Holland will liaise with Helen McLeod and provide a list of persons to be processed for a CRB check which will include the officers and the Book in a Bag helpers. Clare Jones confirmed that she has a CRB check and Kat Tonks expressed that she has no objection to being included into the list. Elise Holland stated however that we must be careful as to the checks that we do because the regulations state that we must be able to justify the checks that we are carrying out by risk assessment and for the main part, no committee members will have unsupervised access to the children. The officers, however, are signatories to the bank account and must therefore be checked.

Discussions as to the validity/time frame of the checks. We are uncertain but Paul Seymour suggested that we make our own policy to update them at least every three years, unless they are required more frequently.

### **ACTION ARISING**

- **Elise Holland to liaise with Helen McLeod and provide a list of persons to be CRB checked**
- **Elise Holland will check validity/time frame of checks**

## **Any Other Business**

None raised

## **Next Meeting**

December 6th 2011, at 7:30 pm at the school. Matt Powell asked that we remember to send out a text to remind everyone. Kat Tonks provided apologies for absence in advance.

Motion to adjourn was made at 9:05 p.m. and was passed unanimously.