

Rogerstone Primary School PTA

Ordinary Meeting

3rd March 2009

19:30 hours

Present

Tracey Withers (Chair); Maria Roberts (Secretary); Paul Seymour (Treasurer), Kristie Hanton, Donna Stone, Sue Hurn, Lynne Morgan, Sharon Grey, Louise Wenger, Clare Jones, Helen McLeod (representing Mrs Miles), Sarah Knight.

In attendance

Carl Thomas

1. Apologies

Nicola Slade, Bev Hinder-Thomas, Sam Lowe, Mrs Miles, Gavin Smith, Ruth King, Claire Bender, Tracy Williams, Rebecca Trickey, Brad Hughes.

2. Minutes of the previous meeting in December 2008 and matters arising that are not on the agenda

The minutes were agreed.

2a. NCPTA membership

Maria confirmed that documentation confirming membership for this year has been received from the NCPTA and the money was collected by direct debit so this appears to be set up correctly.

2b. Letter from the Charity Commission

Maria raised that Tracey had responded to a prepared report that is ready to upload to the Charity Commission to address the issues raised in their letter however, neither Maria nor Tracey were absolutely certain about who was Chairperson at the time. Maria has not received a response to emails querying this and does not wish to upload information to the Commission that she is not certain is correct. Tracey agreed to speak to the previous Chairs to check the report for accuracy.

Action: Tracy Withers

2c. CRB checks

There were insufficient forms to go around all the members at the last meeting so Mrs McLeod agreed to source more for members to take away and complete.

Action: all who have yet to complete a CRB form

3. Lottery Licence

Maria reported that the PTA was in receipt of a letter regarding the need to renew the licence. Unfortunately, only Tracey was present who is authorised to counter-sign cheques but 2 signatures are required. Maria agreed to pay for the licence herself and be reimbursed at a later date. The cost is £20.

Action: Maria Roberts

4. Treasurer's Report

It was reported that Helen Manson has not yet handed over to Paul. Paul's CRB check has come back and so he is now in a position to progress his role as Treasurer. It was agreed that Helen needs to hand over and Tracey agreed to facilitate organising a meeting with Helen, Paul and undertaking what is necessary from the bank's perspective.

No balance of the bank account was available to the Committee but Tracey raised that in the region of £1900 profit was made from the Christmas fete and Sam Lowe has received a cheque from Yellow Moon for £44.

Action: Tracey Withers

5. Webmaster's Report

No report was available to the Committee.

6. Previous events/projects

6a. School discos 4th December 2008

There are no outstanding actions following the discos.

6b. Christmas Fete 12th December 2008

The fete was a success. Tracey suggested that the PTA should consider hosting other Christmas fetes on school days. Mrs McLeod reported that from a school perspective, the fete was a success with a greater degree of inclusiveness of both pupils and teachers. It was noted that the event would have benefited from additional advertising since not all parents appeared to be aware of it or were not aware it was taking place after school as well. It was also agreed that it was beneficial that Committee members and staff did not have to give up their time on a Saturday. It was reported that there is the possibility of having a sleigh made which Gavin can organise. Materials apparently cost in the region of £100 and there is the potential to rent it out also. Sarah Knight has a contact at The Storage Centre in Risca which could be considered for storage purposes. Tracey agreed to speak with the relevant people to ascertain more information. Sam Lowe had asked for calendars to be raised since they did not sell well in KS2. It was suggested that these are progressed in KS1 only in the future. Sarah Knight queried if 'bags for life' personalised in some way could be considered. Maria informed Sarah that there is information about this on the NCPTA forum. Sarah agreed to seek more information. Tracy Williams had asked if 'thank you' letters could be added to the next agenda after the fete. There was some concern that as the February 09 meeting had been cancelled due to the snow, considerable time had passed since the fete and sending letters at this stage would not reflect well. It was not known by those present if any letters have already been sent or who holds the list of contributors who require writing to. Tracey Withers agreed to find out more information. Maria raised the award schemes hosted by the NCPTA and suggested that next year we should submit an application to be considered for an award for parental involvement and achievement. Considering that the Committee almost did not host an event and thought about disbanding the PTA but then organised a fete and raised £1900 in 6 weeks with 20 new members, it is worth applying.

Action: Tracey Withers re: sleigh and 'thank you' letters

Action: Sarah Knight re: 'bags for life'

7. Future events/projects

7a. Summer fete

It was agreed that a fete would be held on 27th June 2009. Tracey reported that the Summer fete has been a large, community event over the past few years and therefore feels it should take place on a Saturday. Tracey suggested that some of last year's attractions could be re-booked since they had to be cancelled last year due to rain. Dave has also informed Tracey of the potential to source an inflatable assault course with staff to run it. A contingency should be planned for adverse weather conditions again. Tracey asked for consideration to be given to her to spend an advertising budget. She is keen to advertise events in the Rogerstone Directory. It was agreed that Tracey would find out more about costs but Maria was not certain that this represented value for money since attendance at events has never been an issue for the PTA.

7b. Summer discos

In view of the fact that bottle donations will be needed for the Summer fete at the end of June, it was agreed that the Summer discos would take place on 18th June 2009. A view was expressed that this seems quite early. This was acknowledged but in view of the fact that the bottle stall is a profitable stall, it was agreed to progress with this date. Discussion took place about the potential for an additional event for the school leavers at the end of the term. Mrs McLeod suggested involving the School Council for ideas. In the meantime, Tracey will book Darren for the disco and aim for KS1 5 – 6 pm and KS2 6.15 – 7.15 pm.

Action: Tracey Withers to book disco

7c. Evening event

Discussion took place around hosting an evening event. It was agreed to aim for a Quiz Night again with a hog roast. Clare provided a price list from Harley's Hog Roasts. It was agreed that Tracey Withers would ring around the local venues (Whiteheads, Redwood, Alcan Club, The Fugitives Club) to ascertain availability of a room, cost of a room and if a hog roast can be accommodated. The date of May 8th 2009 was agreed. Clare will provisionally book the hog roast and approach Warburtons to request a donation of bread rolls. Additional vegetarian choices would need to be sourced and accompaniments to the meat (salad and coleslaw for example) can probably be sourced cheaper if we do it ourselves. At the last Quiz Night money was raised on raffles and bottle rolls. Prizes are needed. Tracey suggested contacting local restaurants for raffle prizes and sending out a letter to a broad range of companies to see what prizes can be sourced (eg. cinema tickets, Bristol Zoo and other theme parks). It was agreed that a broad appeal should be made and the prizes could be split between the Quiz Night and the Summer Fete. It was raised that the questions will need to be easier and shorter.

Action: Tracey Withers to source a venue in the first instance

Action: Clare Jones to provisionally book the hog roast

8. Easter Parade

Tracey has been asked if the PTA can provide small Easter eggs for Nursery and Reception. This was agreed as was an initial budget of £40. Tracey

agreed to ascertain exactly what is needed and a source of reasonably priced eggs.

Action: Tracey Withers

9. AOB

9.1 Mother's Day

Sharon Grey queried if any events would be organised for Mother's Day. Unfortunately, it was agreed that it was not possible to organise something with the short amount of time available.

9.2 Future meetings and planning of events

Sue Hurn raised that a meeting was not scheduled for January 09 due to holidays and the February 09 meeting was cancelled due to snow which has left little time to organise events for the remainder of the school year. It was agreed that such a long time between meetings should be avoided. It was also agreed that future events should be considered approximately a year in advance and there are core events that we always host that could be built into a calendar of events to aid planning and organisation.

9.3 Jewellery recycling

Maria raised a suggestion that had come through with the PTA magazine for jewellery recycling. It is suggested that the average school can raise £200 for little effort. Envelopes are provided for children to take home and bring back unwanted jewellery. An MP3 player is provided free of charge as an incentive to collect items. Clare agreed to find out more information.

Action: Clare Jones

9.4 Car park

Kristie Hanton queried if the parking area outside of the school gates is the school's responsibility. It is believed that the Council are responsible for the car park. Kristie raised concern about the amount of litter and broken glass in particular that is strewn across the area. The concerns were shared across the Committee. Maria agreed to write to the Council raising the concerns of the PTA.

Action: Maria Roberts

9.5 Carl Thomas and directory idea

Tracey welcomed Carl to the Committee and introductions were made. Carl explained that he is a Financial Services Advisor with 20 years experience. He also has children in the school. He is now self-employed. He wished to explore the idea of building a directory of skills since he feels that many parents and local businesses may wish to advertise in a directory that can be distributed to parents. This could include financial services, plumbers etc. He suggested that people could make a donation to the PTA to appear in the directory and pay a percentage of any work arising from advertising in the directory. The directory would not form any endorsement and a disclaimer would be prudent. It was agreed that the Committee need to take advice on

this from the Charity Commission and the NCPTA as our insurers. Maria agreed to do this.

Action: Maria Roberts

9.6 Comic Relief and Abba concert

It is noted that the school are hosting an Abba concert for KS2 in April 2009. The PTA have not been approached to provide any assistance but Tracey agreed to ask the school if anything is required from the PTA. It is not known if any activity is underway for KS1 and Comic Relief.

Action: Tracey Withers

9.7 Non-uniform day

Maria suggested that we approach Mrs Miles with regards to a non-uniform day at some point in this school year since they earn good revenue for little effort. Tracey agreed to ask Mrs Miles if we can hold a non-uniform day on 22nd May with a donation of £1 per child.

Action: Tracey Withers

Due to the forthcoming Easter holidays, the next ordinary meeting of the PTA will be on Tuesday 31st March 2009 at 19:30 hours. The venue will be circulated nearer the time but it is hoped it will be the chosen venue for the Quiz Night.