

Minutes of St. John's Mead School PTA Meeting
Wednesday 15th January 2014

Attendees

Nicola Berry (Head)
Ruth McCutcheon

Selina Hodey (VChair)
Philippa Griffith

Sarah Cook (Sec)
Vicky Wingrove

Apologies:

Nicola Lewton (Treas)
Jo Forrester

Sarah Todd
Sally Pattison

Becky Pierce Jones
Sarah Newman

1. Welcome & Apologies

2. Feedback on December Events

Nic is unable to attend the meeting but has forwarded a short finance update, she will present a more detailed breakdown in February. The bank balance as of 10th January is £8435.18 but we have to pay £1547.10 for the pantomime so the working balance is £6888.08

We have already donated the following to the school this year: -

1. £450 for the theatrical production
2. £1200 WOW money
3. £2000 for the playground
4. £904.62 for the Scrapstore

Nic would like a list from the school of agreed expenses i.e. how much is needed to pay off the playground and other agreed donations. Nicola advised that we usually pay £1000 per term to cover extras such as licences, stickers etc. The Lifeskills bus is paid for from PTA funds and the Year 6 Lifeskills workshop at the end of the year.

Action - Nicola to provide Nic with further details.

To make payments easier it was suggested that extra signatories should be obtained on the bank account. Ruth and Philippa offered to be signatories. Nic will bring the appropriate form to the next meeting.

Nic has advised that she is happy to continue as Treasurer for the rest of the school year but due to work commitments will be standing down in September.

Coconut Shy at Victorian Evening

The Victorian Evening was well attended and we ran out of coconuts before the end of the night. It was suggested that perhaps we should give out sweets when the coconuts are only knocked by the children rather than giving them a coconut. We were passed a forged £20 note and it was agreed that to try and minimize our losses we should only accept notes of £10 or less at future events. The Coconut tins need refurbishing.

Action - Ruth to source replacement tins

Christmas Fair

Nic will provide the final figures at February's meeting. The committee wishes to thank Carene for wrapping the hampers so beautifully.

Children's Disco

Despite the bad weather the disco was very well attended. Katrina is unable to attend in July so an alternative disco will need to be found.

Presents for Parents The final figure for the sale is unknown at this time but the sale went well. We should consider more chocolate/sweet gifts and perhaps something more for the Dads.

Pantomime - 17th January

Thanks to Jo Cox for coordinating the Pantomime evening. Jo has volunteered to arrange next years visit too.

3. Spring/Summer Events

Mothers Day Gifts - Thursday 27th March

We will be selling plants again this year. A wrapping evening will be held on 26th March at Ruth's home, six volunteers will be needed.

Action - Sarah to confirm with Carene that she can source plants

Action - Ruth to coordinate wrapping evening on Wednesday 26th March

Parents Evening Kids Club - 1st & 3rd April - Selina

We will run the Kids Clubs again during Parents Evenings. A request for volunteers will be sent out nearer the time. Selina will co-ordinate the rota. Vicky is happy to help out again

Action - Selina to request volunteers and coordinate rota

Bag2School - Michaela

Michaela will book dates for April/May and November

Action - Sarah to confirm dates with Michaela

Easter Competition - March

It was agreed to run an Easter egg decorating/colouring competition. The closing date will be 28th March to coincide with Bingo night. Entries will be displayed at the Parents Evenings.

Bunny Bingo Night - 28th March

Paul has agreed to host another Bingo evening. The night will have an Easter theme.

Philippa is happy to help out during the evening.

Action - Sarah to coordinate the evening

Yate Heritage Day - April

It was suggested that we might attend the Heritage Day again this year.

Volunteers and transport would be required.

Action - Sarah to find out date of the event

Coconut Shy Carnival Day - 21st June

It was agreed that we should attend Carnival Day. Volunteers will be needed to run the stall during the day. The theme for Chipping Sodbury Carnival this year is Disney.

Sports Day Refreshments - 17th/18th June or 24th/25th June

We will provide refreshments during the Sports Day events.

Disco - Wednesday 16th July

Our usual disco is unable to attend in the summer so we need to find an alternative. It was suggested that Simon Satchell might be willing to attend.

Action - Sarah to contact Simon Satchell

Christmas Cards - October 2014

Sally to confirm that a date has been booked

4. Playground Art - Vicky

Vicky has researched playground art suppliers and presented some examples of what is available and costs. Vicky wished to clarify how we intended paying for the work. Grants are available but do we want to try for a grant or use funds and save the grant opportunity for a bigger project. It was suggested that we could approach Tesco and the Townlands Trust for funding.

The school is planning an outdoor musical instruments project. Funding is available for one day but two would be ideal. The children will get an opportunity to use the instruments and see which ones they enjoy the most.

Action - Vicky & Nicola to meet on Monday 20th January to discuss requirements

5. Summer Fayre - All

Options for the Fayre were discussed. It was agreed that the most suitable date was Saturday 5th July running from 11am - 2pm. A coordinator is required for the Fayre. Vicky will look through the Fayre file and has provisionally agreed to coordinate the event.

Hobbs House have offered to run a bread stall with proceeds going to PTA.

Paul Robins has offered to attend with his Toylander.

Last year a few parents voiced concerns over children bringing wine into school for the Wine & Water stall. This is a very popular stall at the Fayre so it was suggested that rather than discontinuing the stall a compromise would be to ask for donations for either the Wine & Water stall **or** the Children's Tombola.

The dates for MUFTI days were booked with Nicola.

23rd May - Wine & Water and Children's Tombola

27th June - Adult Tombola items

Michaela is unable to coordinate the brochure this year but will help with the layout. Volunteers to help source advertising will be needed.

Raffle tickets and the brochure need to be ready for circulation by mid June.

Cake plates will go out on 26th June

6. Future Meeting Dates

12th February, 19th March, 7th May, 4th June, 2nd June - provisional

7. AOB

Playground structures

An update was requested on the maintenance of the playground planters and timber structures in the junior playground near Nursery. Sue Edwards had discussed them with Sarah following the November meeting but Sarah was unaware of any further action.

Action - Nicola to discuss with Sue Edwards

Foreign Coin Collection - Vicky

Vicky will contact the company again with a view to holding a collection after Easter. The company will supply flyers and posters.

PTA Facebook page - Philippa & Ruth

It was suggested that the PTA Facebook page should be a closed group and that advertising on the page should be monitored.

Action - Sarah include Facebook page as an agenda item for February

Newsletter & Website - Sarah

A newsletter should be sent out in February or March.

It was suggested that details of the playground art, music project and coin collection should be included in the newsletter. Any items to be included in the newsletter should be sent to Sarah in February. The website will be updated and will include the newsletter.

Free Resources - Vicky

Vicky has obtained details of free resources available to the school. The school already has contacts with some including Yate Heritage, Road Safety and University of Bristol.

SS Great Britain will provide free visits.

Action - contact to be put on list

B&Q have a waste donation scheme and will provide unsaleable products for school projects.

Action - write and apply

UWE provide a wide variety of talks.

Action - Vicky to obtain more details and pass to Nicola

Uniform - Ruth & Philippa

To make the uniform ordering process more efficient for new Reception parents it was suggested that a uniform order form could be sent out with the New Reception Parents info pack.

Action - Ruth to speak to Hannah

9. Date and time of next meeting

Wednesday 12th February - Staff Room - 19.00