

## Minutes 21st February 2018

**Attendance:** Pauline Hughes, Mrs Connery, Nadya Morgenstern, Gemma Hunt, Akosush Owusu-Ansah, Teresa Zych, Bernie Butler Leyland.

**Apologies:** Victoria Clasen, Anamaria Mulcahy

### 1. Financial position

**Nadya and Gemma need to discuss the figure with Mrs Ruiz and will share the spreadsheet with everyone involved with the fair once finalised.**

### 2. Update from teachers' meeting and next steps

Pauline and Gemma attended a meeting with the senior leadership team in order to establishing where funds raised should be spent. Mr Dervan, Mrs Cole, Mrs Smart, Mrs Connery and Mr Coyle were in attendance. It had been noted that £19k was to be spent this year. The following requests were put forward at the meeting:

- Back lit new interactive touch screens for the classrooms as current screens are not fit for purpose and require replacement. These screens are £5k each and 14 would be required in total.
- 5 violins at £70 each
- STEM materials for the early years.

Furthermore, Mrs Connery proposed that the school would benefit from a professional camera which would allow us to record plays, promotional videos and general photography use. Typically cost would be approximately £3k. A parent has kindly offered to contribute £1k towards the cost.

Each of the above items were tabled as proposed expenditures and it was agreed that:

- £10k would be attributed towards the classroom screens this year, with the same figure allocated over the next couple of years, if funds allow. This would match the school's replacement programme of two per year.
- £350 towards violins. It was noted that although only a relatively small number of children avail of these each year, and they last for approximately 12 years. It was also noted that these would be used in school performances and thereby benefits the whole school and local community. Gemma reminded the group that we need to be mindful of the charter in all spend decisions which requires that an expenditure must benefit the whole school.
- £1k would be given to each of the four phase group leader to be spent on classroom/educational needs.
- £1k towards a professional camera.

### **Pauline to notify teachers of spend decisions.**

It was noted that the following further expenditures were also incurred/committed recently:

- £130 cylinder for balloons
- £2,000 towards the green wall.

### **Gemma and Nadya to finalise the spreadsheet of the agreed expenditures and circulate.**

Following these expenditures, we should have approximately £650 left in the bank which should meet upcoming costs for events.

It was agreed that going forward, we would liaise with early group leaders to get a better understanding of their class needs. **Gemma and Pauline to attend the next meeting on 5th March.**

It was discussed how we would get parents' input on spend and agreed that we would expressly invite

parents to the next meeting to talk about spend ideas, and also upcoming committee vacancies.  
**Pauline to action.**

### **3. Minibus launch**

The launch will be on Tuesday 27th February at 3pm. Victoria is organising this. Mrs Smart has arranged that the school band will play. Both mini-buses will be in the juniors playground. There will be balloons and cupcakes to add to the festivities. **Bernie/Victoria to check who may be able to provide cakes/treats to launch the event.** Fr Adrian and Fr David have agreed to bless the bus. It was noted that a further £3.5k was spent on re-furbishing the other mini-bus. Victoria to send circular regarding the launch which will also include information on what the funds raised have been applied towards.

### **4. PA newsletter**

Victoria has prepared a briefing on what the sums raised on the PA have been attributed towards and will be circulated to parents. **Gemma/Nadya to give final figures for this.**

### **5. Debrief on events**

Cake sale: The cake sale was a great success. There were lots of volunteers but less cakes than the last time. Quite a few shop bought cakes again. It was mooted whether we should hold these every term and when these should be held. It was felt that if held on the last day before holidays, fewer people may have time to bake. However as the children really enjoy these days and they typically make approximately £500 per event, it was agreed these will be held each term. **Gemma to liaise with Mrs Ruiz on final amount made for this event.**

Pet competition: This was hugely popular and enjoyed by all. It was discussed whether something similar could be held with teachers baby photos with 50p entry fee. **All to discuss dates for this at next meeting.**

### **6. Upcoming events**

Quiz night: 16th March. Proceeds are to be shared with the church. It is advertised in both the school and church newsletter. Tickets on sale after church and in school office. Tables will be 6 people and £50 per table with 13 tables expected and the possibility of adding two more people on the night. Ghanaian food will be served and included in the price. Dom is quiz master and has ideas for table games. Pauline suggested we should organise a raffle on the night. **Bernie to check if licence needed, to put request for prizes in newsletter and check if there are any sponsors for prizes locally.** We are looking for helpers on the night and **Pauline will set up an event on PTA Social.**

Easter: chocolate workshop: we may have an offer from the chocolate museum for a children's workshop. **Victoria to pursue.**

Race night: 11 May with Rachel Oakley White organising. More information nearer the time.

Father Nature: We discussed organising an easter planting workshop for children, and decided this would be better placed with the school and the green team to take forward.  
**Bernie/Nadya to action.**

## **7. Saving key info on dropbox and Google sheets:**

Anamaria previously offered to have a look at the bank of knowledge we've created. **Pauline and Anamaria to discuss and agree how to take this forward.**

**Gemma is creating handover documents for the areas she has been involved in.**

## **8. Succession planning**

We need to get as many people as possible to attend the meeting on 23rd March, with a view to identifying people interested in joining the PA committee for next school year. We discussed some of the parents we think might be interested and **will collectively try to identify/approach people who may be interested in being involved on the PA.** We will try to find a replacement to support Nadya for the final term. **Bernie to place notice in the newsletter.**

## **9 Green Wall**

A contractor has been identified and the green team are having discussions with them. It was noted that there have been other costs in connection with this as the wall in the infants playground needed to be repaired prior to putting the green wall up. We are still waiting for a quote for the repairs. It is expected to go up over the course of the weekends after Easter break. Funds still need to be raised and the green team will go directly to parents for this. We will ensure that amounts will paid in are gift aided.

## **10. Grants**

Bernie noted that there are many grants out there for specific items - arts, further green items and even technology. Next step would be to identify what the school's immediate needs are and identify whether there are grants which we can apply for. **Bernie to look into.**

## **11. AOB:**

**Bernie to distribute minutes and save in dropbox.**

**Focus on finding a treasurer for next term.**

**Next meeting date 23 March - Pauline /Victoria to arrange for tea and cakes and all to reach out to parents in advance.**