



Minutes of PTA Meeting

Thursday 10th November 2016

7.30pm

Present: Mr Rose, Natalie West (Chair), Sarah Mercer (Vice-chair), Sian Bull (Treasurer), Katherine Busbridge (Secretary), Sarah Silver, Dama Lamont, Emma Giovanna Cerri, Magda Liszka, Suzanne Parkins; Natalie Mackrell

Apologies: Kathy Whayman, Jo Speller

Acceptance of previous minutes

Accepted by: Sarah Mercer

Seconded by: Sian Bull

1. Head Teachers Report:

- Mr Rose has set up access for the PTA to the PTA page of the school website and will train Natalie and Katherine on how to upload documents. The PTA can include any information they think is relevant to parents.
- The school council have decided they would like an imaginative play structure for the outside space in the infants' playground, and are reviewing suppliers and options. The rest of the school can then vote at the Christmas Fair. The cost of the structure will be £1000+. There will be a visual target with pictures in school reception and extra play pieces can be added to the initial structure as more money is raised.

2. Treasurer's Report: see attached report

- There are unspent funds in the allocation for school library books and if necessary this could be transferred to go towards the planned play structure.

3. 200 Club ticket draw

- Ticket number 54 was drawn and Kirsty Gough was the winner of the £20 prize.

4. Update on 2016 Events

- **Christmas Fare, 26th November:** Preparations are in full swing - there are 23/24 confirmed stall holders, flyers are being produced and more helpers need to be recruited. Olivers & Akers Estate Agents are producing the Fair signage for the front of the school and will also donate a raffle prize.
 - **Friday 18th November** - Non-uniform day in exchange for bottles
 - **Friday 25th November** – Cakes to be donated
- **KS1 & 2 Nativity Play:** PTA refreshments to be served at:
 - 14th December -14.00
 - 15th December -18.30.

- **Disco, 16th December:** Moby Dick is the confirmed DJ. For future discos Gaz and Paul from St Marks Church will be the DJs and provide the equipment.
- **Phil the Bag:** Collection day - **15th November.**

5. AOB

- **The Year 6 Yearbook:** Mr Rose confirmed that the school pay for the Year 6 leavers t-shirts and yearbooks are paid for by the school and the invoice sent to the PTA will be cancelled.
- **Gazebo's:** We will need more gazebos for the summer fare as most were damaged and have been thrown away. Sarah Mercer has spoken to St Albans Council who have agreed that we can borrow their market stalls if we provide enough notice. We will need a van to collect them. [Sarah M to confirm how many stalls we can borrow.](#)
- **Sale of PTA sweets and chocolates at the Christmas Fair:** It had been previously noted that sweets and chocolates will not be sold next to the cake stall. Instead, the kitchen will sell sweets, soft drinks, tea/coffee/hot chocolate. Additional cups need to be purchased for the hot beverages (no more lids are needed)
- **Phil the Bag:** On Tuesday 15th November the bags need to be moved from the PTA shed ready for collection. They will be moved straight after drop-off, weather permitting. After the bags have been removed Sarah M will sort out the PTA shed.
- **Big School Day Out-** Mr Rose confirmed that the funding for the Day out does not come from the PTA, and this is organised by the school every few years.
- **Frequency of PTA meetings:** Natalie asked Katherine to review the constitution to determine how often the PTA meetings should be held, and the minimum number of attendees required. There will be an update at the next meeting.
- **Sharing of minutes:** A query was raised regarding whether the meeting minutes could be uploaded to the PTA page of the school website as they are not approved until the following meeting. Moving forward the minutes will be approved by email by 2 of the PTA members, and the approved version will be uploaded to the website. The item "Amendments to previous meeting minutes" will be added to future meeting agendas.
- **PTA Suggestion Box:** Suzanne suggested the suggestion box be placed in school reception as a means to encourage other parents to be involved with the PTA.
- **PTA Coffee Mornings:** Moving forward the PTA will hold a coffee morning every half term to meet with parents, request help with events, get feedback on what more the PTA can do. To ensure we can include working parents we will also hold a tea/coffee stand at the Consultation evenings with the suggestion box and an opportunity to encourage involvement from parents.
- **Advertising PTA Events:** we will produce a half-termly PTA newsletter to be sent out in book bags and uploaded to the website and parents Facebook page describing what we have raised so far, and what is on this half-term.
- **[Post-meeting note:] Year 6 leavers funds:** Jo Speller has confirmed that the Year 6 parents would rather have £120 donated from the PTA than sell ice creams on a Friday in the summer term. The PTA will sell the ice-creams this year.

Meeting closed at 8.45pm

Minutes prepared by Katherine Busbridge

Next Meetings:

- Tuesday 6th December 2016 – 7.30pm
- Tuesday 17th January 2017 – 7.30pm
- Wednesday 22nd February 2017– 7.30pm