



## **Minutes of PTA Meeting**

### **Wednesday 13<sup>th</sup> September 2017**

### **7.30pm**

**Present:** Mr Rose, Natalie West (Chair), Sarah Kerr (Vice-Chair), Kathy Whayman (Vice-Chair), Sian Bull (Treasurer), Katherine Busbridge (Secretary)

**Apologies:** None

**No amends to previous minutes**

#### **AGENDA ITEMS:**

##### **1. Actions from previous meetings:**

- **Annual PTA contribution to each class:** Mr Rose confirmed that it will be up to each teacher to decide how to spend the PTA contribution. There will be no additional contribution to Christmas presents
- **dBs Certificates:** Kathy Whayman, Sarah Kerr to make an appointment with Hazel
- **Cost of popcorn/slush machine:** Cost of a candyfloss machine was £153. The cost of joint candy floss and popcorn machine is £549.99 inc 1-year guarantee. Natalie is looking at cost of hiring the machines
- **Application for annual beer license:** Sian advised that the cost of an annual alcohol license is not effective for the 3 events per annum when a license is required and we will continue to apply for a license, as required, for each event.

##### **2. Head Teachers Report:**

- The paperwork for the AGM is being sent out, and it was noted that the current PTA committee members need to submit the nomination forms should they wish to re-stand. Moving forward the biog section will only be requested if there is an election
- The artificial grass is being laid in the "Village" during October half-terms and the cost will be approximately £3000.
- There is a new parent support worker from St Albans Plus. She will be invited to attend the next PTA coffee morning to let parents know what services she can offer.
- A possible use of money raised in 2017/2018 will be for computer hardware
- Mr Rose will be organising working parties again this year

##### **3. Treasurer's Report:**

- Please see attached Treasurers Report
- There is £10,790 in the bank account and Mr Rose will chase the outstanding school invoices
- 2017/2018 Contributions were confirmed as:
  - £500 will be contributed to each class, with £250 for nursery.
  - The PTA will continue to provide the nursery book bags
  - The Year 6 leavers will have the contribution of £120 and the ice-cream sales (confirmed by Sarah Kerr on behalf of Year 6 leavers)
  - The watches for Year 2 will be an additional, separate cost.
  - The pantomime has already been paid for.
  - There are currently committed funds of £5225 for 2017/2018

#### 4. 200 Club draw

- August Draw:
  - #118 Diane Marlborough won £20
  - #48 Alison Fordham won £10
  - #123 Marcia Stairman won the bonus # 86
- September Draw:
  - #4 Charles Nash £20
  - #141 Bev King won £10 (the bonus number she won in May!)
  - #194 Dawn Laverick-Brown won the bonus # 56
- The 200 Club subscription will now run once a term and will be added to Gateway with the consent button to be used for permission to share name if a winner
- The 200-club leaflet will be updated with the dates removed so it can be generic
- Each term the use of the hard copy leaflet and email version will be alternated.

#### 5. Events for 2017/2018

- **Macmillan coffee afternoon**
  - The school council may be running a coffee morning, which the PTA can support – Natalie to confirm with Mrs Hinton **[post-meeting note: Mrs Hinton confirmed that the school council will not be running a coffee morning, so the PTA will continue with the organisation of a coffee afternoon and cake sale on Friday 29<sup>th</sup> September.]**
- **Fancy dress party**
  - This will be held from 5.00-6.00pm on Tuesday 31<sup>st</sup> October and will be supported by Gaz as DJ 😊
  -
- **Winter Wonderland**
  - 20<sup>th</sup> October – Chocolate donations and non-uniform day
  - 3<sup>rd</sup> November – Bottle donations
  - 17<sup>th</sup> November – Cake donations
  - Kathy will make a veggie and beef chilli's; jacket potatoes' will be served along with pizza.
  - Stall sales are going well. All activities are to be inside the school.
  - Santa may go in a classroom rather than the library to accommodate the new sleigh that is being built
  - In the main hall there will be a corner stage. Katherine to ask Mrs Billing if the school choir can perform, and Gaz if the church choir will perform.
- **Quiz night**
  - Kathy is confirming the date of the quiz with Paul Prosser – potentially 1<sup>st</sup> or 2<sup>nd</sup> December
- **Disco**
  - Katherine to contact Gary Mizon to see if he is available to DJ on Friday 8<sup>th</sup> December

#### 5. AOB

- School uniform to be sold on Facebook and at the coffee afternoon. A voluntary donation will be requested
- Natalie has contacted Phil the Bag to do a collection on 30<sup>th</sup> October (final date tbc)
- PTA shed – a new trolley will be purchased and plastic boxes to be purchased to store food in

**Actions:**

- dBs Certificates – **Kathy Whayman, Sarah Kerr**
- Cost of hiring popcorn/slush machine – **Natalie**
- Date of Quiz night to be confirmed – **Kathy**
- New PTA trolley to be purchased - **Sian**
- Plastic boxes to be purchased for shed

**Post-meeting notes:**

- PTA coffee mornings – one to be held every half term (10<sup>th</sup> October and 7<sup>th</sup> November)
- Photographs of Christmas activities to be sold to parent – to be clarified with Mr Rose if permission is required for the PTA to take the photos.

**Meeting closed at 9.20 pm**

**Minutes prepared by Katherine Busbridge**

**Next Meeting:** Wednesday 19<sup>th</sup> October – 7.30pm (after the AGM)