



Minutes of PTA Meeting

Tuesday 17th January 2017

7.30pm

Present: Mr Rose, Natalie West (Chair), Sian Bull (Treasurer), Katherine Busbridge (Secretary), Sarah Kerr

Apologies: Sarah Mercer, Lorna Connery, Dama Lamont, Kathy Whayman, Sarah Misso

No amends to previous minutes

1.Head Teachers Report:

- The new play equipment in the infant's playground will be moved as soon as the ground is hard enough to lay rubber matting
- Some PTA stock (plates and water) was used on "Dry Thursday" – this will be written off against stock

2. Treasurer's Report:

- Please see attached Treasurers Report
- The panto company has been booked for the 2017 show. We have the funds to pay for both the 2017 and 2018 panto now, if a discount is provided by the company.
- The office will invoice the cost of the year 2 watches in the next month
- The December disco raised £386.93 in profit
- Financial analysis of the Christmas Fair – The fair made a good overall profit. Santa's Grotto made a loss due to the purchase of new decorations, an unexpected invoice and the spend on gifts. Where possible, we will reuse the gifts at this year's events.
- Shelly Kingston invoice – the additional labour invoice will be paid. In future, all costs over £50 need to be approved by at least 2 members of the PTA. Project Managers can cc correspondence to the PTA email address so we are aware of outgoings.

3. 200 Club ticket draw

- Lisa Rees was the lucky winner of £20 with number 172

4. Update on 2017 Events

- 27th January – Quiz night
 - The Quiz leaflets have gone out in bookbags and will also be sent out by email
 - Paul Prosser has finished the quiz
 - PTA to purchase sturdy bowls or plates for the curry
 - Raffle prize – Champagne (Backward raffle using playing cards)
 - The winners will receive 6 bottles of wine
 - The losers will receive a wooden spoon
- 30th January – Silver Smarties Week
 - The smarties have been ordered and the labels made.

- 11th February - Table Top Sale
 - [post-meeting note- this event has been cancelled]
- 24th March - Spring Fair
 - Plans for the spring fair are going well, stall holders are booking
 - Natalie is collating a database of stall holders from all previous fairs
 - Ideas for the children's competition are Easter bonnet or Easter cakes. The winners will be announced at a pre-advertised time
 - We will ask Mrs Billing if the choir can sing at the fare
- 30th March – Disco
 - The theme of the disco is tba
- April TBC – Race Night
 - Kerry Jeggo is no longer able to plan this event and it will be cancelled unless another parent volunteers
- 11th June – St Albans Half Marathon
 - Katherine to contact organisers to confirm our spot

5. AOB

- Review of PTA coffee morning
 - This worked well and we had a good turn-out and met new parents. At the next meeting, we will provide some toys for the children and there will be sign-up sheets for helpers at the disco and Spring Fair. We can also approach Mrs Steadman as SENCO lead, the school nurse and Sheila Thorpe to attend and be available to talk to parents
 - The following comments were placed in the PTA suggestions box:
 - i. **A request to hold PTA meetings in the morning** – moving forward, the agenda and minutes will be available at the coffee mornings and any comments/notes minuted at the PTA meetings
 - ii. **Astroturf needs to be laid at the front of the playground** - rubber matting and stepping stones are being laid in this area. Within the design of the “village” there will be less muddy areas and the children will be involved in finishing the village (planting bulbs and plants)
- Using fencing outside the school for advertising – termly fee
 - This will need to be approved by the governors before going ahead and restricted to appropriate, reputable businesses (approved by the governors and school) and regularly rotated
- Colney Cup/football tournament, 14th May
 - The tournament will comprise of girls' football, boys football, women's netball and men's football. There is currently not a girl's football team or women's netball team at the school. The boys football team may potentially be involved - Mr Rose will speak to Mr Gauge. Paul Prosser to be approached to see if the men's football team wants to be involved. It is noted that the tournament is on the same day as Messy Church so this may affect attendance
 - The school can still be involved if only one team compete
 - The tournament is not a PTA event and participation will be managed by the school
- Shelley Kingston invoice and approval of costs
 - Refer to point 2-Treasurer's Report

Excess Christmas gifts and props

- Refer to point 2-Treasurer's Report
- Affidavit for film license
 - The affidavit for the film license was signed at the meeting, stating that the PTA will not show any films at the school
- First Swimming sponsorship
 - Thank you letter to be sent to First Swimming to thank them for the £200 donation – this will be allocated to the school discos.
- Uniform
 - New (hard wearing) clothes rails to be sourced (Katherine) so the uniform can be sold at every opportunity. The small jumpers can be donated to nursery if they have room to store them.
- Pop up Circus
 - A Pop-up circus has been proposed for the Summer Carnival. The costs and terms are:
 - Circus £2,100
 - Deposit £100, balance to be paid on the day
 - 2 x 45 minute shows with a max of 300 people per show (180 seated, 120 on floor)
 - Cancellation terms: can be cancelled by end of March but lose deposit
 - PTA will receive:
 - 40% of takings on candy floss stall (if PTA run the stall)
 - 50% of takings on circus equipment sales (if PTA run the stall)

[Post meeting note: the booking of the Pop up Circus has been approved by the PTA. The Quorum consisted of: Mr Rose, Natalie West, Sian Bull, Katherine Busbridge, Sarah Kerr and Sarah Mercer]

Meeting closed at 9.30pm

Minutes prepared by Katherine Busbridge

Next Meeting: Wednesday 22nd February 2017– 7.30pm