

MINUTES OF COMMITTEE MEETING

Wednesday 7th March 2018

Number 1 Castle Street 7.30pm

1. Attendees and Apologies

Attending were: Tim Brown, Verity Coleman, Sarah Daw, Beccy Lively, Rebecca Morgan (Secretary), Rebecca Morgan-Jones (Chair), Amy Turtle, Victoria Ward, Nikki Webb, Georgina Whitaker (Treasurer), Melanie White – Orme, and Chris Wright (Headmaster).

Apologies were received from: Andrea Bayles Gungabissoon, Fleur Brinkerink, Rachael Capozzoli, Rebecca Goodwin, Sue Legge, Louise Martin, Jules North Laura O’Leary, Emma Powell, Jane Preston, and Jo Windows.

2. Approval of the Minutes from the last Committee Meeting 20th November 2017

Proposed: Sarah Daw Seconded: Amy Turtle

3. Matters Arising from the Minutes of the last Committee Meeting

Mr Wright advised that he had investigated the communication with regards to information about cookbooks last term and was satisfied that the school had communicated information. Going forward the PTA is using the Junior Times and will start to use the Facebook page too.

4. Chair’s Report

The Chair welcomed everyone to the meeting.

The Chair reported on the following: -

- **PTA Room** – the PTA Room has now moved into the room adjacent to St David’s Hall. There is a gathering on Friday morning (9th March) at the new location to sort through clothes and tidy up in preparation for the Second Hand Uniform Sale on Friday afternoon.
- **PTA Reps Meeting** – the meeting was held on Tuesday 13th February. This was well attended, and a range of topics were discussed including snacks (healthy or otherwise), Facebook pages, Headmaster’s Blogs, and communication more generally.
- **Years 4 / 5 Panto** – The Panto was very well received and on behalf of the PTA Gabriella Karney attended both nights and successfully sold many photos and DVD.s The Chair wanted to say a big “thank you” to Gabriella for all her hard work.
- **Year 1 Social** – Year 1 parents had planned a social event last week which was unfortunately cancelled due to the snow and inclement weather. This will hopefully be rearranged.
- **Year 4** – There is a social event planned for tomorrow (Thurs 8th March).

5. Headmaster's Report

The Headmaster reported on the following: -

- **New Pupils** – since last meeting six new pupils had joined the school, three in Year 3 and three in Year 5.
- **Reception Taster Afternoon** - today (Weds 7th March) the school hosted its inaugural Reception Taster Afternoon, inviting parents and children at Nursery and parents and children who are hoping to start in Reception in September 2018 for an afternoon in The Moat. The children took part in activities with Reception staff while the parents were taken on a tour of the school with Mr Wright culminating with a coffee in St David's Hall. Initial feedback was positive from both parents and children.
- **Email/SMS Communication** – Following on from the disruption last week due to the snow/poor weather discussions have been taking place about how the school communicates urgent/non-urgent information. For example, when the school needed to inform parents of the decision to allow children to be collected early last Thursday due to the deteriorating weather conditions an SMS was sent advising that an email had been sent and needed to be looked at. Mr Wright asked for opinions from the PTA committee and the consensus was that when parents needed to know information about a same-day issue than SMS alongside email was preferable. If the information pertained to events in the following days than email alone was satisfactory. Mr Wright advised that a clear policy would be drawn up going forward.

6. Treasurer's Report

The Treasurer reported the following: -

- **Year 4 & 5 Panto** – as mentioned above this was very successful with photo and DVD sales raising £245.50. Thank you very much to Gabriella and all who helped sell photos etc.
- **Second Hand Uniform** – Second Hand Uniform sales are still going well, and the PTA have received an additional £151 since the last meeting. Thank you again to the School Office staff who continue to help with this.
- **The Giving Machine** – this continues to generate income and has made an additional £184.44 since the last meeting. It is thought that the extra information in the Junior Times may have helped to increase uptake.
- **Mrs Stick's leaving gift** - the PTA purchased £30 Garden Centre Voucher for Mrs Stick as a leaving gift and this was well received.
- **Junior School Easter Disco** – the DJ has been booked (DNA Disco) for the Junior School Disco and the deposit paid. The total cost of the DJ is £214 which is more

than last year and as a result it is suggested that an increase in the ticket price from £4 to £4.50. This would ensure a similar profit of last year of £250 assuming the other catering costs remain as previously.

- This was put out to the committee and the committee present agreed to the increase in ticket price to cover the increase in cost.
- **Easter Eggs** – budgeted £1 per egg. Rebecca Morgan-Jones is sorting these out this week.
- There is £11, 795 in the reserve account with £100 in the current account.
- At this point in time there are no deposits required for Summer Ball commitments.

Summary+A2:J13	Income	Expenditure	Net	Budget	Income	Expenditure	Net
Support of School, Educational Advancement & Facilities:							
Educational Grant	6,000.00	17,545.50	(£11,546)	(£1,000)	0.00	593.00	(£593)
Miscellaneous Workshops	0.00	1,133.00	(£1,133)	(£1,143)	0.00	543.00	(£543)
Fostering of Relationships - Parents/Teachers/Students:							
Fireworks	1,394.70	1,515.42	(£121)	£0	2,443.76	1,908.20	£536
Year 6 Leavers' Party	0.00	400.00	(£400)	(£400)	0.00	0.00	£0
Easter Treasure Hunt	0.00	263.00	(£263)	(£300)	0.00	0.00	£0
Easter Disco	492.50	255.00	£238	£150	0.00	0.00	£0
Pre-Prep Christmas presents	0.00	139.00	(£139)	(£200)	0.00	80.02	(£80)
Staff/PTA Gifts	0.00	168.74	(£169)	(£200)	0.00	150.95	(£151)
PTA Event				(£150)	0.00	0.00	£0
			(£13,532)	(£3,243)	£2,444	£3,275	(£831)
Fundraising Activities:							
Summer Ball/Event	4,570.00	3,563.80	£1,006	£5,000	0.00	0.00	£0
Photograph Sales	1,161.80	154.69	£1,007	£950	642.90	178.16	£465
Summer Fete	795.23	118.85	£676	£630	0.00	0.00	£0
Christmas Bazaar	624.23	22.06	£602	£485	731.15	11.30	£720
Second Hand Uniforms	454.90	0.00	£455	£450	323.00	0.00	£323
Christmas Fundraiser	1,263.50	756.85	£507	£444	1,034.06	995.00	£39
Bags to School	312.00	0.00	£312	£300	80.00	0.00	£80
The Giving Machine	68.94	0.00	£69	£240	249.44	0.00	£249
Sports Day	245.00	19.56	£225	£220	0.00	0.00	£0
Charity Donations	5,000.00	0.00	£5,000	£0	20.00	0.00	£20
			£9,862	£8,719	£3,081	£1,184	£1,896
Other Activities:							
Bank Interest	2.36	0.00	£2	£2	2.00	0.00	£2
Insurance / PTA UK	0.00	0.00	£0	(£118)	0.00	101.00	(£101)
			£2	(£116)	£2	£101	(£99)
SUBTOTAL	22,385.16	26,055.47	(£3,668)	£5,360	£5,526	£4,561	£966
Prior Year Transactions	490.70	1,605.50	(£1,115)		0.00	1,500.00	(£1,500)
Float	890	890	£0		180.00	190.00	(£10)

Bank Reconciliation 6 March 2018	11,895.47
Reserve Account	11,795.47
Current Account	100.00
cheques presented / cash deposited after period	995.00
Total Available Funds	10,900.47
Total per Trial Balance	10,900.47

7. Educational Grant Applications

- Mr Wright has not received any applications this term. He raised the annual Pre-Prep Percussion workshop which will take place in November, but it was confirmed that this is a pre-existing PTA commitment and therefore already included in the budget. The percussion workshop was therefore approved.

8. Easter Commitments

Pre-Prep Easter Treasure Hunt

- The Pre-Prep Easter Treasure Hunt will be held in the afternoon of Fri 23rd March 2018.
- Rebecca Morgan-Jones and Sarah Daw are going to check both new and old PTA office for last year's Easter Egg Hunt sheet.
- Mr Wright advised that Mrs Lord had anticipated that four groups would go around at a time, some between 1:30pm – 2pm and some between 2:30pm – 3pm. Would need some volunteers to go around with pupils and TA's – Amy Turtle, Rebecca Morgan-Jones and Rebecca Morgan all volunteered.
- Easter Bunny TBC

Action – Rebecca Morgan to send out email confirming volunteers next week

Yrs 3 & 4 / 5 & 6 Easter Discos

- DNA Kids Disco booked.
- £4.50 per ticket confirmed.
- Need volunteers to help with squash.
- Yrs. 3 / 4 Disco – Rebecca Morgan-Jones and Sarah Daw volunteered.
- Yrs. 5 / 6 Disco – Sarah Daw and Victoria Ward volunteered.

9. Summer Ball Update

Left Bank confirmed – River Terrace.

Taste are the caterers - they did Prep Fest last year and were popular.

Frontrunner is the band.

Drinks reception, followed by 3 course meal, auction and live music

Agreed to sell Early Bird tickets at £60 each until 30/4/18 with full priced tickets at £65.

Need to create two sub committee for decoration and auction.

Need to get invitations and information out asap.

Action - Rebecca Morgan to send out email to see who can volunteer to be on either committee. Also need to submit information to Junior Times

10. Any Other Business

- Victoria Ward asked Mr Wright if there were new parents since the last New Parents meet and greet and he said he would double check. (done and communicated to Miss Ward)

- Summer Fete – Year 6 are running the summer fete this year and so the PTA are running a couple of stalls only. Mr Debenham has agreed with Rebecca Morgan-Jones that they will be in receipt of any proceeds from Hot Dog sales. The PTA will also have a pre-prep stall and junior school stall. Ideas needed.
 - Suggestions included face painting for pre-pre stand and maybe lucky dip for junior school?
 - Sarah Daw reminded the committee that strawberries and cream were very popular last year, and it may be worth seeing if they can be sold again.

- Year 6 Leavers
 - It has been agreed by the Year 6 Leavers Party committee that they are having a Hollywood themed event.
 - They are also organising the leavers book/jumpers.

11. Date of Next Meeting – TBC next term

Meeting closed at 8:30 pm