

MINUTES OF COMMITTEE MEETING

Thursday 18th January 2018

Number 1 Castle Street 7.30pm

1. Attendees and Apologies

Attending were: Fleur Brinkerink, Tim Brown, Verity Coleman, Sarah Daw, Beccy Lively, Rebecca Morgan (Secretary), Rebecca Morgan-Jones (Chair), Laura O'Leary, Emma Powell, Amy Turtle, Nikki Webb, Jo Windows, Georgina Whitaker (Treasurer), and Chris Wright (Headmaster).

Apologies were received from: Andrea Bayles Gungabissoon, Rachael Capozzoli, Rebecca Goodwin, Sue Legge, Louise Martin, Jules North, Jane Preston, Nikki Webb, and Melanie White – Orme.

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

Proposed: Sarah Daw Seconded: Fleur Brinkerink

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

There were no matters arising.

4. Chair's Report

The Chair welcomed everyone to the meeting and introduced Georgina Whitaker as the new Treasurer and Rebecca Morgan as the new Secretary.

The Chair wished everyone a Happy New Year.

The Chair reported on the following events from the end of the Autumn Term:-

- **Christmas Bazaar** - The Chair expressed her gratitude to the parents and committee members who worked hard to make this another successful event. The Chair also expressed her gratitude to Mrs Wainwright for providing paper plates and to Mr Debenham for tidying up afterwards. A special thank you was also given to Freya Webb's Grandmother who tirelessly worked the Candy Floss Machine on what was a very successful stall!
- **Cookbooks** – The Chair advised that the Cookbooks were launched at the Christmas Bazaar. It was commented that the cookbooks have been well received but with hindsight were complicated and more time-consuming than initially anticipated. The Chair therefore suggested that it may be worth planning ahead for the fundraiser for Christmas 2018 and that consideration should be given in the Summer Term meetings to start planning earlier.

Action: Christmas Fundraiser to be included in Agenda for Summer Term Meetings

- **Photos/Video from Christmas Productions** – The Chair advised that photos were successfully sold at Yrs 1 /2 Christmas show, but following the inclement weather in the last week of term the PTA were unable to sell photos from the Reception Tableau.
- **Pre-Prep Christmas Gifts** – The Chair advised that following the cancellation of the Pre-Prep Christmas party books were left in the Moat/Nursery for the children as gifts for the children from the PTA. Year 2 received Roald Dahl books, Year 1 Paddington books and Reception/Nursery a mixture of Paddington and Ballet books. Special thanks given to Andrea Bayles-Gungabissoon and her mother for dutifully wrapping all the presents.
- **Christmas Parent Evenings Out** – The Chair advised that a successful night out had been had with many Year 1 parents at The Cosy Club; Year 2 had a lovely supper at La Madeline and Year 3 had an enjoyable evening at Noble and Wild. Beccy Lively advised that the Year 5 parents were looking forward to an evening out on Friday 19th January.

The Chair reported on the following events and points of discussion for the upcoming Spring term:-

- **PTA Fee** – The Chair advised that at an earlier meeting between the Chair, the Treasurer and the Secretary with Mr Wright the notion of a PTA Fee/Sub had been mooted. Following the failure to sell photographs of the Reception Tableau at the end of last term, and in consideration of the laborious nature of processing and developing photos in a 12-hour window, it was suggested that a £10 fee would be introduced to cover all photos/videos taken of children at Christmas production etc and that parents would then be sent an email link which would enable them to access digital photos/videos. Mr Wright is doing further investigation into this, including the mechanics of invoicing/accounting etc. The Chair advised that the Senior School offer a £15 per family PTA fee. Concerns were raised about parents having access to images of other children and Mr Wright was keen to reassure that parental wishes would be respected. He is however eager to also start trying to share more photos of the children in a digital format, enabling easier and quicker access for parents.
- **Second Hand Uniform Shop** – The Chair advised that the idea of a Second-Hand Uniform Shop was also being discussed by Mr Wright in the Headmaster's Report.
- **Welcome to the New Organ Evening** - The Music School are holding a "Welcome to the New Organ Evening" on Wednesday 24th January to celebrate the purchase

of their new organ which was partly funded by HCJS PTA. Rachael Capozzoli and Sarah Daw are attending on behalf of the PTA.

5. Headmaster's Report

The Headmaster reported on the following: -

- **Second Hand Uniform Shop** – Mr Wright has suggested that a more accessible location has been agreed upon for the PTA Second Hand Uniform Shop. There is a connecting room at St David's Hall which has a separate outside door for ease of access. It is currently used only as a Green Room/Dressing Room during school productions etc so can be used by the PTA for most of the year with an agreement to vacate/pack away clothes when it may be needed by HCJS. Mr Wright hopes that this will all be finalised very shortly.

Following from the above Verity Coleman suggested that there needs to be more awareness made of the PTA and the activities/events/projects it undertakes. Suggestions included PTA Noticeboard, regular PTA section in Junior Times.

Action required: Once established it is intended that a rota will need to be drawn up to allow the shop to open regularly.

- **Christmas Productions/Snow Days/Nine Days of Giving** – The Headmaster offered his gratitude to parents for their support of the school Christmas productions and concerts, also for their support during the "Snow Days" and also for their support of the children in completing the Nine Days of Giving – the school were able to donate 158 dog treats and 204 pairs of children's socks amongst many other items to the relevant charities. The photos from the Reception Tableau were emailed out to parents. A full refund has been given for the loss of the video recording of the Yrs 1 and 2 Christmas production. It is hoped that Yrs 4 and 5 pantomime will be successfully filmed during the upcoming term.
- **New Pupils** – 7 new pupils have been welcomed at the start of the Spring Term, with another Year 5 pupil starting on Monday and another prospective pupil having a taster session next week. Mr Wright also thanked Victoria Ward and Fleur Brinkerink for welcoming the new parents and Fleur advised that a coffee morning had been arranged for Jan 26th after drop-off to welcome both the parents of the new Spring Term pupils and to re-connect with the parents of new pupils who started in the Autumn Term.
- **Mrs Stick** – Mr Wright confirmed that Sally Stick was sadly leaving the school in the near future.

Action required: Purchase a present for Mrs Stick on behalf of the PTA.

6. Treasurer's Report

The Treasurer reported the following: -

- **Christmas Bazaar** – Christmas Bazaar was successful, and the PTA stalls made £731. Rachel Powell very kindly donated a Christmas Cake for the raffle which made £80.

Nursery	£ 56.50
Reception	£ 68.10
Year 1	£ 52.55
Year 2	£ 55.00
Year 3	£ 115.50
Year 4	£ 67.45
Year 5	£ 33.40
Year 6	£ 162.10
Cake	£ 80.50
Other	£ 40.40
	£ 731.50

- **Cookbooks** – The PTA have currently sold 96 cookbooks, making a total of £30 profit so far. Any further cookbooks sold will be profit raising. The Chair commented that many parents were late receiving letters, or some not at all. Furthermore, some parents were unaware that the PTA had decided to do the cookbooks at all.

Action Required: Mr Wright to investigate why letters were late being sent out from the office

- **Christmas Productions** – No photos were sold at the Reception Tableau. There were no sales following loss of the DVD of the Yrs 1 / 2 production but £230 was raised in sales of photos at the Yrs 1/ 2 production.
- **Pre-prep Christmas Presents** – The Treasurer reported that the Pre-Prep Christmas Presents came in under budget.
- **The Giving Machine** – This is still unpredictable but approximately £48 per month in income. There is to be an announcement in the Junior Times promoting The Giving Machine this week.

Overall, the Treasurer reports a profit of £481 overall, with a figure of approx. £10, 000 in the reserve account (this will be confirmed at a later date).

Summary+A2:J13	2016 / 2017			17/18 Budget	Actual 2017 / 2018		
	Income	Expenditure	Net		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	118.96	(£119)
PTA Event				(£150)	0.00	0.00	£0
			(£13,532)	(£3,243)	£2,444	£3,243	(£799)
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	393.50	148.76	£245
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	172.00	0.00	£172
Christmas Fundraiser	1,263.50	756.85	£507	£444	1,026.30	995.00	£31
Bags to School	312.00	0.00	£312	£300	80.00	0.00	£80
The Giving Machine	68.94	0.00	£69	£240	112.76	0.00	£113
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	£2,536	£1,155	£1,381
Other Activities:							
Bank Interest	2.36	0.00	£2	£2	0.62	0.00	£1
Insurance / PTA UK	0.00	0.00	£0	(£118)	0.00	101.00	(£101)
			£2	(£116)	£1	£101	(£100)
SUBTOTAL	22,385.16	26,055.47	(£3,668)	£5,360	£4,980	£4,499	£481
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 4 January 2018	<u>11,343.79</u>
Reserve Account	11,235.79
Current Account	108.00
cheques presented / cash deposited after period	<u>864.50</u>
Total Available Funds	<u>10,479.29</u>

7. PTA Fee – discussed above within Chair's Report

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.
- The PTA are looking for 6 –8 people to volunteer to help Rachael Capozzoli. Clues are placed around the school gardens and volunteers escort groups of children around to solve the clues and then meet the Easter Bunny and are gifted a chocolate bunny.

Action Required: Follow up email to be sent c. half-term to see if any can volunteer etc.

Yrs 3 & 4 / 5 & 6 Easter Discos

- Volunteers required to help serve squash etc at the Disco. Sarah Daw, Fleur Brinkerink, Emma Powell and Rebecca Morgan-Jones all kindly volunteered.

Second Hand Uniform Sale – Friday 9th March (3:00 – 4:30pm)

- Volunteers required – Rebecca Morgan-Jones and Rebecca Morgan volunteered.

9. Summer Ball Update.

A date has now been fixed – **Saturday 9th June 2018**

Location is hopefully being confirmed this week, currently have the Left Bank provisionally reserved.

Early Bird Tickets are going to be sold to allow the Committee to gauge interest and anticipate numbers.

The Ball will ideally be Black Tie, with or without a theme.

Fleur Brinkerink asked if there was an idea of the format the Ball will take. Verity advised she anticipates Reception Drinks followed by three-course meal and disco/band late into evening. There will also be a fundraising auction.

Verity hopes to assemble a team to help with the organisation and requests that everyone helps to spread the word and garner enthusiasm.

10. Any Other Business

The Chair raised a question with Mr Wright regarding access to children’s names and photos on the website. Mr Wright asked for the issue to be brought to him directly by the parent whose question it was.

The Chair also raised the issue of a PTA Facebook page. Mr Wright advised that HCJS were in the process of launching their own Facebook page, separate to the Senior School, to help raise

the profile of the Junior School and Junior School activities, and allow parents to see what activities/events pupils are involved in. The HCJS Facebook page would be run with similar protocols to Junior Times/website news. It was therefore suggested that initially the PTA liaise with the office to use the HCJS page to make announcements etc and that it could be reviewed at a later date.

It was suggested by Mr Wright that perhaps the PTA should use the Junior Times more often to help disseminate relevant PTA information. Ideally any contributions should be sent to the office (Mrs Phillips or Mrs Debenham) by Wednesday for publication on Friday.

Action: Secretary to compose Junior Times announcement advising of successful Educational Grant Applications, the fundraising outcome from the Christmas Bazaar and the availability of cookbooks.

Mr Wright also advised that following the successful HCS Rowing fundraiser in Bewell Square last weekend that Mr and Mrs Fowler (parents of Charlie in Yr 1) are keen to allow HCJS and HCJS PTA to make use of the space if required.

11. Date of Next Meeting – Wednesday 7th March 2018

Meeting closed at 8:35 pm