

## **MINUTES OF COMMITTEE MEETING**

**Tuesday 19<sup>th</sup> March 2019**

**No 28 Castle Street 8.45am**

### **1. Attendees and Apologies**

Attending were

Alexa Baillie, Cari Binet-Fauvel, Jemma Brown, Catherine Buck, Beccy Lively, Rebecca Morgan-Jones (Chair), Rebecca Morgan (Secretary), Jane Preston, Melanie White-Orme and Mr Wright (Headmaster).

Apologies were received from: Jules Austin, Andrea Bayles-Gungabissoon, , Emma Bevan, Rachael Borthwick, Mr Brown, , Sarah Daw, Clare Jones, Sue Legge, Louise Martin, Jo Middleton, Jules North, Emma Powell, Kerry Vernon, Mrs Windows, and Georgina Whitaker (Treasurer).

### **2. Approval of the Minutes of the AGM, held 15<sup>th</sup> November 2018**

Melanie White-Orme proposed and Rebecca Morgan-Jones seconded.

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

None raised

### **4. Chair's Report**

The Chair welcomed everyone to the meeting.

The coffee morning hosted at the end of January was a bit light on numbers but a rewarding morning, nevertheless. Thank you to Rachel and Alexa for manning the cake stall.

Thank you to everyone who attendee the reps meeting in February. Topics discussed included internet safety and school bills.

The Alive & Brel evening was a success and had positive feedback. Thank you to Mr Brown and Mrs and Mrs Allan for their performances, and to Mr Morgan for helping with the lighting and set up.

The Second-Hand Uniform sale also went well. Thank you to Cari for her help.

### **5. Headmaster's Report**

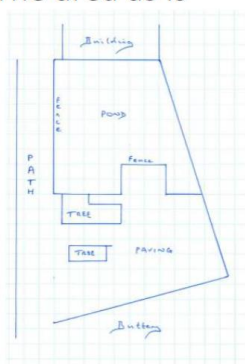
The Headmaster reported the following: -

- Mr Wright discussed the development of the Frog Garden space. He has been looking into an oak-framed structure with a roof and talking to Mr Buchanan about prices. He

had also spoken to staff who had many ideas about possible uses and that they were also exploring the possibility of retro-fitting blinds etc to enclose the area. They are looking at getting electrical supply into the structure also, and it will be approximately 7m x 10m. Mr Wright is hoping that the use of the space may develop organically over time and that it is important to not over-design it. (Please see below insert and appendix for whole presentation)

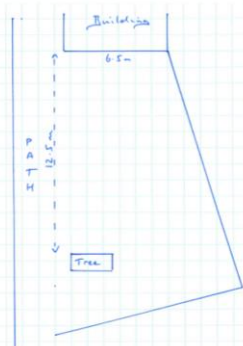
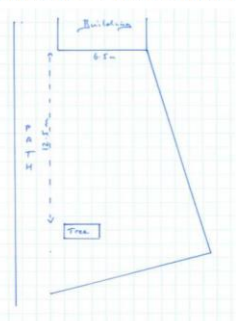
- It was suggested that it may be good to advise in Junior Times about the development of the project and that the PTA are funding it to help encourage/highlight the projects the PTA support.

The area as is



The area as could be...

The area as could be



7m by 10m ?

## 6. Treasurer's Report

The Treasurer reported the following: -

- The year 4&5 production was very successful with photo sales and making £131.20 – thanks to all who helped to sell the photos and to Gabriella for taking the photos.
- We continue to receive money for second hand uniform and have made another £323.65 since the last meeting. Thank you to those who helped with the second-hand uniform sale and to the office staff for their help with this.
- The PTA coffee morning made £75 – thankyou to those who helped with this and for the cake donations.

- The DJ for the Junior school disco has been booked and deposit paid. This is the same cost as last year but due to an admin error the tickets are selling for £4 rather than £4.50. We made a profit on this last year and as this is fostering relationships it is ok to be cost neutral. Estimate to make a profit of approximately £60 though still. Tickets are selling well so far.
- The Alive and Brel evening was a success and the income was £630. We haven't paid the band yet, waiting for Mr Brown to confirm.
- Easter eggs have been purchased for the pre prep Easter egg hunt – budget of £1 per egg as per last year. £220 total.
- Commitment decisions to be made – PTA music workshop for October 2019 (last yr was £500), assume this will be continued.
- The Giving machine continues to generate income and has made £ 28.78. We have 100 signed up users .. with 17 who had downloaded the reminder application. When a note went out in the Junior Times this increased to 30. Overall the Giving Machine has raised £1300+ since started and is an easy way to raise money for the school.

5/2/19 Reserve Account £18 265.48

Current Account £100

Presented after this statement £ 1383.57

Expense after statement £793.22

**Total available funds 18955.83**

## 7. Educational Grant Application

- Mrs Foster applied for 4 sets of Netball bibs with school logo on for Yrs 5 + 6 girls. This would cost approx. £250. The committee approved this.

## 8. Easter Events

- **Pre-Prep Easter Egg Hunt Volunteers**
  - Jules Austin
  - Louise Martin
  - Alexa Baille
  - Rebecca Morgan-Jones
  - Rebecca Morgan
- **Easter Discos Volunteers**
  - Sarah Daw (yrs. 3-4)
  - Catherine Buck (yrs. 3-4)
  - Rebecca Morgan (yrs 3-4)
  - Rebecca Morgan-Jones (all)
  - Jane Preston (yrs 5-6)

- Emma Powell (Yrs 5 -6)

## **9. Prep Fest Update**

- Booked – 14<sup>th</sup> June @ The Coop, Kingstone. Possible clash with event hosted by Hereford Cathedral but shouldn't be much crossover of attendees.
- Food – fish & chips and ice-cream.
- The Coop provides a cocktail bar.
- A band is going to cost upward of £1000 – this therefore means that the ticket price would increase to cover this cost .. is it worth it?
- Idea is to have the ticket price low to encourage attendance. Cost £35 previous years .. thinking more c.£15.00

## **10. Any Other Business**

- Rebecca Morgan reported that there had been a positive response to the Alive & Brel evening and to the proposed Easter Holiday Club the school were running for Pre-Prep pupils.
- PTA Meetings next term .. one in morning and one in evening to allow those who can't make the one to hopefully make the other.
- There will be a summer fete next term. Date TBC.
- PTA Awareness ... it has been noted that there are an increasing number of parents who are not entirely aware of the work the PTA does and the support it provides to the school. Perhaps we could include a note about this in Junior Times and/or school welcome letters.

## **11. Date of next meeting**

TBC

**Meeting closed at 9:30am**