

## MINUTES OF COMMITTEE MEETING

Monday 8<sup>th</sup> October 2018

No 1 Castle Street 7.30pm

### 1. Attendees and Apologies

Attending were: Jules Austin, Alexa Baillie, Andrea Bayles-Gungabissoon, Cari Binet-Fauval, Jemma Brown, Mr Brown, Lisa Buchanon, Sarah Daw, Sue Legge, Rod Jenkins, Clare Jones, Beccy Lively, Jo Middleton, Rebecca Morgan-Jones (Chair), Rebecca Morgan (Secretary), Kerry Vernon, Melanie White, Mrs Windows and Mr Wright (Headmaster).

Apologies were received from: Emma Beavan, Rachael Borthwick, Catherine Buck, Louise Martin, Jules North, Emma Powell, Jane Preston, George Whitaker (Treasurer) and Suzie White.

### 2. Approval of the Minutes of the AGM, held 26<sup>th</sup> September 2018

*To be carried over as not yet completed*

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

*See above*

### 4. Contact Sheet

There is a contact sheet going around – please fill it in.

### 5. Chair's Report

The Chair welcomed everyone to the meeting, especially the new reps.

The Chair reported that the AGM had been particularly well attended by staff, but less well attended by parents and that evening meetings seem to be difficult for many parents and reps to attend.

The Chair reported that the inaugural **Macmillan Coffee Morning** held on Friday 28<sup>th</sup> September after drop-off was very successful and thanks to everyone who helped out and donated cakes. The pop-up shops did well and they would happily be involved in future events, eg a Christmas fair. Feedback from parents was also positive especially commenting how nice it was to talk with different year groups.

Bags 2 School has commenced today, thank you to Beccy Lively and Quickskip for organising the bins once again.

### 6. Headmaster's Report

The Headmaster thanked everyone who attended AGM but does not have much to add from that report. He announced the following:-

- The HCJS Remembrance Project landed today. Mr Wright asked what the awareness levels of the project were and whether the committee felt that he needed to put out more information. The committee felt that more information would be great and Mr Wright advised that he would compose a letter to parents tomorrow.
- Mr Wright also commented on the success of the Macmillan Coffee Morning and asked whether there was scope for a termly coffee morning as it worked very well. Possibly to be held in St David's Hall, maybe two of three for charity, and one for the PTA. The committee responded to this positively.
- Mr Wright advised that parents should let the School Office know if contact details change, and to use the office to send out emails to all class members if you want to be sure that you will reach all parents as the school will have the most up-to-date information.

## **7. Treasurer's Report**

Unfortunately the Treasurer was unable to attend, so the Chair gave the following on her behalf.

- Since the beginning of term we have raised £160 from Second Hand Uniform sales.
- Since the beginning of term we have also received £71 from the Giving Machine.

## **8. The Giving Machine**

- The Chair asked for ideas about getting the word out to the parent body about The Giving Machine. An idea was mooted for hosting a monthly competition with the winning parent receiving a prize.
- Mel White kindly volunteered to be the new Giving Machine rep and will liaise with Mr Wright and Victoria Ward to oversee the handover. She will also investigate whether we can be added to Smile (the Amazon equivalent of The Giving Machine).
- Andrea Bayles-Gungabissoon suggested maybe having a hyperlink on the school website to attract more parents aswell.

## **9. Role and Responsibilities of the Year Rep**

- The Chair gave a brief summary of the roles and responsibilities of the Year rep, including attending the committee meetings and rep meetings and helping out where possible at the commitments/activities held during the year.
- The Chair also re-iterated that it is important to try and arrange social events with fellow parents in your class/year. This can be coffee mornings, evening nights out, cinema trips etc but it good to try and get parents together where possible.

## **10. Annual allocation and commitments**

- The Chair listed the following as fixed commitments for the forthcoming year:-

- Shakespeare Workshop
  - Pre-Prep Percussion Workshop
  - Fireworks
  - Pre-Prep Christmas Book
  - Easter Eggs
- Other commitments are now covered by the Educational Advancement Grant, for example last year the Rainforest Roadshow was applied for, along with Yoga Mats and Reception play equipment. Staff put in their requests to Mr Wright by half term for the committee to discuss after half-term.
  - Mr Wright commented that it may be good to look at doing a major project for the end of this academic year and was currently asking for ideas.

### **11. Autumn Term Events**

- Bags 2 School – started this week.
- Fireworks Night – to be held at Wyeside 9<sup>th</sup> November 2018
  - The Chair advised that she will contact Sainsburys to look at whether they can allow parents to park in the car park for the duration of the event. Mr Brown raised the issue that last year there were a few issues with parking in and around Wyeside.
  - Volunteers – Mel, Andrea and Beckie M volunteered to do run the food on Fireworks night. Jules N and Jo M will do drinks. Rod volunteered to be on the gate. Other volunteers will be confirmed before the evening.
- Christmas fundraiser – any ideas ...
  - Christmas cards were raised – Jules Austin commented that at her previous school they used a website where parents order online. She will look into and forward to the Chair any relevant information.
- Christmas Bazaar – the following stalls were confirmed:-
  - Year 4 – Lucky Dip
  - Nursery – Gingerbread
  - Year 6 – Cakes & Teas
  - Raffle
  - Rachel Powell – Homemade jams/chutneys for sale
  - Other years reps to think and let Beckie M know.

Year 2 reps will be in charge of wrapping presents for Pre-Prep.

### **12. Looking ahead – summer fundraiser, ideas for Spring**

- Summer Fundraiser – last year held a Summer Ball, which was a formal event. The Chair raised the idea that the Committee were trying to have a formal summer event followed by an informal event. The committee agreed to have an informal summer fundraiser – similar to 2017 Prep Fest. The Prep Fest was not as financially successful as the Ball so

need to think of ways to help raise money. Thoughts turned to venue – possibly explore idea of having on site, possibly in Old Deanery garden.

- Spring Fundraiser – Mr Brown raised the idea of having a Spring event with his musical group (Alive and Brel – songs of Jacques Brel), possibly a French themed evening. The Senior School hosted a similar event with Alive and Brel in the Powell Theatre in Zimmerman which was successful. The committee agreed this seemed like a good idea and Mr Debenham would be contacted to see if Friday 1<sup>st</sup> March would be a good date.

### **13. Meeting Times for Committee Meetings**

- Mr Wright commented that following the AGM it was discussed with the Chair whether the timing of the meetings (generally in the evening) was prohibitive for parents to attend. He put it out to the committee whether there would be a better time, either before pick up or after drop off? Perhaps when Phoenix or Breakfast Club was running – allowing parents to use the childcare provisions at the school.
- Mr Wright will talk to Mr Debenham about looking to change the next meeting (Thurs 15<sup>th</sup> October) to 8am rather than 7:30pm. Venue most likely St David's Hall.

### **14. Any Other Business**

- HCJS PTA Summer Photo Competition
  - Entries were reviewed in the meeting and the following winners were decided
  - Max Baillie
  - Edward Maxted
  - Juliette Wood
  - Aussie Lowe
  - Herbie Lowe
  - Amelie Madge
  - Marley Harris
  - Hamish Gamble (Overall winner)

### **15. Date of next meeting**

- PTA Reps Meeting – Tuesday 23<sup>rd</sup> October, 9am – Library
- PTA Committee Meeting – Thursday 15<sup>th</sup> November, 7:30pm No 1 Castle Street

**Meeting closed at 8:45pm**