



Hereford Cathedral Junior School

PTA

MINUTES OF COMMITTEE MEETING

Thursday 15th October 2015

Number 1 Castle Street 7.30pm

1. Attendees and Apologies

Mr C. Wright, Mr R.Pizii, Sarah Daw, Louisa Essenhigh, Rebecca Blackman, Lucy Debenham, Sheeja Thomas, Linda Preston, Sam Holloman, Sarah Morgan-Jones, Gail Small, Jane Preston, Emma Lawer, Rachael Capozzoli, Gemma Johnson, Frankie Pope, Michelle Bowley, Bec Morgan Jones, Katie Seekings.

Apologies were received from: Helen O'Reilly, Claire Hayes, Amanda Joseph, Tricia Finning, Erin Houston, Sarah Dyson, Tracie Lowe, Mr Turpin and Mrs Gummerson.

2. Approval of the Minutes from the last Committee Meeting

Proposed: Sarah Morgan Jones

Seconded: Jane Preston

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

There were no matters arising.

4. Item 10 was brought forward here as a courtesy to Mr Pizii

Mr Pizii explained that the school would like to be seen as a leading example in terms of environmental, energy and financial issues. The schools are keen to install solar panels on both sites, and to this end the PTAs of each school are being approached for support.

Mr Pizii has obtained quotations to install fourteen solar panels on the roof of the Moat in the Junior School, and the Old Block of the Senior School.

The School does not have the money to do this at the moment, and is not requesting that the PTA fund the project. The request being made is for a short term loan using PTA funds which are currently sitting idle and earning low interest for us (less than £5 per year as reported by the Treasurer). This would be around £6000 over three years, and should the need arise to recoup the money quickly, then Mr Pizii would ensure that PTA could have its money back.



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Structural reports have been received and architects involved. The architect has overseen the recent rebuilding project, so is familiar with the structure of the Moat, ensuring that the roof can safely take the weight of the panels. There is confirmation that the building is not listed and the Planning Office have stated that no special permissions are required though the Old Block in the Senior School is listed. This needs special permission, but is beyond the remit of this meeting.

The panels would not easily be visible from ground level, but may be visible to a neighbour. They will be no higher than the existing grass roof and would be in pure black.

There is a hope that they may cast a shadow over the Moat. It is felt that there is an inevitability about some local objection which is a regular feature of any planning application.

The PTA financial position is comfortable this year, and we would recoup £2000 of the loan outlay after one year.

The £6000 in question has been used, historically, as a buffer. We don't generally touch this money.

Ideally, the plan for solar panels would involve a start date of this November.

Sarah Daw proposed that we support this project and a unanimous vote was taken in favour.

It has, therefore, been passed that the PTA loan £6000 over three years to the school to enable it to progress the installation of solar panels to the Moat.

Following the vote, Katie Seekings asked whether or not the neighbour had been approached. This has not happened to date.

It was mentioned that it is hoped that the solar panels will generate some income as they will put electricity back into the grid.

Sarah Daw (Chair) thanked Mr Pizzi for attending and he left the meeting at 7.45pm



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5. Chair's Report

Sarah introduced herself as parent of Harry in 4B and Oliver in 1B. All of the attendees then introduced themselves, which was very useful as there are a number of new faces. She welcomed everybody to the meeting and was quick to point out that she would like the year to be a good one, with fun along the way. She explained how the support of Class Reps is vital and without their support, the PTA would struggle.

Sarah was keen to explain that she and her team are open to new ideas and would wish everybody to feel that they can have a say.

Sarah thanked all of the Class Reps who have organised coffee mornings and social events as these are so important in facilitating home school links and fostering good relationships across the board. Particular mention was made of Becky Morgan-Jones (N), Gemma Johnson and Tracie Lowe (Y1) who have already booked a Christmas meal and organised a Christmas raffle! Year Two reps have been active and organised an event in the past few days, and Tricia, Al and Amanda in Y4 have had three coffee mornings in the hope of catching everybody. Reception have all met up too. Sarah encouraged everyone to keep this up and hoped we could do something like this once per term to get everyone together.

She also requested that any such invitations go out via the office to ensure that there are no diary clashes and that all details are up to date and accurate. With the best of intentions, the odd invitation has gone out on an old letterhead and the School, quite rightly, is keen that every piece of correspondence is accurate.

6. Headmaster's Report

Mr Wright thanked all the Reps again for their input.

He explained that we have had twenty seven new families in school.

The recent Reps meeting was well attended, and he has enjoyed meeting parents and sharing their feedback. Among matters discussed were: morning routine, uniform, curriculum, reporting and grading after which a tour of the Moat provided the perfect opportunity for Reps to see the three outside areas which the school is looking to focus upon.

The Frog Garden installation is due to happen during the forthcoming half term break after a couple of false starts with a new contractor in place and ready to go.

There will be an official opening, though the identity of the special guest will remain shrouded in mystery for the time being!



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7. Treasurers Report

Lucy Debenham explained that we have now funded a Percussion Workshop costing £523 in Pre-Prep. The firework money is steadily coming in. Nothing else to report at this time.

Please note that reimbursements without receipts are not possible.

8. The Role of the Rep

Louisa Essenhigh went through this document. She warmly thanked all the Class Reps and reminded them that they are not alone. She encouraged reps to involve other parents as much as possible and to keep on arranging the wonderful social gatherings which keep people communicating and underpin effective communication.

Louisa reminded reps of the need to keep feedback to Reps meetings general. Individual concerns should be brought up with class teachers/relevant staff as these cannot be presented as generic concerns.

These meetings are also useful for Mr Wright who may need to ascertain thoughts and views on particular matters.

Louisa did stress that reps shouldn't sit on concerns or questions. If you don't know something, please ask.

9. Annual Commitments

Sarah outlined the Annual Commitments, explaining the rationale behind the commitments to date. She did also check that the Committee were still for supporting the Library. Everybody agreed this was the right course of action and Sam Holloman said she felt that the Book Fair helped too. This led to discussion re charities, outlined in Section 10.

10. Charities we support

Sarah explained that the School is taking a different stance on charity fund raising, putting the focus firmly on team work and fostering involvement, contributions, planning and success. This is to take the huge pressure off the Head Boy and Head Girl. Beren's mum, Linda Preston, supported this idea, as did Sam Holloman who had also been through this with her son Josh.



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The feeling now is that the PTA should perhaps have a charity it supports at the end of year Ball. It's nice to have a bit of charity when asking for donations for prizes and it seems a good thing to do. Sarah suggested the Little Princess Trust, and St Michael's Hospice was also raised. A firm decision was not made with regard to which charity we should indeed support.

11. Contact Details

These were passed around to be checked. Rebecca will update and share these at the next meeting.

12. Autumn Term Events

Fireworks was the next item to be raised by the Chair. A huge 'Thank You' to Ady Morris who buys our fireworks on behalf of the Committee. This comes from our annual commitments and to this end we spend around £750. This year he is using a new supplier, Radway Bridge Nurseries and they are promising a great deal. We would also like to thank Ady's team of helpers from the Fire Brigade who helps him to set the fireworks off.

Sarah also wishes to thank Graham Essenhigh who organises the lighting, the power supply and the marquee for the food amongst many other things on the night.

Once again, Dr Andrew Hargraves has agreed to be our on-site doctor. He already has a Hi Visibility jacket and a radio will be provided to ensure communication is straightforward.

Sarah explained the pricing structure, and went through what the tickets include. Letters have gone out.

Parking has been permitted by Sainsburys again to ease any congestion at Wyeside.

We will also be selling glow sticks, doughnuts and marshmallow sparklers. The warm drink will be mulled cider.

Sarah asked for support and wanted to extend a warm welcome to anybody wishing to accompany school families. The more attendees, the better but numbers need to be in by the set date to ensure that the catering is right.

Gates open at 6.30pm with the fireworks starting at 7.15.

Arising from this came the following points:

Katie Seekings thanked the PTA and School for moving the start time back slightly to accommodate the Choristers.



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Sarah Morgan-Jones raised the issue of hi visibility vests and asked that we check that they are clean and dry. In the past, there have been occasions when they have been boxed up wet!

Thanks to: Mr Debenham, Sam Holloman, Linda Preston, Sheeja Thomas, Graham Essenhigh, Rachael and Lui Capozzoli, Ady Morris and team, Claire Hayes, Bec Morgan-Jones, Tricia Finning, Amanda Joseph, Katie Seekings, Erin Houston, Jane Preston, Frankie Pope, Sarah Morgan-Jones and Michelle Bowley for volunteering for various roles on the night via the list. PLEASE do so if you can harness any more support as we still need more help to ensure the evening runs smoothly.

Lastly, do pray for a dry evening!

Bag2School letters go out next week complete with the sack used for donating unwanted textiles etc. Last year we made £212, so it is well worth doing. The bags are weighed and we are paid by the tonne for what we donate.

Mr Simon Lively has been kind enough to donate two new Quick Skip bins for us to use which will be located next to Mrs Wainwright's kitchen. We will be able to store and move the bags much more easily because of this. Our grateful thanks to Mr Lively.

We need four volunteers to receive the bags at both drop off points at The Moat and Number 28 between 08.20 and 08.50. Thanks to the following volunteers:

Gail Small 17th/18th

Michelle Bowley – Tuesday 17th

Sarah Morgan-Jones – Tuesday/Wednesday 17th/18th

Gemma Johnson – 18th

Jane Preston and Frankie Pope – Thursday 19th

We have liaised with Mrs Gummerson (Our enormous thanks to her – she has been so helpful with this!) over fund raising Christmas cards again this year. Basically, the children design an A4 picture for printing onto cards and gift tags. This makes for a personal and special card which the PTA also make a nominal amount out of - £1 per pack of cards and 50pence per pack of gift tags. It's an enjoyable activity, hopefully one the children will remember too.

(We are using Cauliflower Cards, who we have used in the past.)

Junior children will bring their designs home and Pre-Prep parents will be invited in to school to view their child's design.

Orders in by 21st October with cheques payable to HCJS PTA.

A piece is due to go out alongside the Junior Times. (In this event, this was a separate e-mail as the Junior Times did not go out until Wednesday 21st)

The Christmas Bazaar is to be held on 26th November, so please bring ideas to the next Committee meeting on Thursday 9th November. Year 4 already has its Lucky Dip.

