

MINUTES OF COMMITTEE MEETING

Monday 20th November 2017

Number 1 Castle Street 7.30pm

1. Attendees and Apologies

Attending were: Christy Bolderson, Fleur Brinkerink, Tim Brown, Rachael Capozzoli, Verity Coleman, Sarah Daw, Rebecca Goodwin, Rebecca Morgan, Rebecca Morgan-Jones (Chair), Emma Powell, Danielle Turner, Amy Turtle, Victoria Ward, Isobel Warner, Nikki Webb, Jo Windows and Chris Wright (Headmaster).

Apologies were received from: Andrea Bayles Gungabissoon, Sue Legge, Rebecca Lively, Louise Martin, Jules North, Jane Preston, Melanie White – Orme and Helen Williams.

2. Approval of the Minutes from the last Committee Meeting, 10.10.17

Proposed: Rachael Capozzoli Seconded: Sarah Daw

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

There were no matters arising.

4. Chair's Report

The Chair thanked everyone for the fireworks evening.

The PTA Christmas fundraiser Recipe Book has been sent for printing. It will retail for £8.50 per book. We received £200 sponsorship towards the book.

5. Headmaster's Report

The Headmaster reported that he and Mrs Matthews had attended Ray and Reya Wang's funeral this afternoon.

The Headmaster thanked the PTA for the fireworks evening, and the pre-prep percussion workshop. The Shakespeare workshop is booked for March.

Mr Wright thanked those PTA reps who were able to attend the PTA reps meeting on 31.10.17. Discussion points were: beginning of year letters, the school's response to the Wang family tragedy, the new parents survey, website issues (lack of letters and JTs – now sorted), the HCS celebration event and the giving machine.

Moving the PTA room is progressing.

PTA social event organisers must advise the office of the intended date of events, such as coffee mornings, to avoid clashes with school events.

The HCJS 9 Days of Giving Initiative was presented. Over 9 days in December, advent windows will be created by pupils contributing items to a selection of charities. It will commence next Friday.

6. Treasurer's Report

The Treasurer reported that the firework evening was a huge success and made a profit of £536. The higher ticket prices did not affect the number sold. The flashing swords sold out. There is a potential £330 profit still to be made with the sale of the remaining star wands and glow sticks at the Christmas Bazaar.

A successful percussion workshop was paid for this month and the PTA is under budget for Christmas presents.

The Treasurer thanked the office staff for their help with second hand uniform sales.

The Bags2school initiative raised less money than in previous years but it was noted that many bags were left in the PTA room and did not make it to the collection point. These will be part of next year's contribution.

The Giving Machine is becoming a regular income stream but is still unpredictable. It is making an average £49 per month.

The overall financial perspective is £170 in profit with a further £9 500 in the bank.

The Treasurer asked for the projected summer ball profit to be raised to £5 000 and the baseline budget to be accepted. It was noted that last time the ball raised £6 000 and the baseline budget can still be adjusted during the year.

Proposed: Fleur Brinkerink

Seconded: Victoria Ward

It was discussed whether the family who donated 'near new' uniform to the PTA after only 2 weeks at HCJS, should receive payment for the uniform. It was agreed to maintain the current policy of not giving money for donations of uniform.

Baseline Budget

Summary	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	0.00	£0
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	0.00	£0
PTA Event				(£150)	0.00	0.00	£0
			(£13,532)	(£3,243)	£2,444	£2,531	(£87)
Fundraising Activities:							
Summer Ball/Event	4,570.00	3,563.80	£1,006	£1,000	0.00	0.00	£0
Photograph Sales	1,161.80	154.69	£1,007	£950	0.00	0.00	£0
Summer Fete	795.23	118.85	£676	£630	0.00	0.00	£0
Christmas Bazaar	624.23	22.06	£602	£485	0.00	0.00	£0
Second Hand Uniforms	454.90	0.00	£455	£450	132.00	0.00	£132
Christmas Fundraiser	1,263.50	756.85	£507	£444	0.00	0.00	£0
Bags to School	312.00	0.00	£312	£300	80.00	0.00	£80
The Giving Machine	68.94	0.00	£69	£240	45.00	0.00	£45
Sports Day	245.00	19.56	£225	£220	0.00	0.00	£0
Charity Donations	5,000.00	0.00	£5,000	£0	0.00	0.00	£0
			£9,862	£4,719	£257	£0	£257
Other Activities:							
Bank Interest	2.36	0.00	£2	£2	0.27	0.00	£0
Insurance / PTA UK	0.00	0.00	£0	(£118)	0.00	0.00	£0
			£2	(£116)	£0	£0	£0
SUBTOTAL	22,385.16	26,055.47	(£3,668)	£1,360	£2,701	£2,531	£170
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)

7. Christmas Bazaar

The Christmas bazaar is one week away on Friday. Stalls being provided by year reps are:

Nursery – Gingerbread men. Retail for 50p per bag. 2 large men per bag or a few smaller men. They usually sell out so the larger the quantity made, the better.

Reception – Candy cotton.

Year 1 – Tickets ending in 5 or 0 lottery.

Year 2 – Tin can alley. The box of Haribo bags from the fireworks evening will be used as prizes.

Year 3 – Lucky dip.

Year 4 – Marshmallow snowmen.

Year 5 – Splat the Sprout.

Year 6 – Tea, coffee and cake.

Rachel Powell is donating a Christmas cake to be raffled. There will be a stand taking orders for the recipe book and selling the star wands and glow sticks from the fireworks evening.

Action: PTA reps are to wear Christmas jumpers.

8. Nursery and Pre-prep Christmas Party.

The gifts have been purchased and are being wrapped. The role of Santa has been filled.

9. Summer Ball Update.

Possible venues for the Summer Ball were discussed.

Treasurer advised that PTA have a separate public liability insurance so this doesn't need to be covered in the Ball budget.

10. Evaluation of Educational Grant Applications

This is a new process whereby teachers complete a grant request form aligning their request with PTA objectives and providing supporting documentation. The PTA committee then evaluate each request and approve expenditure. This replaces all previous annual donations by the PTA e.g. Christmas costumes and library donation, and ensures the funding goes to those who most need it.

The Headmaster outlined possible future big ticket items, such as a new rubber surface on the playground and Reception Gardens.

Grant requests reviewed were:

1. Rainforest Roadshow for Year 6. £320
2. Small World Play Area toy replacement. £173
3. Pre-prep Costume updates. £100

All requests were approved. Proposed: Sarah Daw

Seconded: Fleur Brinkerink

The school will purchase items and invoice the PTA. Need to ensure years 3, 4 and 5 are represented in future requests.

11. Any Other Business

Fleur Brinkerink asked whether the new HCJS website could include the Music Department. Suggested inclusions were a calendar of music lessons rather than the current paper notes, calendar of assessments and attendance.

Action: Headmaster to follow up with Mr Evans.

12. Date of Next Meeting – to be arranged.

Meeting closed at 8:40pm