



Hereford Cathedral  
Junior School  
PTA

## **Minutes of Committee Meeting**

**Wednesday 15 October 2014 – No 1 Castle Street 7.30pm**

### **1. Attendees & Apologies**

Chris Wright, Helen Bissell, Karen Blyth, Louise Evans, Lucy Debenham, Catrin Goode, Bhavin Trivedi, Sarah Morgan-Jones, Emma Haverty, Charlotte Matthews, Katie Seekings-Jenkinson, Nicky Evans, Stuart Turpin, Rachael Manacchini-Godfrey, Zoe Rose, Kathy Gundy, Donna Wood, Sarah Daw, Alina Price, Michelle Bowley, Claire Hayes and Frankie Pope.

Apologies were received from: Rachael Capazolli, Wendy Tarplee-Morris, Shirley Vickery, Kate Hollingsworth, Kate Gilks, Mandy Joseph, Marie Hussey, Matthew Gacek, Serena Crump, Gail Small, Becky Lively and Louissa Essenhigh.

### **2. Approval of the Minutes from the last Committee Meeting**

Proposed: Catrin Goode

Seconded: Nicky Evans

### **3. Matters arising from the Minutes of the last meeting**

There were no matters arising.

#### 4. Chair's Report

Helen opened the meeting by welcoming all new and familiar faces. Each rep and the top table introduced themselves to all those in attendance. Helen said a special welcome to Chris Wright as the new Head and to Lucy Debenham at her first meeting as Treasurer.

Helen then went on to discuss **the role of the rep** and handed out forms to each rep present (**see separate attachment** for the current copy of Role of PTA Rep). Additional points not written in the Role of Rep form were that dates for year group socials could be given to Sally Stick for her to put into the Junior Times – details ideally needed by the Weds/Thurs of the week information is to go out. Helen also mentioned that as well as a coffee morning template there will also be an 'end of year teacher present' letter added.

Helen then handed out a sheet highlighting the **PTA regular events** and discussed what is involved at each event. **See separate attachment** for the details of these regular events.

Helen briefly touched on fundraising, highlighting that we raised over £5,000 last year meaning we are now in a position to consider requests for money. On this subject Helen mentioned that as she said last year requests for money should benefit the whole school or large groups of the school. They are to enhance our children's time at school and are 'the icing on the cake'. Requests for money was then discussed later in the meeting.

The PTA newsletter is due out at the end of the week (Friday 17 October 2014).

Next Helen needed to get approval for the annual commitments of the PTA. These were explained by Helen and are as follows:

- **Fireworks** **£650-£700** (in line with new increase in ticket price agreed last year)
- **Shakespeare workshop** **£500**
- **Percussion Workshop** **£513**
- **Library** **£500**
- **Year 6 Leavers' Party** **£400**
- **Pre-Prep Costumes** **£50**
- **Pre-Prep Christmas presents** **£300** (£2.50/£3 per head)
- **Prize money** for stalls if needed at Christmas Bazaar and Summer Fair **£15-£20** per year group
- **Gifts for Christmas and end of year** for Rob Goode and team, Catering , Sally Stick, Alex Phillips and Mrs Wainwright
- **Easter Eggs** for pupils

The **annual commitments** were **proposed** by Sarah Morgan-Jones and **seconded** by Emma Haverty.

Mrs Seekings-Jenkinson then asked if the money given to the Head boy and Head girl charities is an annual commitment. The PTA gave £500 to each of their charities from the fundraising ball in June, this matched the amount they had each raised and enabled them to reach their target amounts. Helen pointed out that this is not an annual commitment and the committee decided to give the money to these charities last year. When holding a fundraising ball it is much easier to gain prizes and involvement from local businesses if charities are involved rather than just the PTA, thus meaning that both parties benefited. However this year the Head boy and Head girl will have a separate auction lot and the rest of the ball will be fundraising solely for the PTA.

Helen let the meeting know that Louise Evans is now uploading photos onto the website, this is still done through photobox but Louise will be checking that this is still the most cost effective way. Thank you Louise.

Helen mentioned that since the last committee meeting as a PTA we made a £200 profit from running the refreshment tent at sports day. A very successful Hawaiian themed leaver's party was also held at the end of term.

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

Mr Wright mentioned the events that have taken place so far. An interesting reps meeting, a very successful grandparents day and both a coffee morning and drinks evening for new parents.

Mr Wright underlined that as well as the current methods of communication to year groups, reps can also e-mail out to different year groups and also put their events on the website and the Junior Times. All ways of ensuring as many parents as possible are reached.

Mr Wright finished with mentioning the questionnaires sent out to all new parents. One of the main factors to come out of this was they would all like the contact sheets to be given out sooner. This may mean doing them in August to get out right at the beginning of term. This will be looked into next year with the aim to get them out sooner.

In response to this Bhavin Trevedi asked if reps could be told about new parents joining their year group. That way they can be contacted directly by the reps and welcomed straight away.

#### **6. Treasurer's Report**

**£70** was raised from sale of second hand uniform at the Autumn Fair – this was £5 up on last year.

**64 tickets** have been sold so far for Fireworks Night.

## 7. Fireworks Evening

This will take place on **Friday 7 November at 6.30pm**, Helen passed around a sheet asking reps to sign up to help on the evening.

All aspects of the evening are booked.

- Dr Andrew Hargreaves will be the Doctor on call
- Louise Evans will once again be on the megaphone
- Catrin Goode will be lost child monitor
- Nicky Evans and Charlotte Matthews on the gate will have head torches – people are able to pay on the gate if tickets have not been pre-purchased
- Lucy Debenham will wash the high-vis jackets

Helen also asked for volunteers to help take Graham Essenhigh's equipment home at the end of the evening.

Once again there is no parking at Wyeseid so Beccy Lively is hoping to arrange parking at the rugby club for the helpers.

Helen will update all helpers before the event by e-mail.

## 8. Bag2school

Helen informed the meeting that the letters for this event will go out next week to parents. She underlined that bag drop off for pre-prep will be the middle class room and for juniors will be outside the front gate both at morning drop off only.

## 9. Requests for money

Helen and Chris Wright have decided that the Spring Term should be when any requests are looked at – being the least busy term for the PTA it will mean proper consideration can be given to all requests. Chris Wright will also talk to staff about any requests they would like to put in to the PTA along with parent ideas. Helen underlined that there is about £5000 of funds which can be allocated.

Alina Price brought up a request for new team rugby shirts for the boys. She felt that perhaps the sizes should also be looked at along with the possibility of removable numbers. Helen underlined the fact that this would need to be brought up in the Spring Term. Mr Turpin did however mention that these aspects are all being taken into account by himself in his new role overseeing all games. Catrin Goode pointed out that as boys have special match shirts maybe the girls should too – again Mr Turpin is looking into this.

## **10. Christmas Events**

The Christmas Bazaar will take place this year on **Thursday 27 November in the Dining Hall 3.15 – 4.30pm**. Set up will be 2.30pm. This event will be discussed in more detail at our next meeting. Mrs Goode kindly pointed out that Primark already have Christmas Jumpers in – a growing trend for our reps at this event!!

## **11. Any other Business**

- Mr Turpin thanked the committee in advance for their help at the Football Tournament being held on Thursday 16 October at Wyeside.
- Mr Turpin mentioned his absence from the last meeting being due to a brief sabbatical spent in 10 different London schools. He underlined how this time in other schools had made him appreciate what a great school we have in HCJS, with amazing support from staff and parents. We often take things for granted but we should all be very proud of what we have in HCJS.

## **12. Date of next meeting**

**Thursday 13 November 2014 – No 1 Castle Street 7.30pm**