

St Margaret Clitherow PTA Meeting – 14th October 2009

Attendees:

Kelly Boother (KB) Maria Illingworth (MI) Elizabeth Nwoseh (EN)
Bronwen Bawden (BB) Trudi Diprose (TD)
Anne Slee (AS) Caroline Johnson (CJ)
Kate Farragher (KF) Lis Binfell (LB)

1. **Apologies:** Mary McNab, Andy Stone, Carole Cox, Louise Hodgkinson, Mirielle Lovejoy, Berni Aspinall, Martina Leahy, Helen Heaffey, Marney Morgan and Rebecca Gill

Agenda Items:

2. Minutes

The minutes from the last meeting were approved with a couple of minor changes.

3. Matters Arising/Actions from Previous Meeting

1. School Banner

Wording was confirmed as **St Margaret Clitherow School** and not St Margaret Clitherow Primary School as stated before. Banner will also display the St Margaret Clitherow Logo as on the 'Do Not Park' sign.

Action: Now that wording has been confirmed HH to ask Carl Mauger to order the banner.

2. PTA Banner

Wording for this banner confirmed as St Margaret Clitherow Primary School.

Action: Now that wording has been confirmed HH to ask Carl Mauger to order the banner.

3. PTA Shed

So far there have been no more quotes obtained. Security should be the main issue. FV and HH have both seen the one at St Josephs and this looks to be a very good one. It was suggested that perhaps we look at a container instead of a shed. KB to look at prices on the internet.

Action: CC & TD agreed to dispose of any rubbish in the shed. Kerry (YR2 rep) has offered the services of a van that could be used for transporting the rubbish.

Action: TM agreed to try and dispose of the old shed. TM is hopeful that a small amount of money might be paid for the old metal shed at the scrap merchants.

Action: TM to try and obtain a more competitive price for the new shed – to hold off ordering the new shed until TM has had a chance to look into this. TM to report back at the next meeting.

Action: KB to take a look at the shed at St Josephs.

Action : KB to look on internet at prices of a container as an alternative to a shed.

4. Fireworks

Prospect have agreed to assist with the printing of A3 posters. They will come back to us regarding a financial contribution. Prospect have asked for the names and addresses of people that would be happy to display a board outside their houses as way of advertising. KB hoping to negotiate a monetary donation in exchange for this e.g 10 boards for £200.

It was agreed that pricing for the event would be as follows:

Child - £4

Adult - £6

Family Ticket - £15

There is an increase in a child's ticket by £1. If tickets are purchased before the event then people are not paying any more than they did last year. Bigger savings to be made this year by purchasing before the event and it was felt that most families will purchase before the event so monetary value/cost will not change for them. We will still be offering £1 admission for extra children.

Permission has been granted with regards to closing footpath at the rear.

MI has a map from Star Fireworks detailing the area that they will need to use. This is an old map and does not show the extended playground. As long as the playground has not been extended by 10m then we should be ok.

We have had permission from the church to use their car park. We need to obtain permission from The Pines School for the use of their car park.

The local authorities that require notice that this event is taking place have all been notified.

Glo products were agreed – Rainbow Windmill, Flashing Star Wand and Necklaces.

Action: Year Reps to assist with recruiting volunteers for this event.

Action – BB to add Prospect details to posters.

Action – BB to change child cost to £4.00 on posters.

Action – BB to add the no smoking symbol/wording to the posters.

Action – BB to produce price list posters for all 3 of the entrances.

Action – KB to discuss with Wendy the limit for extra children at cost of £1.00

Action – MI to measure the extension of the playground to ensure that it is less than 10m.

Action – KB to send letter to The Pines School asking for permission to use their car park for this event.

Action – MI to email BB with the prices of the Glo products.

5. Financial Reports

Monies In

The McMillan coffee morning	£293.50
Yr 5 Cake Sale	£45.00
CD Bell Plant orders	£100.00
2 nd Hand Uniform	£59.00
Bonus Ball	£68.24

Monies Out

Geography Books	£51.21
Flowers for departing Chair	£19.92

6. CD Bell Plant Orders

These have been delivered. We raised approx £100. Instead of % being given to Gardening club we ordered £31.00 worth of plants. There were also some extra plants delivered and it was agreed that these should also be given to the Gardening Club.

7. Future PTA Meetings

It was agreed to alternate the meetings between 3.30pm and 7pm. There will be a crèche in place at the 3.30pm meetings.

The next PTA Meeting will take place on 03rd December at 3.30pm.

Action: All - A volunteer is still required to run the crèche.

8. New Business

I. Christmas Fayre

The Christmas Fayre will take place on 28th November.

It was decided that raffle tickets will stay at 50p each and that these will be folded as they are sold. Now that we know what the top prizes are we need to order 3000. It is unlikely that we will sell 3000 but they can only be ordered in batches of 1000 and 2000 will not be enough.

Top 3 prizes are:

Monetary

Hamper

Dinner for 2 adults and 2 children at The Grange Hotel on Christmas Day.

Stalls will be in the same format as last year.

Letter going home needs to encourage people to send in a bottle of drink for the Tombola stall.

Stockings – TD has managed to secure 210 of these from Armitage Dog Food. TD will find out if this is something that they are willing to donate to us on a regular basis and could we ask again next year. This donation has saved us approx. £40

We need to decide whether or not we will make biscuits or buy them in?

Letter to Mayor is about to be sent.

BB has managed to secure us a discount at Sainsburys & Tesco's for any items that we might need for the Christmas Fayre. The discount agreed is the equivalent to a staff discount.

Christabelle – Year 1 parent has also agreed to donate a voucher for The Tiger Pad restaurant in Sunningdale.

Cost to stall holders will be £20

Action: KB to order the raffle tickets

Action: All – will we make the biscuits or buy them in?

Action: MI to ask Mrs Brown about choir

Action: TD to draft letters requesting prizes/donations & KB to review.

Action: TD to purchase new Treasure Chest - £24.99 in Argos.

Action: Year Reps to be asked to distribute letters requesting prizes/donations.

II. CRB Checks

All members of the committee now need to be CRB checked. This needs to be renewed every 3 years. Forms can be obtained from Wendy in the office.

We need to start keeping a list of names of people who have helped out at a crèche.

It was also agreed that going forward those on 'toilet duty' at events need to work in 2's and those helping with events like the Fashion Show also would need to be CRB checked.

Action: All – those of us that are not CRB checked need to obtain forms from Wendy. Those that are CRB cleared need to ensure that this is up to date.

III. First Aiders

At every event we need to ensure that we have somebody who is first aid trained. Carl Mauger can carry out the training at a reduced cost. We also need to obtain prices from St John's and ABC. EN has a Paediatric First Aid Certificate.

Action: KB to ask St John's Ambulance if they will attend the fireworks event.

Action: MI to find out costs from ABC and also ask Louise Hodgkinson for the prices for St John's Ambulance. (Arianne Ridley may also be able to supply us with prices.)

Action: EN to provide us with a copy of her first aid cert.

IV. Website

The website is currently unavailable at the moment.

9. AOB

I. Funding Requests

Funds are no longer required for the Hindleap Warren trip.

LB requested 6 or 7 CD players for the classrooms. The cost of these would be approx £490. It was agreed that we would fund this request.

II. Car Boot

This has been cancelled.

III. PTA Questionnaire

KB suggested that we send out a PTA questionnaire to all parents. This would be asking questions like:

What would you support?

What won't you support?

Why do you not attend meetings?

What would you like to see done different?

It was suggested that we send out PTA letters on different coloured paper.

Action: KB to speak to Wendy about the coloured paper that she uses so that we do not clash.

IV. White Boards

KB suggested that we purchase 2 white boards that can be erected within the school grounds. This is instead of dragging the white board on wheels out all the time. These boards can then be used by staff as well for various activities.

Action: KB to discuss with FV

Action: If FV agrees then KB to speak to Sue with regards to costs

Action: If FV agrees then KB to speak with Doug about putting these boards up.

V. Waitrose Community Giving

As you exit Waitrose there is a row of 3 boxes in which you can chose to put a green token in. It was agreed that we should apply to Waitrose to see if we could be considered as beneficiary for one of these 'Green Token Drops'.

We need to consider what it is that we are trying to raise money for, it could be something like the container or Wet Play Equipment.

Action: KB to discuss with FV

Action: KB to complete form

VI. Bonus Ball

Anne Slee agreed to run this going forward.

VII. Panto

Are we charging per child for this event?

Action: LB to ask FV about charging for this event.

VIII. Publicity

BB asked if we have clearance from Star Fireworks in order to use their logo on our posters.

Action: MI to check this.

10. The next meeting is set for Thursday 03rd December @3.30pm.

As there was no further business, the meeting was closed.