

Saltwood PTA

Committee Meeting – 6.30pm 24th Sept 2019

Minutes of Meeting

Present: Paul Newton, Ron Cuthbert, Fran McLeod, Stephen Corner, Jenni Chatfield, Isabel Quilter, Catherine Morphy, Kate Clements, Pippa Pang, Lauren Watkins, Nicki Potchin

1. **Apologies:** Gill Ling, Rachel Kingston, Ellie Gearing.

2. **Minutes of Last Meeting (16th July 2019)**

These were accepted as an accurate record.

3. **Matters Arising/Updates**

3.1 **Vice Chair Vacancy:**

3.1.1 Isabel advised she has considered the Vice Chair role over the summer and thought about the effect taking on the role might have on her ongoing health issues. She has decided that she would like to be considered for the position and has produced a rough draft of a new structure that she thinks should be implemented, if all PTA members are in agreement. Requested she talk everyone through it.

3.1.2 Isabel talked through the points of her 'Masterplan', including a mission statement, organisational chart and specific job roles. Advised the PTA needs a structure in place to ensure the charity runs smoothly going forward. Isabel researched on PTA websites for ideas of roles and used this as a springboard to create additional roles of Environmental Officer, Communications Officer and Event Managers.

3.1.3 Discussed adding the structure to the website so each role is clear and people may be more open to signing up to help.

3.1.4 Discussed lack of previous structure and general visibility of the PTA has made it difficult to get volunteers. Kate advised despite being in the school as a parent for a number of years, FOSS has been perceived as quite cliquy, others agreed this can be of putting when thinking about signing up to help.

3.1.5 Mr Newton commented he is pleased that future events would be considered in an environmental way as it ties in with what the children are incorporating into their lessons so is a great opportunity for pupils to learn about sustainability.

3.1.6 Discussed possible new roles further with Communications Officer being a go between between the PTA committee (Chair, VC, Secretary & Treasurer), Class Reps and Teachers. The Environmental Officer ensuring all events make wise sustainable choices where possible and research and promote environmental options.

- 3.1.7 Note also the Class Rep role needs to be more clearly defined as at present they are also covering a lot of the tasks due to the dwindling number of committee members over the last few years. Fran advised we need to put out a message asap re asking for any new class rep volunteer and if the current ones are happy to continue. Discussed how when current class reps took on the role they didn't really know what to do as no guidance was given.
- 3.1.8 Discussed how meeting times and length may also put people off attending (difficult to find a time that suits everyone as has been discussed in past meetings). Isabel mentioned that maybe certain meetings should then only be for certain levels of PTA members ie 'board' members and the AGM open to all. Lauren expressed concern this also may deter people if they feel they are being excluded. Agreed that people should be able to attend any meeting they want but that meetings are clearly marketed with the discussion points so volunteers don't feel they have to attend if this agenda is not something they want to be involved in.
- 3.1.9 Helen Whittaker joined the meeting at 7:20pm.
- 3.1.10 Agreed Communications Office could have a WhatsApp group with all the Class Reps as a better way to transfer information.
- 3.1.11 Ron suggested we ensure we open events to the wider community to increase fundraising ability and also to make the school and PTA more community inclusive.
- 3.1.12 Isabel advised we should promote the PTA more and need a platform to do that on. In recent years we haven't had the opportunity as we have been running without a VC so events have been missed to recruit new members as we haven't had enough FOSS people to be able to attend school events and promote the PTA. Agreed a Year R casual get together for a drink would be an ice breaker for new parents but also be an opportunity to introduce the PTA.
- 3.1.13 Also discussed a PTA rebrand event in the playground would be good exposure.
- 3.1.14 Ron posited the art show would be a good time to catch a large number of parents by having a 'PTA Stand', likewise the Pumpkin Party in Class R. Also, we should utilise ParentMail more in future.
- 3.1.15 Agreed a survey would be a good way to gather what parents/carers might be interested in, ie. helping to give ideas for future fundraising events.
- 3.1.16 Stephen reminded everyone that anyone taking on the VC role would need to be a Trustee of the charity and that this carries liability responsibilities. Although FOSS does have Trustee Indemnity Insurance.
- 3.1.17 Kate volunteered to create a survey for parents and the link can be sent via ParentMail. Discussed adding a pay button to the survey as well to bring in funds.
- 3.1.18 Kate left the meeting 8:20pm
- 3.1.19 Ron advised they needed a bar person – Lauren Watkins volunteered her help potentially. He will ask at Reception to get an idea of attendees. Also advise he could commit to future bingo nights if this one is successful.
- 3.1.20 Helen advised she could commit to organising a quiz night if needed.
- 3.1.21 Catherine left the meeting at 8:30pm.
- 3.1.22 Discussion on if/how a Ball could be organised by Feb - agreed we would need to look at Feb 2021 as the next realistic date and get a committee together.

3.2 iPad:

- 3.2.1 Approx. cost to replace the 15 existing iPad would be approx. £5000. Would possibly need a new charging trolley which is approx. £1000, plus commissioning

them all so an overall cost of £6000. Discussed the positive message that could be put out as an incentive for more fundraising ie “we’ve already purchased 15 new iPad; our next target is updating the IT suite...”. Isabel to write a press release for the news which could coincide with the rebrand of FOSS to the PTA.

3.2.2 Helen left the meeting at 8:50pm

3.3 **Coach Funding:**

3.3.1 Mr Newton confirmed the plan for the PTA to only fund the Bowles coaches is going ahead with any other trips having the coach cost incorporated into parent’s contribution.

4. **Treasurers Report:**

4.1.1 Stephen advised the funds as follows up to 31/08/19.

4.1.2 Income £10k, PTA costs (eg Insurance etc) £108, School purchase £7.5 (pirate ship), Cash in bank £14,800. If we minus the £6k for iPads we will be left with £8,800.

4.1.3 To be comfortable we would ideally want to keep a buffer of approx. £3000 in the bank.

4.1.4 Raised amount in the 2018-2019 school year were: Summer ball £7,500, Christmas Bazaar £2000, Cake Sales £600, Summer Fete £1,100 and discos £150.

5. **Future Events:**

5.1.1 Bingo Night – All covered in point 3.1.19 above.

5.1.2 Christmas Bazaar/Alternative Ideas – Nicky suggested a Christmas Shopping night to open the event to external stall holders.

5.1.3 We need to be open to new ideas or scale back the existing Bazaar if we don’t get enough volunteers.

5.1.4 An event team is definitely required to go ahead with the Bazaar, they can meet independently and make a game plan to ensure tasks are divided between a team and not one person.

6. **Suggestions for Fundraising Spend:**

6.1.1 Mrs Nash asked if the PTA would purchase new thesauruses and dictionaries – cost approx. £450. All present agreed and approved the purchase.

7. **Any Other Business**

7.1.1 PTA Site – Isabel to write an update for the school website re the PTA page as it is currently out of date.

8. **Date of Next Meeting:** Tuesday 12th Nov, 6:30pm. **PLEASE NOTE: adjustment to the minutes added on 25/09/19 – Reception has requested a change to the next PTA meeting date as Tuesday 12th Nov clashes with a meeting Mr Newton has to attend. Rescheduled for: Monday 11th November 6:30pm**