

REIGATE PARISH CHURCH SCHOOL PTA

AGM and PTA Meeting Minutes

Held on Monday 28 September 2009

Present

Alison Elson, Arabella Dobson, David Waite, Helen Robinson, Michelle Pegley, Jane Lovibond, Annette Hooper, Dave Cole, Stephen Golliker, Lee-Ann Golliker, John Adams, Helen Foster, Santha Dixon, Nick Wilkes, Cecilia McCullen, Louise Parker, Anna Tarrant, Lis Bowen, Claire Neville, Victoria Nunn, Sabine Coldrey

Apologies

Carolyn Coveney, Fiona Chavasse, Debbie Milne, Suzanne Ruby, Lisa McShane, Saskia Wright, Peter Bowen, Fiona Ives

1. Co Chairs' Report

Lucinda Baker (outgoing Co Chair) summarized the main PTA events over the last year. A total of £11588.49 had been some of which has been spent on steps for interactive whiteboards, a sound system, books, role play equipment, workshops, a wormery, and a curriculum server. Furthermore the PTA has raised money for various charities (Homestart, Save the Children, Uganda project). Lucinda thanked all those who had helped organise events and activities, the class reps the staff of the school, the committee members and all parents who supported the PTA. Those present thanked Fenn and Lucinda for their hard work over the last two years.

2. Treasurer's Report

A copy of the accounts were distributed to everyone at the meeting. The PTA works on the principle that the money raised should pay for "luxury" items for the benefit of the children at the school, such as workshops, performances, equipment that might not be considered essential and role play toys. Furthermore, its aim is to use the money while the children of those who raised it are still at the school. During the academic year of 07/08 approx £7000 was donated to the school and in 08/09 approx £13500.

At the end of the last academic year the PTA agreed to pay £4746 to the school (comprising approx canopy £3800, gazebos £140, mad science workshop £565, performance £250), although some of the money will not be paid until after the Christmas fair. A further request for £422 for role play equipment was received early September, which was approved at the meeting.

Concerns were raised that the PTA might be in danger of spending its funds too freely, although in the past there have always been adequate reserves in the bank. Those present thought that the PTA should aim to always have approx £2000 available in the bank. The approval procedure for paying money to the school was outlined and further clarified as follows:

- Dave Cole (head teacher) is to be given 3 weeks notice of a PTA committee meeting in order for him to coordinate any requests for funds. Requests that have not come through the head teacher are not acceptable.
- These request for funds from the school will then be tabled at the PTA meetings for approval of those present (majority decision).
- The Chair, Treasurer and Secretary can approve payments to the school for £500 or less between meetings if necessary (unanimous decision?). In order to approve urgent payments to the school of greater than £500 outside a scheduled PTA meeting, it is necessary to call an emergency meeting or give parents/guardians the opportunity to object via email/letter.

Neither Alison Elson (Chair of Governors) nor Dave Cole (Headteacher) could foresee any major expenditure which might draw on PTA funds. The only future request for funds is £575 for a puzzle challenge day during maths week April 2010, to which there were no objections.

3. Election of Officers

Usually there are two PTA chairs. As Anna Tarrant will be Chair of the PTA on her own she asked those present if they would accept that she would manage and coordinate the PTA and activities but not actually organise any of the events herself. Those present agreed to this approach.

Anna Tarrant was proposed as Chair by Fenn Lumsden and seconded by Lis Bowen. This was unanimously agreed.

Annette Hooper was proposed as Treasurer by Jane Lovibond and seconded by Michelle Pegley. This was unanimously agreed.

Sabine Coldrey was proposed as Secretary by Lucinda Baker and seconded by Annette Hooper. This was unanimously agreed.

4. Forthcoming/potential PTA events

May Ball

This is a popular event and could be organised again this year. Anna Tarrant has been approached by 4 volunteers wanting to organise it. Jane Lovibond, who organised it last time, agreed to help.

DVD of nativity play

Steve Masters has left so the PTA are looking someone to produce and sell a DVD of the nativity play. Claire Neville said she might know somebody and will ask them.

Class mugs

Instead of tea towels, class mugs will be produced with a portrait + name from each class. 2 Volunteers per class are needed help produce the portraits (Cecilia McCullen Ladybirds, Michelle Pegley Grasshoppers, Annette Hooper/Sabine Coldrey Dragonflies)

Christmas shopping evening

Last year this was not a major success and unfortunately it is not possible to merge it with the Christmas fair, so it was decided to drop it this year.

Pamper + shopping day

An idea at the moment, possibly to take place near Mothers' Day. Helen Robinson has been to a similar pamper event and will contact her friend offering this service to see what could be organised. Some stalls could be invited to add a shopping element to the day.

Dads, kids and gadgets day

This was proposed and well received. Dads and their children have a fun day playing with Scalextrics, trains, models, etc. Volunteers would be needed to organise this event.

Fire works display

This is being organised by Claire Neville. John Adams volunteered to join the fireworks team. The new gazebos could be used for the glow toy stalls.

Quiz night

Helen Foster will again organise a quiz night at the cricket club which was very successful last year. This is due to take place at the end of June. Anna Tarrant gave Helen details of a family quiz which she will look at.

Cake Fridays

One year group brings in cakes and sells these in the afternoon on a Friday. It is an easy and popular fund raising activity which could be organised by the class reps while the children help sell the cakes.

Calendar

Jo Hughes has offered to produce another. Everyone present thought this was a good idea.

Pampered Chef

This could take place on 19 Oct but would need a volunteer to organise it. Nobody came forward during the meeting.

Cinema

A U rated carefully chosen DVD will be shown to the children and siblings straight after school in return for a voluntary donation. If this takes place in November mums could use the time to do their Christmas shopping or similar. CRB checked parents and/or members of staff would be required to supervise the children.

Noticeboard

Anna Tarrant asked for approx £20 to revamp the noticeboard and up date the display. This was agreed.

Mufti days

More mufti days could be held to raise funds.

Sports day

This is a good opportunity for the PTA to sell drinks and ice cream. Dave Cole will check whether it is possible to combine the sports day with a picnic. Alternatively

this could be held again on the last day of term which was successful last time.
(note start picnic slightly later at 12.15)

Uniform sale

Anna Tarrant thanked all the parents for their donations of unwanted uniform. The sale will take place on 29 September.

Car boot/table top sale

This was briefly discussed and could be organised again.

6 Any other Business

Uganda

The PTA has set aside £500 for the Uganda project. At a future meeting it needs to be decided how to proceed. Due to the civil war it is difficult to pass on the money at the moment.

Emails

All emails linked to the school must be sent as blind copies in order not to release everyone's email addresses. The email should be addressed to the recipient, e.g. "Dear Grasshopper parent".

CRB checks

New rules are coming in and the fee has risen to £65. Dave Cole will check how this affects volunteers.

Website

Lucinda Baker will explain to the current committee how to update the website.

Maths bags

A volunteer needs to be found to coordinate the maths bags. These need to be checked to ensure that they are complete and then handed out to the children in years 1 and 2. Helen Foster, Dave Cole and Lis Bowen volunteered to help.

Class Reps meeting

This will take place on Friday 2 October.

Governor election

Alison Elson reminded those present that the Governors were still looking for nominations for parent governors.

6 Next Meeting

The next PTA meeting will be held in January 2010 (post meeting note: Wednesday 20 January at 7.30 pm)

In the meantime an informal PTA coffee morning will be held in the hall to inform parents/carers about the PTA, discuss ideas and recruit volunteers. (post meeting note: Fri 16 October at 9 am)