

St. Mary's Parent Teacher Association



Meeting 18th October 2017

The White House, 7.00pm

Attendees:

Charlotte Bannon (Chair)
Rachael Birchall (Secretary)
Steve Jennings (Treasurer)
Mrs Charlemagne
Ms Smith
Julia Husband
Lee (Maintenance)
Sam Townend
Alison Dobell
Emily Sadler
Jenny Ingram
Sarah Adamson

Apologies:

Sara Henry
Pritti Aggarwal
Kelly Holliss
Glenda Patel
Trudie Young
Tim McCarthy

1. Minutes of the last meeting

- The minutes of the last meeting were approved by all present

2. Actions Outstanding

- The popcorn machine has been mended and is now stored in the JDL room kitchen

3. AGM

- This will be on Friday at 2:45 in the Charlton Gym. Unfortunately Mrs Charlemagne is no longer able to attend. A letter has gone out advising of this. Mr McPhillips will be attending
- Charlotte will purchase the cake and will check we can get a projector and an urn for the hall
- Rachael will check we can use the cups from the White House kitchen

4. Founders Fireworks

- The CAA have been notified of the event
- Mrs Gallagher is kindly supporting this year's event and has indicated that she will be happy to help support future events for which we are very grateful
- Keith is unfortunately not available to provide First Aid cover. Sarah may have some

contacts who could provide cover. Sam will check if she has a suitable First Aid kit, if not we could possibly use a School First Aid kit.

- Stu is happy to be the Fire Marshal
- Adrian, Stu, Mrs Charlemagne, Mr Sadler and Lee are able to cover the gate and security on the night
- Steve will check with Helen if she is ok to run the bar. He will also obtain a barrel of beer from the Butcher's Hook for the night
- Charlotte and Sarah both have generators that can be used
- James has agreed to cater for the evening, with the same menu as last year
- A letter will go out asking if anyone within the community wishes to have a stall for their business on the evening at a cost of £10. The non-uniform day letter is ready to go out.
- Mrs Thom has 14 Year 11 helpers available. Rachael will run a balloon modelling session to teach them so that they can run the stall on the night. 4 will be need to help with parking and the others will be asked to run the tea and coffee stall, the sweet stall, the donut stall and perhaps the tombola and/or face painting
- Mrs Charlemagne will ask Mr O'Connor whether Year 6 are able to bring their Founders Day games this year. Alison is happy to bag the sweets for prizes and for sale
- The Poster is ready to go out. Rachael will send it to Kim to put on the website and social media. Charlotte will get it printed as A3 and get the ticket sheets printed. Sam will cut up the tickets and deliver them to the office
- The volunteer sheet is nearly ready to go out
- Jenny has agreed to run a cake stall
- A stall will be run promoting the 200 club, selling school merchandise and promoting the PTA. Rachael will ask Trudie if she would feel able to run this on the night
- Other stalls that could be run depending on volunteers are Splat the Rat, Treasure Hunt or other similar games

5. Christmas Disco

- This will be on the 19th December, The deposit has been paid.
- Charlotte will write a letter to go out after the Fireworks event. The cost will be £4 for the disco, to include a glowstick, and £1 for the non-uniform day

6. Health And Safety

- Mrs Charlemagne explained that the low wall in the Charlton Playground needs riaiing in some way to reduce the risk of the children falling over it and down the other side. Lee is going to build a small wooden fence, in keeping with the school setting, along it.
- The yellow anti slip paint is ready to go down to complete the path from the gate to the playground but needs a 36 hour window of dry weather. It will be completed as soon as

possible

7. Prep and EYFA Playground Improvements

- Mrs Smith has bought some planters to improve the EYFS playground environment. The tarmac surface is very rough and Mrs Charlemagne would like to see it replaced. The cost would need to be met through fundraising or sponsorship

8. Second Hand Uniform Shop and Cricket Kit

- The uniform shop is now open every week during term on a Tuesday morning from 8:45 to 9:15 and is proving very popular. Alison asked if Lee could clear some of the rubbish out of the room to make room for the new stock coming in and for the Sizing Set from Stephenson's. Lee will also ask Tracey whether one of the cleaners would be able to clean the room thoroughly. Lee will meet with Alison to ensure the uniform shop has what it needs
- The shop also sells Cricket Kit which is expensive. It was proposed that the cricket team hire the kit for the year from the shop for a deposit. The school is happy to donate the current stock it has and it was requested that the PTA purchase a few more sizes to ensure we had everything that may be needed. This was agreed

9. Funding Request from STEM club

- Mrs Weaver attended the meeting to explain that she wishes to set up a STEM club for the KS3 students. This could lead to them completing the CREST award which is highly regarded. There are various kits that can be bought to enhance the activities that could be run. Mrs Weaver asked for £250 to purchase equipment to start the club. The possibility was raised of the older students running activities for younger students, perhaps at Fun Day. The £250 was agreed unanimously

10. Finances

- £175 was banked from the movie night, £60 has been paid out to maintain the school-events domain name
- Current account: £6,116.36
- Deposit account: £461.82
- Paypal: £476.84
- Petty Cash: £24.94
- Outstanding Cheques: £332.80
- Total: £6,757.16

11. 200 Club

- October Draw
 - 1st – Mr Keenan
 - 2nd – Father Michael

12. AoB

- Fraser Adamson joined the meeting to bring ideas from the Prep School council to the meeting. Rachael had previously met with the Council to discuss how the PTA and Council could work together. From that meeting, Fraser had discussed the ideas raised with other council members and brought 2 ideas to the meeting
 - The Council would like us to consider supplying new headphones for use in the ICT suite. The current ones are failing. The Council will find prices for either in-ear or on-ear headphones and come back to us. In-ear ones would have to be issued to pupils individually
 - The Council have asked if we could provide more equipment for the adventure playground on the field. They would like something with movement, either swings or a slide. It was agreed that we would look into the cost of this and discuss it at a future meeting
- Mrs Smith and Mrs Murray are still attempting to meet the company that painted the lines in the gym and on the EYFS playground. The company have failed to turn up. Further proceedings may need to be considered
- After School Care have asked if we could provide £55 to replace games that are frequently used and are starting to break This was approved unanimously Mrs Charlemagne will look at the funding of After School Care to see where funds may be available for future items
- Mrs Smith and Rachael will look into hand made cards and other items that could be made by the children and sold through the school Rachael will look on the PTA UK website for ideas
- It was agreed that the PTA need some clear fundraising goals. Possible goals mentioned were to add books to the library, or fund a new minibus for school use. It was agreed to discuss and set these at a future meeting

13. Date of Next Meeting

- 15/11/17