

**Crawley Ridge Infants School
PTA Meeting
20 September 2016
Venue: Crawley Ridge Infant School**

Present

(PTA Committee)

Abi Summers (Topaz)
Hanah Loveday (Amethyst)
Lindsay Northcote (Amethyst)
Chris Sargent (Emerald)
Catalin Voinescu (Ruby)
Jeff Parke (Emerald)
Mark Wilson (Topaz)

Gemma Telling (Ruby)
Jennifer Langford (Ruby)
Sonal Badhesha (Diamond)
Coralie Russell (Ruby)
Laura Miller (Emerald and Diamond)
Jo Welham (Emerald)
Kerry Fox-Long (Topaz)
Clare Taylor (Topaz)
Vicky Morley (Topaz)
Vicky Burrton (Ruby)
Sarah Harris (Amethyst)
Zoe Dove (Sapphire)
Ema Voinescu (Ruby)

Apologies

Nikki Densley
Julia Zaikova
Amanda Winning

1. Minutes of the previous meeting were agreed and signed.

Jeff Park is to make sure that the website is updated with all of the previous Minutes.

2. Chair Welcome

Abi Summers welcomed all to the meeting, especially the new Reps and those that have not attended a PTA meeting before.

Reps were introduced and Rep photos were discussed. Pics need to be updated on the website and put up on the classroom doors ASAP.

2. Treasurers Report given by Mark Wilson

The report was given by our new Treasurer Mark Wilson, who has taken over from Jeff Park. The finances are looking healthy.

Income: £13794.52
Expenditure: £12970.61

Funds Available: £8686.96

The handover from Jeff to Mark has gone well, the spreadsheets are all ready for the upcoming year.

3. **Mrs Hope**

Thanked the PTA for all their hard work and also welcomed those who are new to PTA meetings. The school has purchased some items and would like to access funds to pay for those and some other projects planned for the near future as follows:

Urn: purchased at a cost of £82.78. Invoice has been passed to Mark Wilson.

Main Library Refresh: Last year's outgoing Year 2 Classes donated £200 towards this project and the PTA was asked for a further £300 to replace some of the fiction books. This was agreed. The school may ask for additional funds from the PTA to update some of the colour band reading books.

Geography Items: Last year the PTA funded a map and some globes. The school would like to purchase a map of Great Britain. PTA agreed to fund this.

Kwist Family Donation: After many years at the school the last child from the Kwist family left at the end of last year. The Kwist family made a generous donation to the school which was matched by their company. This money is being put towards a playhouse which will be named **Kwist Cottage**. An opening ceremony will be held, to which the family will be invited. Abi requested photographs from this event for the PTA website.

Other Donations Include: Mural in the Library and the update to the back of the Piano in the main hall which had become tired. Mrs Hope noted that she considered all donations of this nature to be from the PTA, whether financial or just giving of time.

4. **Christmas Projects**

Christmas Cards: Abi described the process for this project (design, proof, order and payment collection, organising and sending to printers, then distribution to parents). This was previously run by Michelle Taylor who no longer has a child at the school, but may be willing to give advice. Previous company used was Class Fundraising, once the card is approved parents should also be able to purchase other items with their child's design printed on to it via their website. This needs to be sent out next week. Sarah Harris volunteered to take on this project.

Umbrellas: Kamal Shah has proposed this idea as an alternative to bags and tea towels, it is hoped that both children and adult sizes will be available. Clare Taylor and Jo Welham volunteered for this project. Ema Voinescu noted that this might be an expensive item and may not raise much money, Abi suggested that we get an idea of prices and profit margin from Kamal before proceeding. Mrs Hope noted that she would not want the umbrellas in the school as they may cause problems/distractions etc...

Christmas Puddings: Elizabeth Pollard has again agreed to organise the Christmas Pudding project. Different flavoured, excellent quality, puddings are available to order including lemon, ginger, toffee, traditional etc...

Panto: Chris Sargent has already begun organising this annual event. The show this year is Cinderella, posters and flyers have already been produced and were available at the meeting to view. This will go out in packs within the next week and the poster will be put up in the PTA boards and in the class windows. The show is more expensive this year costing £17 with £2 going to the PTA. The show takes place on Saturday 17 December at 3pm. Closing date for orders is 21 October. We have been provisionally allocated 200 tickets on a sale or return basis. Abi gave thanks to Chris and Mark for designing and printing the posters.

Advent Calendars: Ema Voinescu volunteered to run the Thornton's Advent Calendar project again this year. £5 per calendar with £1 profit for the PTA. Each calendar is personalised. Ema and Catalin to produce a flyer/order form for this project to go out with the other projects.

All of the Christmas project information and orders forms will go out in an envelope to parents soon.

5. Phil the Bag

This is a regular textile recycling project which the school now runs jointly with the Junior school. Elsa West has again agreed to be the drop off/collection point for all donations. The date for this project is 2 November 2016. Bags can be dropped off from the previous evening and in the morning before school drop off. Elsa has requested that someone be available to take donations and during collection as they do not want their garage left open unattended. Abi to send a PTA email to promote this activity, posters will be placed in the usual locations and stickers may be available for Reps to hand out to children (time allowing).

6. Winter Fair

This will take place on 21 January 2017.

This is a very popular PTA event which takes advantage of any unwanted gifts and leftover items from Christmas. Abi will book the Entertainer that we used last year and the shows will take the same format (3 separate shows requiring a wristband for entry). Chris Sargent is to order the wristbands for this event. Max 60 children per show.

The Reps will need to get volunteers from their classes to fill specific time slots and man their stalls. A Rep meeting will take place to decide which classes run each stall and what the time slots will be.

We will be using the same layout as last year for the fair.

The snow machine will be used.

Date of the Winter Fair Rep Meeting: 9 November 2016

Venue: Ema Voinescu's House, 24 Ashwell Avenue

Donations will requested after the Christmas holidays, in the weeks preceding the fair.

7. Cake Sale

The next Cake Sale will take place on 19 October and will be run by Sapphire Class. It was decided that a Halloween theme would not fit the ethos and values of the school so parents will be asked to bake cakes with an autumn theme.

Mark Wilson will provide the class with their float on the day. Cakes will sell for 50p each. Abi to purchase more gloves and bags.

8. PTA Shed

Although this is now tidy and the mouse infestation has been resolved, we do still have a problem with damp in the shed. There are some damaged books in the shed which now need to be disposed of. Care should be taken when storing items in the shed, anything susceptible to damp should be kept in plastic storage boxes wherever possible. It was stressed again that food items should never be stored in the shed, and that the tea and coffee box must be kept in the metal cupboard.

As the location of the shed cannot be changed the damp problem is unlikely to be completely removed but some pruning back may help to improve conditions. Lindsay Northcote was appointed Shed Manager and will be responsible for the maintenance and upkeep of the shed. Any items purchased for this can be claimed back from PTA funds.

9. Quiz and Chips

This event will take place at the Junior School on 24 February 2017.

Teams of 8. Participants bring their own drink and snacks or can purchase fish and chips in advance.

The Duckworth's have agreed to run the quiz again. Coralie Russell noted that the additional quiz sheets that can be purchased on the night should be publicised beforehand so that people bring extra cash with them.

10. Rep Email Lists

Coralie requested an up to date email list and there was a query about a replacement child in Reception. Catalin to sort this out for Diamond and Ruby classes.

Catalin has an up to date list of the class names from the office, this information needs to be passed to the Reps ASAP. Abi to talk to Mandy Dobres re this.

There has been a problem with some PTA emails as the Google account experienced some issues, resolving this may involve changing the name of the sender to stop PTA emails going into SPAM.

11. Raring to Go and other Flyers

Mrs Hope asked if the school could ask the Reps to hand these out to parents rather than using valuable teaching time putting them in to books bags. This was agreed. Clare Taylor to be the liaison between the school and the reps for all future flyer handouts.

12. Any other Business

A question was raised re the safety of the paving along the path leading into the Reception Classes. Mrs Hope explained that this was not an issue for the PTA but for the school and the Governors as Health and Safety would need to be considered. Although there may be some instances where the school might ask the PTA for funding they prefer to ask the PTA to fund more interesting and exciting projects. Any concerns regarding school safety should be taken to the school.

Abi Summers noted that emails regarding all of the projects would go out from the PTA to parents but the Reps are the voice of the PTA back to the class, so talking about upcoming projects and promoting them by word of mouth is important.

Ema Voinescu asked about the school gardening day, Mrs Hope explained that this is an event run and promoted by the school but supported by the PTA.

13. Date of Next Meeting

16 November 2016 at 8pm.