

PTA
Reigate Parish Church School

Minutes of Meeting
Wednesday 5 May 2010

Present: John Adams, Frances Ayres, Peter Bowen, Sabine Coldrey, Alison Elson, Helen Foster, Annette Hooper, Nicola Jordan, Jane Lovibond, Tom Lumsden, Andrew Mooney, Michelle Pegley

Apologies: Lis Bowen, Tara Gold, Fiona Ives, Cecilia McCullen, Lisa McShane, Louise Parker, Jenny Rayner, Helen Robinson

1 Appointment of Chair of meeting in absence of PTA Chair

Annette Hooper was appointed Chair of meeting

2 Minutes of previous Meeting

The minutes of the previous meeting were approved.

3 Past Events

Phoenix Cards

Thank you to Lisa Howarth, Melissa Clarke and Sam Burnett who raised £45 by selling Phoenix Cards and donating the profit to school.

Year 2 Cake Sale

About £80 was raised. Thank you to the parents for baking the cakes and the children for selling them.

Easter Quiz

Thank you to John Adams for putting this quiz together, it raised £30 and the children enjoyed doing it.

School Link

Thank you to everyone who has bought books. So far this year £177 has been raised in the form of books for the school.

Giving Machine

Not many people are using this internet shopping link it at the moment, which passes a percentage on to the school. It needs to be promoted, ie mentioned in the newsletter and the Parish Post. Annette Hooper to email Frances Ayres the link.

4 Future Events

Summer Term

May Ball

The organisation is going well, 54 people have bought tickets and there are about 10-12 Auction prizes. A note to go into Parish Post offering last minute tickets.

Ice Cream Fridays

Jane Lovibond kindly offered to buy the ice creams and organise the rota with the class reps. This will start on the Friday before half term, with Playgroup having the first Friday.

It was requested by the teachers that on Sports Day healthier ice creams are sold, ie frozen yoghurts and smoothies.

Jane will remove the freezer after the summer term and return it when needed next.

Annette will organise floats and email Jane the contact details of the class reps.

Summer Fair

Nicola Jordan reported that the event is going ahead as planned. There will be a meeting with the class reps on Mon 10 May to brief them and donations are to be taken from 17 May. It will be very similar to last year with a few new stalls such as World Cup football activities and a planting/deli veg sale.

The raffle is coming together slowly, more prizes are needed as well as volunteers to sell the tickets on the day.

The class reps will be asked to recruit the volunteers for manning the stalls as well as setting up and tidying up.

New face painters are also urgently required. A training day will be held on 26 May at Jane Lovibond's house and a note will go into the Parish Post.

Quiz night

This is being organised by Helen Foster and Lisa McShane and will take place at the cricket club on 8 July. The aim is to sell 50 tickets at £5 each. Flyers will go into bookbags in early June and a poster will be put up.

Mobile phone recycling

This was last done two years ago. Old phones are collected for cash. Jenny Rayner will organise this and send letters out after half term and then again in September. It was suggested to also advertise the recycling event in the local neighbourhood and remind people to ask at work. Before phones are taken the SIM card needs to be removed and the second hand value checked (some have a high second hand value).

Jewellery Recycling

Michelle Pegley was going to organise this, however neither the leaflet nor the website give much information on how much return the school could expect for collecting jewellery. Michelle will investigate further and ask Merstham and Sandcross schools for their experience but for the moment this initiative will be put on hold.

Second hand uniform sale

Lis Bowen proposed to hold the next sale on Wed 12 May at pick up. Saskia Wright kindly offered to take over the uniform sales from next year and also store the donations.

Lis will let playgroup know the new date, a note will go into the Parish Post.

Provided any second uniform is left a further sale could be held on 10 June when the new parents come in.

Yellow Moon

A new volunteer is required to order the catalogues and distribute them to the classes. This will be mentioned in the newsletter.

Autumn Term

Northbrook gift wrap

From next year this will be organised by Fiona Ives.

Fireworks

This very popular event is an excellent fundraiser and urgently requires volunteers to organise it. The "dads" team, who set off the fireworks is in place but a second team who organise the event is needed. This will be advertised in the PTA newsletter.

Christmas Fair

Michelle Pegley and Cecilia McCullen kindly offered to organise this event for another year. However, Irena Ristova Pardon, who designed the grotto, is leaving and will need to be replaced. Again this needs to be advertised.

Nativity DVD

Those present thought last year's £13.50 for a dvd was too expensive. Instead photographs will be taken of the children on stage (before the performance) and displayed and sold at the performance. Annette Hooper will ask Jo Hughes if she would be happy to volunteer again.

Other proposed events

Car boot sale

Could be organised for 2011, has been successful in the past.

Disco

Everyone thought this would be a good idea, but again not until after the summer holidays.

Indulgence day

Again there is not enough time to organise it for this term. Nicola Jordan proposed to scale it down to a Dove Spa Evening where mums come along for a manicure and glass of wine which would be a lot easier to organise. She will investigate further.

Film night

This will also be carried forward.

Auction of promises

Jane Lovibond stated that it was a lot of work when she organised it and would need a committed team. Again this is a possible event for 2011.

CD with stories read by teachers

This was done for an auction and was very popular. A CD could be produced in time for Christmas and sold to parents. Miss Lambert had kindly indicated that she would be willing to coordinate this.

5 Treasurer's report

All school equipment purchased listed in the accounts had been approved at the last PTA meeting apart from £33.82 for the World Traveller Set. Some items were approved at the January meeting but have not been paid for as yet. (visulisers, coach for leavers, gardening shade, digital cameras, PE shed, refurbishment of outside classrooms). A tannoy would be very useful but is expensive. The school will ask if it is possible to borrow one from the church.

£2916 is available at the moment.

The school also proposed to use PTA funds for headphones and adapters for the Coomber CD players (approx £200) and a visiting Theatre Company in June for approx £250. This was approved.

6 AOB

Newsletter

Michelle Pegley will put together a PTA newsletter detailing how the funds raised by the parents had been used and at the same time highlighting where more help/volunteers are needed.

Shelter Box

In previous years money had been raised for a project in Uganda. Today £560 remains unspent because the project was put on hold due to civil war. At the previous meeting it was discussed whether the purchase of a shelter box would be good alternative. Comments were invited from parents on this proposal and since nobody had disagreed with the proposal those present decided to go ahead. Annette Hooper will arrange this with Miss Ayres.

8 New PTA officers

Annette Hooper will be staying as Treasurer, Michelle Pegley offered to take over from Sabine Coldrey as Secretary but two Co-Chairs have yet to be found/confirmed. These positions will be advertised in the Newsletter.

New parents will be in the school on 10 June for a coffee morning and on 29 June, Transfer Day. This will be good opportunity for the PTA to recruit more officers and volunteers. John Adams offered to put together a "marketing" leaflet providing information about the PTA which will be distributed on those days, if it is not included in the information pack the new parents receive.

Furthermore there will be a another coffee morning in September when the PTA could be promoted and a social will be organised with all the new class reps with the aim to get them more involved in the PTA.

It was also suggested that at least one class rep from each class should attend the PTA meetings.

9 Next meeting

The AGM will take place on 29 September 2010.