

BLOFIELD PRIMARY SCHOOL PTA

Minutes of meeting held 14th September, 2009 at 18.45hrs

Officers Present: Nicky Austin (NA) chair, Georgina Clark (GC) vice-chair, Mark Guymer (MG) treasurer, Justin Jarrett (JJ) secretary

Members: Andrew Stone (AS), Chris Clements (CC), Juliet McKenna (JM), Sarah Coldham (SC), Sophie Goodson (SG), Tracy Ferneyhough (TF) Helen James (HJ)

Teacher Rep: Hannah Baker (HB)

Apologies: Jonathan Wheeler (JW), Chris Healy (CH), Chris Scupham (CS) , Donna Patterson (DP)

Membership

1. Chris Healy has tendered his resignation due to personal commitments, the PTA thank Chris for his support over the last year.
2. Helen James has joined the PTA, proposed by Tracey and seconded by Sarah.
3. Justin has taken over Andrew's role as Secretary with immediate effect. Andrew will continue as an active member of the PTA until the end of the school year. The PTA thank Andrew for his dedication and Justin for stepping in.
4. Mark will be stepping down as Treasurer at the forthcoming AGM (15th Oct) and a volunteer is yet to step forwards. It was iterated that the PTA cannot run without Treasurer and we will re-assess position once new parent joiners are on board.

Actions from previous meetings

| Action | Owner/Date | Comments/Progress |
|---|-------------------|---|
| 1. CH to supply copy of his CRB Form to AS | CH | 14/09 no longer needed (CH resignation from PTA). Action closed. |
| 2. Changing Room Refurbishment Quotes | CC | 06/07 CC progressing towards having 3 firm quotes on a reduced quote for the "essentials" based upon list drawn together between MG and CC. Re-iterated the point that the work can only be carried out by LEA approved contractors. 14/09 CC has followed up with 3 contractors for a 'basic set-up'. Holmes quoted £16,800, GBF Constructions quoted £15,964 (or £16,514 for upgraded changing divisions), Maff quoted £29,818. Decision taken to review this again later pending outcome of other fundraising efforts targeting this worthy cause. Action raised for PTA to review at November meeting. Action raised for Sophie to progress with the Jarrols application for funding. Action closed. |
| 3. Recycling Banner | TF | 06/07 Progressing this with her daughter, expected to finished this week. 14/09 in progress, c.f. |
| 4. Norwich Union charitable donation letter | GC | 06/07 GC to draft a letter concerning anybody who helps on the PTA applying for an Aviva charitable donation 14/09 JJ to investigate rules and Aviva position for this, new action to be raised. Action closed. |
| 5. Aviva Climate Change | JJ | 06/07 JJ to speak to Adrian Cotter about the 'Climate Change' application for later in the year. c.f. 14/09 c.f. |
| 6. Upstairs PTA storage room tidy-up | NA / CC | 06/07 NA to liase with CC to agree an afternoon in the school holiday and liase with JW re disposals. 14/09 Completed, there is a small amount of space in the |

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| | | room. Action closed. |
| 7. School Picnic Tables | MG / JW | 06/07 CC previously requested that the school picnic tables and seating is given some tlc and tightened. The furniture is well used. The PTA has previously agreed that this would be done as part of the preparation for the School Fete. JW and MG to pick up. 14/09 Wasn't auctioned as part of fete, but will be done. MB to pick up with JW. c.f. |
| 8. Surplus Tables | JW | 06/07 CC previously proffered some tables which would no longer be required by the school to the PTA. Offer was previously declined, however we are unlikely to be able to borrow tables from the Scouts next year. JW to investigate whether tables can be stored. 14/09 JW not present. No room in shed for storage. Skip arriving in several weeks, anything remaining at that point will go into skip. c.f. |
| 9. Publish Maths Software Thank you Letter in Newsletter. | NA | 14/09 c.f. |
| 10. Adnams Community Fund application for changing rooms | SG | 06/07 SG to complete application form, targeting September meeting. 14/09 SG has completed and submitted the application form for £2k. The next Adnams meeting where this will be reviewed is October, new action to review at November PTA meeting. Action closed. |
| 11. Letter to Barrie re success of May Ball and June Fete | NA | 06/07 CC to supply address. 14/09 c.f. It was noted that Barrie is comfortable with continuing to provide his services but felt he didn't see the results. |
| 12. Mention of Seething Air Show to go in Newsletter | NA | 06/07 Mention of Seething Air Show to go into letter newsletter requesting volunteers, to also include information on the programme (jazz evening, etc) 14/09 Separate flyer was included with newsletter. Action closed. |
| 13. Notices for Mad Monster Disco | JJ | 06/07 JJ to contact AS re: required notices. 14/09 Needs progressing as notices can take several weeks. |
| 14. Seek Support of Richard Hughes for Wine Tasting Evening | SG / JW | 06/07 Seeking support of Richard Hughes for cooking demonstration. 14/09 SG reported that Richard Hughes will not be able to help us due to having recently taken on the Assembly Rooms. New action raised for Sophie to speak to Peter Graham, an alternate wine supplier, re wine and cheese tasting. Action closed. |
| 15. Contact Money For Old Clothes re holding event | NA | 06/07 Aim to not run straight after holidays. 14/09 c.f. |
| 16. Investigate possibility of getting Bottle Bank installed at Kings Head | JW | 06/07 Blofield Kings Head has recently lost its glass removal contractor. 14/09 JW not present, c.f. It was noted that we received a cheque for £1,055.47 for bottle collecting from the council. |
| 17. New school finishing items | CC | 06/07 CC will come back with a shopping-list closer to building completion time. 14/06 – Covered under expenditure. Action closed. |
| 18. Set up FaceBook presence | TF | 06/07 TF to set up and include agreed dates for activities for next school year. 14/09 TF reported that she has content but required suitable imagery. It was decided that FaceBook should be used as more of a forwarding prompt to the School Website which is |

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| | | deemed a more suitable place for much of the content. It was agreed that for the time being, links to the PTA Site and EveryClick should be added to FaceBook. Several new actions raised re the PTA Site. c.f. |
| 19. Gift for Mrs Somner | GC | 06/07 GC to present Tue 14 th July. 14/09 GC presented FatFace bag and vouchers from the PTA. Action closed. |
| 20. Secure additional help from parents to support Fete next year. | CC | 06/07 There was a distinct shortage of parents to support the fete this year, especially towards the end. CC to disseminate. 14/09 Discussed and problem caused by inadequate support re-iterated. Action closed. |
| 21. Plan talk for New Parents evening | NA / SG | 14/09 Done, plans prepared! Action closed. |
| 22. Assist with setting up Leavers BBQ | NA / MG | 06/07 CC requested help for setting up for the Leavers BBQ next week. NA to pick up with MG. 14/09 Assistance provided. BBQ now away back in shed. Action closed. |

New Actions (excluding Fund Raising event detail)

| Action | Owner/Date | Comments/Progress |
|---|-------------------|--|
| 1. HJ CRB Form | HJ | 14/09 HJ already has a CRB form, HJ to supply JJ with sight of. |
| 2. Aviva Charitable Donations | JJ | 14/09 Investigate and report back on rules around Aviva Fund Raising / Fund Matching. PTA to then agree how to get parents who work for Aviva involved. |
| 3. Jarrolds donation for changing rooms | SG | 14/09 SG to investigate and complete the Jarrolds application for donation. To be put towards changing rooms. |
| 4. Approach Peter Graham for support for Wine Tasting | SG | 14/09 Currently considering the 2 nd half of term between Easter and May. |
| 5. Pass photos from Seething Air Show to TF | JJ | 14/09 Will be used for PTA web presence (FaceBook or Website TBA) |
| 6. Pass aerial photos from school fete to TF | GC | 14/09 Will be used for PTA web presence (FaceBook or Website TBA) |
| 7. Acquire PTA website log-in to maintain PTA minutes, etc. | JJ | 14/09 Details available through CS / Wendy. |
| 8. Maria Madden food hygiene certificate | GC | 14/09 Maria completed the food hygiene course for the Fete. GC to follow up on whether Maria is due reimbursement. |
| 9. Check post going to new secretary. | JJ / CC | 14/09 Some post should definitely have found its way to PTA, JJ/CC to investigate. |
| 10. Funds expected from Photographers at May Ball | SC | 14/09 SC to follow up with photographers. |
| 11. Varnish playground furniture | Not agreed | 14/09 Approach to deal with this not agreed. To be discussed at next meeting. |
| 12. Remove unwanted brush and hoop | MG | 14/09 old football brush by the changing rooms and the netball hoop attached to the front of the school building to go |
| 13. Follow Up Bark Chippings | SG | 14/09 Contact Mike Blackburn |
| 14. Cheese & Biscuits for AGM | NA | 14/09 NA to ask Ella. |

Correspondence

1. NA supplied letter received from Chris Healey resigning from the PTA.

2. A cheque has been received from Scholastic Books for £3.40. This is without any publicising or effort put into pushing this fund raising opportunity.
3. HB supplied a Thank You card and some photos relating to the Enrichment Week held in the previous school year.
4. No other correspondence for PTA. It was noted that some post should have made its way to PTA. New action for JJ/CC to follow up with Wendy and confirm post should now go to JJ as Secretary.

Treasurer's report

1. Up-to-date accounts supplied by MG. Available funds of £16,902.95. £11,000.00 of this is reserved for the changing room refurbishment.
2. A cheque has been received from InTouch for £200.
3. Funds yet to be received from May Ball photographers. Action raised for SC to follow up.
4. Seething Airshow total profit was £411.18. Noted that the donation to Seething Airshow was reduced from £100.58 to £58.85 to cover Scouts spend on the stall.

Fund Raising

1. **Adnams community fund** – Potential for contribution towards the changing room refurbishments. Application completed, now awaiting outcome of Adnams meeting in October.
2. **Jarrolds donation** – Agreed that this application would be progressed to support changing room refurbishments.
3. **Seething Air Show** – took place Sat 5th Sept 2009 with the PTA running the beer tent. The weather was good and the event was deemed to be a success, profit £411.18. Consideration will be given to also provisioning a Hog Roast next year!
4. **Mad Monster Disco** – To take place Wed 21st Oct 2009, the first Autumn half term.
 - Jeanette has already bought some Tombola prizes.
 - NA will speak to Mrs Look re food.
 - Decorations to be organised by JM, NA to help. We should have plenty of decorations, to be checked.
 - MG to obtain drinks for the evening including Champagne for the raffle prize.
 - JJ to apply for T.E.N.
 - GC to deal with out Tombola/raffle prizes
 - CC to agree staff for door and tombola
 - GC to check that we are ok for raffle tickets
 - NC to deal with out Pumpkin decorating
 - GC to deal with presents for fancy dress
 - i. A small prize will be provided to all entrants including Pre-School, as well as:
 - ii. 1x Prize for Pre-School entrants
 - iii. 1xGirl and 1xBoy prize for each of R+Y1, Y2+Y3, Y4+Y5+Y6 (6 prizes)
 - Flyers to be issued c.12th October (9 days before event)
 - CC to discuss with Mrs Lorrs as to whether we can access Hall prior to 4pm on day.
5. **Wine Tasting evening** – This has now been put back from Autumn term. Agreed that we would further explore a Wine and Cheese tasting evening for later in school year.
6. **One Stop Shop** - date will be Sat 14th Nov, open from 09:30 through 12:30, doors open 9am for set-up
 - NA and SC will organise event via email:
 - i. Refreshments will be served via hatch in hall – tea & coffee, no mulled wine this year following feedback. Mrs Look to be asked.
 - ii. We will also use Y5 Classroom + cloakroom area
 - iii. GC to look up contact selling soaps as possibility for parental presents
 - iv. Entrance fee will be 50p
 - v. £1 charge for occupying a child with activities whilst parent shops
 - vi. Last selling drinks on the day will need her own license
7. **Quiz 'n' Chips evening** – Will be further discussed at next meeting. We previously agreed that we will hold an evening for this in the Spring term to avoid overloading the Autumn term. We can also be more confident of securing the services of Julia and John with this timing.
8. **Children's Own Christmas Cards** – Being organised by NC.

- Intention is that the children will draw their own card, and this can then be printed onto a batch of Christmas Cards.
 - The 'proof' cards will be sent home to parents with order forms to complete. Parents will be able to provide a different design done at home.
 - The orders and cheques will be sent to the school and managed by the PTA.
 - The teachers are to be offered the choice of support from parents for the card drawing element. HB iterated that we need to keep it simple to be manageable for teachers (e.g. not attempting to have 2 children from same family complete a single design).
 - The order pick-up date is 9th November, with cards being delivered back at end November.
 - As example pricing, 12 cards will cost c. £6 which will earn the PTA £1 in commission.
- 9. Non Uniform Day** – Friday 4th December will be a Non-Uniform Day.
- 10. Second Hand Clothes** – Not discussed in detail.
- 11. Bottle Recycling** – Possibility of installing a bottle bank at Kings Head. To be discussed at next meeting with JW present.

Agreed Expenditure

- 1. New Classroom** - CC previously requested support from the PTA to provide for some of the smaller items to kit out the classroom once complete.
 - After some discussion it was felt that we would be better off spending the limited funds available on the changing rooms over the classroom, given that this would achieve maximum benefit to the broadest range of children.
 - Items on the list are not essential but would be desirable to finish the classroom off. Examples of items on the shopping list included 4x Library chairs (£272) + Small square table (£62).
 - It was also noted that a new Interactive Whiteboard (£2,134) had to be purchased for the new classroom as an existing board could not be moved for compliance reasons.
 - No expenditure for this was agreed at the meeting - the topic will be re-visited later once we are clearer on funds available for the changing room refurbishment.
- 2. Theatre Trip Visits** - The PTA has traditionally paid for 2 Theatre Trip Visits in the Autumn term, and agreed to pick up the cost on this occasion. Cost £340.

Any Other Business

1. HB passed on her thanks for the PTA support in running Enrichment Week. HB shared a thank you card and some photos of the various activities and events which took place. Consideration to be given to publishing suitable photos to the website. There is an expectation of school funds to support this type of activity being cut next year with budgets tightening. HB is seeking support from anyone who can run workshops for low-cost, ideally people who will work with larger numbers.
2. CC noted that the Furniture (wooden chairs, etc) in the playground is becoming tired in appearance and needs re-varnishing. He is looking for a PTA hit squad to address.
3. Items under the covers outside are to be disposed of in weeks time. They are available to the PTA free-of-charge if desired.
4. MG agreed to remove a couple of items which are exhausted, specifically the old football brush by the changing rooms and the netball hoop attached to the front of the school building.
5. CC re-iterated need to replace the bark chippings, SG will follow up with Mike Blackburn.
6. CC ran through the feedback provided by parents in respect of the PTA and PTA events. The feedback on events was generally very good, with numerous references to the organisational prowess of the PTA.
 - In line with some of the feedback, the PTA agreed to discuss the possibility of splitting the Easter Disco and the May Ball into lower and upper years.
7. Brundall Fete made a request to borrow equipment from the PTA including some stall equipment and marquee; this was declined on this occasion.
8. AGM will take place 15th October at 19.30 in the new classroom. NA to ask Ella re: cheese and biscuits. MG to obtain wine.
9. New Parents evening will take place 18th September.
10. It was noted that PTA meetings must have at least two officers and half of the Members must be present for quorum.

Meeting ended: 20.45 hrs

Next PTA meeting:

- Mon 9th Nov 2009 @ 18.45