St. Dunstan’s PTA

Meeting Minutes

25th September 2013, 8pm

In Attendance: Mrs Birch (Head Teacher), Camille Morgan (Chair & Parent), Helen Byrne-Smith (Parent) Lin Mason (Treasurer & Parent), Madi Cooper (Secretary & Parent), Ruth Whiddett (Parent), Esther Berry (Parent), Yvonne Dore (Parent), Katy Allington (Parent), Kate Sharkey (Parent), Patrick Reddy (Parent), Mick Derrick (Parent), Genevieve Melbourne Webb (Parent), Alex Fogarty (Parent), Sarah Townsend (Parent), Clare Dane (Parent, part attendance at meeting)

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|  | BY WHO | ACTION BY DATE |
| **Introduction**  Camille Morgan welcomed the team to the first PTA meeting of the new school year. |  |  |
| **Apologies**  Shawn Boyer , Film Night Event Coordinator |  |  |
| **Treasurer’s Report**  Lin advised that the PTA finished last year with a balance of £21,021.43. Still need to pay the school £11,807.17 for ipads and are keeping £8,000 allocated for the Trim Trail. This leaves £1,214.46 as our opening balance. School has requested a further £1,044.90 to cover 2 x Synch & Charge ipad boxes (to allow teachers to download apps in one go rather than each individual ipad).  This leaves an adjusted opening balance of £169.56.  Yvonne is handling end of year accounts: currently in draft, awaiting one more bank statement before the audit can be done. Once this is complete they will be filed.  Yvonne advised that the name change to ‘The Friends of St. Dunstan’s School’ has taken place. However the Constitution is still in progress and we await approval. Yvonne to advise Lin when received.  The bank account name has not been changed so cheques are still to be made payable to St. Dunstan’s PTA for now.  Lin to ask the bank if we can have two aliases for the PTA account to allow cheques to be made payable to the old or new name. Lin to advise.  Lin reported that the Year 6 Tuck Table had raised 69.60. | Yvonne  Lin | ASAP  ASAP |
| **Fundraising – Scheduled Events Up to Christmas 2013** |  |  |
| **Holly Ball – 30th November 2013** Patrick Reddy and Mick Derrick are joint Holly Ball Event Coordinators.  Mick explained that the Ball had been moved from the Spring time due to clashes with other events.  To date 62 places are confirmed (which equates to 6.5 tables). The aim is to get approx. another 8 tables full.  It was requested that Class Reps take responsibility for putting together one table of ten.  Patrick explained that it is important to sign up and commit to the event now to help with planning. Money is not required until nearer the time.  Camille asked if incentives work but it had been tried before and had not worked well.  Patrick/Mick to send a Parent Mail with information next week.  Madi to email Class Reps to ask them to get a table together and explain deadlines.  Mick explained that we don’t give ‘paper’ tickets to this event. Parents are asked to make ‘Reservations’ instead for their place at the tables.  **Decoration**  Mrs Birch advised that the hall will be decorated on 29th November by the children with a Christmas theme. Patrick/Mick advised that the tables will have a centre piece in a ‘winter’ theme. Patrick advised that they might need help preparing the hall but would know nearer the time and organize an appeal.  **Publicity**  Mick to drop posters off for Reception Party (Sun 29th Sept 2pm at the school).  Reception Class Reps to use the party as an opportunity to talk to parents about the event. Madi to prompt them at the event.  Patrick advised that all the information about the Holly Ball is featured on the PTA Website.  Camille to include feature in the October newsletter.  **Prize Donations**  Madi to find previous letters send from PTA which were used to recruit prize donations and email to Patrick. Patrick advised that they would be looking for quality prize donations and would consider having a Silent Auction as well as the Raffle.  **Kitchen**  Mrs Birch advised that the kitchen is owned by the school but the appliances are owned by the council. Patrick/Mick to seek usage permissions as necessary.  **Insurance**  Yvonne confirmed that we are covered by PTA UK’s public liability insurance for the event.  **Neighbours**  It was discussed and agreed that there was unlikely to be any disturbance to the neighbours given the winter timing (i.e. doors closed / people inside / cold weather). | Patrick/Mick  Madi  Patrick  Mick  Madi  Camille  Madi  Patrick/Mick | w/c 30th Sept  w/c 30th Sept  November  29th Sept  29th Sept  25th Sept  w/c 30th Sept  ASAP |
| **PTA School Disco**  **Friday 18th October 2013**  Camille advised that younger siblings will be allowed in the KS1 disco but not in the KS2. Mrs Birch advised that parents don’t usually attend the KS2 disco although sufficient parent helpers will be required for supervision.  Elaine D’Silva had sent an email confirming that all was in hand with organization of the Event.  The sound level of the disco was discussed and Mrs Birch advised that it should be up to the Event Coordinators to manage the sound level appropriately with the DJ.  Camille to feature in the October newsletter. | Elaine  Camille | 18th Oct  25th Sept |
| **Christmas Cards/Mugs**  Children design their own image to go on Christmas Cards and / or Mugs. Parents purchase them and the PTA receive a percentage of takings.  Clare Dane is Event Coordinator for this. All the cards, forms and templates have been delivered to teachers. Templates are due back from teachers by Friday 27th September (apart from Yr 6 who are away this week). Mrs Birch to ensure that Yr 6 do their templates as early as possible next week.  Clare advised that timings are tight as parents need to have received their sample cards/order forms and have placed all orders by 21st October.  Clare to provide posters to put up at the school disco on 18th October to remind parents to return their orders. | All  Clare | 21st Oct  18th Oct |
| **Christmas Raffle**  Ruth Whiddett offered to continue as Event Coordinator for this if the prizes could remain as mostly ‘cash’.  Date to be confirmed but the Raffle has previously been drawn at the school nativity play.  Ruth to liaise with school and Camille over dates. | Ruth/Camille | ASAP |
| **Christmas Puddings**  It was explained that these are ordered in and are personalized to the school. Apparently they are delicious.  Esther Berry offered to take over organization of these from Heather. | Esther | ASAP |
| **Nativity Crèche**  This is free of charge and Billie organizes and recruit parents to help look after younger siblings while the Nativity plays are on. |  |  |
| **Movie nights** It was discussed and agreed that Shawn’s proposed date of Friday 7th February could go ahead as it was clear in the school diary. |  | 7th February |

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| **Christmas Shopping Event**  This was an evening where small independent vendors sold Christmas goods in the school hall. Popular and good source of fundraising revenue.  Camille to recruit a new Event Coordinator for this.  Kate Sharkey can provide a handover when required. | Camille | ASAP |
| **Christmas Tree Coins – new idea**  This idea was discussed however it was felt that as the school already had two Charity partners at this time of year it was too much to ask. |  |  |
| **Christmas Trees – new idea**  This was a fundraising idea that has been successfully used at other schools. A Christmas Tree farm bring their trees to the school on a certain date for parents / kids to come and purchase. PTA get a percentage of takings.  Esther offered to contact the farm and advise on potential revenues and dates.  It was also suggested that if this event does take place, that the farm could be asked to donate a lovely tree to the school. | Esther | ASAP |
| **Yellow Moon Catalogues**  These are catalogues which are sent to the school and sent home via book bags. PTA receives a percentage of takings.  Mrs Birch to check and advise if catalogues have arrived as Camille had received one from pre-school already. | Mrs Birch | ASAP |
| **Fundraising – Scheduled Events/ Ongoing Events** |  |  |
| **Tuck Table**  Katy Allington advised that if weather is bad, parents don’t often visit the indoor Tuck Table.  Katy to develop a playground sign to help promote indoor Tuck Tables to parents and children should the weather be bad. | Katy A | ASAP |
| **Summer Fair**  Kate Sharkey confirmed she is taking this on as Event Coordinator. |  |  |
| **School Jackpot**  Genevieve is expecting a handover from Mike Chenery soon.  It was discussed whether the jackpot should have more emphasis and publicity, aligned to how other schools run theirs (e.g. SJB). However it was agreed that the monthly contribution should not be increased but the publicity around the jackpot should.  When it commences, Genevieve to ensure that updates are sent to Camille for feature in the monthly school newsletter.  Genevieve to send a Parent Mail as a reminder too. | Genevieve/Camille |  |
| **Quiz Night**  Sarah Townsend confirmed she is Coordinator and it will run c. February – date TBC. Camille to consider within diary. | Sarah/Camille |  |
| **Theatre tickets**  Corinne Doherty has emailed to confirm she will continue with this role. |  |  |
| **Maroon Pages**  Anna has emailed to confirm she will continue with this role. |  |  |
| **School Uniform Swapshop (Sale)**  This is where parents donate any unwanted uniform and sales are held at the school with PTA receiving the takings. Mrs Conquest has organized this in the past – Camille to confirm if she will continue and advise on next possible dates. | Camille | 20th Nov |
| **Bike and Jumble Sale**  It had previously been agreed that this would take place every other year so would not be a feature in 2013/14 school year. |  |  |
| **NEW Fundraising Ideas** |  |  |
| **Car Boot Sale**  No licence required. Parents are charged price per pitch. Madi to investigate logistics and potential dates (Spring/Summer). | Madi | 20th Nov |
| **Annual Calendar designed by children**  This idea was discussed but it was decided that parents are unlikely to purchase a calendar that might not feature their own child’s artwork / image. |  |  |
| **Book Sale**  Katy Allington suggested a school book sale. Mrs Birch asked that in the first instance, parents be asked to donate books to the school library. Katy advised that there are some books that are never used which could be sold off. |  |  |
| **Toy Sale**  It was suggested that a Toy Sale take place after Christmas.  Camille to look at possible dates to combine **the Toy and Book sale** within the calendar post-Christmas. | Camille | 20th Nov |
| **Online Shopping Fundraising**  Madi put forward easyfundraising.org.uk – an affiliate marketing company that have recruited all the major online retailers to manage a fundraising program for schools. This would allow parents, especially those who are time poor, to donate to the school simply by clicking through a website to do their normal day to day or Christmas shopping. The PTA could receive donations between 1 – 1.5% of all purchases and retailers include grocery stores, Argos, Amazon etc. No outlay to the school or parents and a good time of year to tie in to Christmas shopping. Madi to provide more details asap. | Madi | ASAP |
| **Bricks**  Madi advised that in the US her daughter’s school had used a new block paving area to sell engraved bricks to the parents of existing and past students of the school as a lasting memory of their time at St. Dunstan’s. Sadly there is no construction left at this stage but could be considered for any future construction. |  |  |
| **Dining Out**  Madi advised that in the US, local restaurants offered the PTA a percentage of takings for promoting a ‘ Dining Out’ night at their restaurant or take-away venue. Often run during the week and at a mixture of restaurants. Madi to investigate using an initial list of suggested restaurants from the PTA team and report back. | Madi | 20th Nov |
| **New School Building – Rosary House**  It was suggested that a fundraiser been run on the night of the ‘Opening’ (Date TBC).  It was suggested to run a ‘Guess the Number of Bricks in the new building’ competition. Mrs Birch to advise if we are able to find out this number in the first instance. | Mrs Birch | ASAP |
| **Christmas Presents for Parents**  This is where small gifts are donated by parents and children choose a gift to wrap up and take home for parents. It was agreed that this would be a bit too complicated due to the amount of activities already scheduled for the classes at Christmas time. |  |  |
| **Nearly New First Holy Communion / Special Occasion Clothes Sale**  This idea was suggested and liked. Potential to tie in to the school uniform sale. Camille to pick up with Mrs Conquest and advise. | Camille | 20th Nov |
| **Wine Tasting Event**  PTA had been approached by an external company to run this for a fee. However Mrs Birch suggested that this be run as a Wine Tasting Quiz/Game evening e.g. where you have to match the flavor descriptions to the wine you taste, in teams. This could then be run by the PTA rather than an external company making more revenue. Camille to look at calendar for next Spring/Summer and an Event Coordinator would need to be recruited. | Camille | 20th Nov |
| **Weekend Quiz**  Sarah Townsend suggested a Take Home weekend quiz. The quiz is sent home via book bags and the families can complete it over the weekend and entry fee is e.g. 5. Quiz can be written in a way that it is not too easy for multiple 100% correct entries. Camille to look at calendar for next Spring / Summer and discuss at next meeting. | Camille | 20th Nov |
| **Audio Book**  Mrs Birch advised that this was a lovely fundraiser that she had taken part in at her previous school, where each teacher records a bedtime story and an audio book is created to be purchased by the parents. Highly popular especially for Early Year/KS1 parents. Mrs Birch advised that there were some Copyright constraints to be managed.  Timing was discussed and it was agreed that this could be run at any time during the year or at the end of the year.  Lin to investigate and propose fully for next meeting and Camille to consider on the calendar. | Lin / Camille | 20th Nov |
| **Circus**  This is where a circus (non-animal) visit the school. Apparently a highly popular event as children participate and good revenue generator. Camille to investigate and propose fully for next meeting. | Camille | 20th Nov |
| **Inset Days Out**  Esther suggested that events be run for children on inset days e.g. group cinema tickets etc.  Esther to investigate and propose for next meeting. | Esther | 20th Nov |

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| **LifeWorks**  Camille had received an email from LifeWorks offering to run ‘back to work’ workshops for parents at the school for a fee. This was discussed but decided not to proceed. |  |  |
| **Snail Racing** was suggested but not a goer. |  |  |
| **AOB**  Clare Dane advised that she has a laminator. |  |  |
| **NEW LOGO**  Mrs Birch suggested that the children be asked to design a new logo for ‘The Friends of St. Dunstan’s School’.  Camille to liaise with Mrs Birch and advise next actions. | Camille | ASAP |
| **CLASS REPS**  Kate Sharkey advised that Antonia Phillips is the new Class Rep for Year 5 St Max. Madi to update records. | Madi | ASAP |
| **Next Meeting**  **Scheduled for Wednesday 20th November 2013 8pm.** |  |  |