



## Cathedral Primary School PTA

### Minutes

Monday 4<sup>th</sup> February 2019, 2pm, Cathedral Primary School

#### Attending:

Vanessa Searle (Chair) (VS)  
Mary Hodges (Treasurer) (MH)  
Cherene Whitfield (Secretary) (CW)  
Sara Yarnold (Head Teacher) (SY)  
Emily Piti (Office Administrator) (EP)  
Karen Norman (Vice Chair) (KN)  
Elaine Hayes (EH)  
Daniel Nisbett (DN)

**Apologies:** Fardossa Abdillahi (FA), Troy Roe (TR), Jonathan Withers (JW), Lisa S-G (LSG), Rachel Major (RM), Alex Major (AM), Sandra Ruiz-Gonzalez (SRG), Miriela N-A, Anja De Burgh Williams (ADBW), Stacey Tudor (ST), Jessie Manuel (JM), Jacynith Kennedy (JK) Charlotte Bruno (CB) Julia Mortimer (JM), Rebecca Philip (RP), Tasha Marshall (TM), Vishmaya Miel Gulse (VMG) Jessica Graham-Morris (JG-M) Helen Van Hoeve (HvH) Jonathan Beck (JB), Jon Withers(JW), Tracy Dixon (TD), Lisa Richardson (LR), Cathy Louge (CL), Angela Fittall (AF), Al Norman (Vice Chair) (AN),

#### 1. Welcome and introductions

VS welcomed everyone and all those attending introduced themselves

#### 2. Review minutes of last meeting

Minutes recorded as a correct and ratified, apart from spelling typo for Mr Skipsi

#### 3. Easter Egg Hunt and volunteers

PTA will speak with Supermarkets who donate free Easter Eggs that are low in sugar/ gluten so healthier options are available. **Action:** AN to complete charitable donations request form for Wilkinsons and if successful ask for voucher so PTA can choose the products. AN to approach Tesco and Sainsbury's too. It was suggested we should give pupils a smaller egg or something that represents Easter like seed or lambs birth but continue with treasure hunt theme for the younger children. Children in year **3, 4 and 5** could have an indoor activity instead of Easter egg hunt to reduce use of volunteers.

**Action:** teachers to create a suitable activity for year 3, 4 and 5.

Key stage 1 (reception, year 1 and 2) will continue with Easter egg activity outside as before.

**Action: teachers to ask for parent volunteer where necessary**

The PTA has confirmed funding for Book Week and author Andy Seed. Mrs Chelsea has confirmed the author is attending. The workshop will take place with all the school.

#### 4. School Disco

The idea of a disco for the children was floated during the meeting. Reg Salter has confirmed he has the equipment for a disco and film night. Two separate discos for key stage 1 and 2 discussed. Comic Relief day would be a good day to put the event on, and money goes straight to Children In Need. Suggested ticket price of 50p should include food and drink, and CPS children only to attend. Parents could purchase tickets through ParentPay.

**Action: VS to do a shout on Facebook for a DJ.**

**Action: EP to arrange for payment through ParentPay.**

#### 5. Quiz night

Quiz night for parents was successful last year and arranged by Mr Skipsi. Mr Skipsi has agreed to do the same again, we need a venue. **Action: PTA to find a venue and arrange a date.**

#### 6. School Playground

Cathy Francis of Tuner Townsend are due to submit plans to Bristol City Council for the playground, the school will need these plans to be approved before the work can start. The school hopes the playground will be constructed during the summer holidays 2019. A B&Q shed been purchased in Abbey garden to hold playground resources. School is revisiting the play pod from the scrap store. **Action: PTA agrees to again pay for scrap store membership.**

Total cost for the playground is £75,000. The school does have money in reserves, and paid for redesign requested by the Cathedral fabric committee. Cost for phase 1&2 £48,000, and PTA are contributing. There is still a shortfall, and would be helpful if the PTA could help fundraise. Shine will also contribute £1000 toward the playground.

**Action: SY to write to write sponsorship letter to send to Bristol based organisations that have a charity arm**

#### 7. Cake sales and ice lolly rota

After Easter ice-cream will need to be sold in the tump area

**Action: VS to ask if Mrs Brown's who are based in Victoria Park if we could buy their cool box as they are due to close**

The PTA are still keen to install an electricity point in the bike shed to store a freezer, the estimated cost is £900. Alex Major took a look to see if he can arrange something cheaper.

**Action: VS to get an update from AM**

#### 8. Head Teachers forum

- Eco council set up
- Re-election of new school Council
- Laura Tennant is lead for the green team

**Action: School to send communication about Eco team, and School Council rep nominations/procedures to parents, there has been mixed messages about process and parents involvement to support their children**

## **Xmas Fayre**

SY wanted to thank the PTA for all the work done for the Xmas fayre, and thought Santa's grotto looked fabulous. It was a great turn out. SY suggested that next year it coincide with the selling of the Xmas tress, and not straight after school.

Unfortunately, food provided was not eaten. Next year there should be signs for where food is located.

PTA can now store raffle prizes to use in subsequent years if they are in good condition

### **9. Treasurer report**

PTA have raised £5,000 since October 2018. £700 goes to Forest School, and has renewed PTA insurance. PTA purchased £40 worth of chocolate coins, and plastic storage boxes for uniform sale.

**Current balance £18,314.05**

### **10. AGM roles/ election**

AGM is on the 4<sup>th</sup> March @ CPS, roles are advertised on the website for parents who are interested in becoming a committee member

### **11. Date for summer fayre and PTA meeting after half term to be discussed at next meeting**

### **12. A.O.B**

Terracyle box is now being used by parents, and more wrapping is now included in the donations. We need to advertise the box more widely.