



The Friends of Coopersale and Theydon Garnon C.E Primary School

Meeting Minutes

17th January 2020

Present/Apologies

- Present: Emily Salmon, Kerry King, Helen Baker, Hayley Cattini, Debbie Durham, Lisa Ward, Dale Bateman, Gill Stevens, Natalie Goldsworthy, Caroline Gulberti, Claire O'Brien, Catherine Celaschi, Naomi Jones, Scott O'Brien, Gary Buys, Katy McCarthy, Lisa Hatcher
- Apologies: Lesley Garland, Sharen Valentine

Matters Arising from AGM

- Still looking for a new Chair to come forward for the the PTA
- Noticeboard - there is a quote due this week which will be in the region of £500, but cost for installation will still need to be negotiated.

Update from previous events

- Movies and Munch films need to be agreed and volunteersto be confirmed.
- Adult event will be a quiz night again, organised by Katy and Cath. This has been moved to 13th March and class reps will need to promote via their channels. Raffle prizes will also be needed.
- Mothers Day gifts will be organised by Emily and Lisa. There will be 2 price points of £5 and £3.50. It was agreed not to use cellophane this time for environmental and cost reasons. Tissue paper will be used instead which children can use to wrap their own gifts. We will need volunteers on the day.
- It was agreed that volunteers will be sought 2 weeks before each individual event to avoid confusion.
- Easter Egg Hunt is usually organised by Tracey Tarling. Lisa Hatcher to purchase the eggs.
- Community picnic & games - discussion about asking for a fixed entrance fee (£10 or £5 per family) and then everything being included inside to avoid having to have PTA members manning stalls etc.
- Summer fayre will be on 19th June and will be discussed further in the April meeting where any new ideas will be welcomed. The play bus has already been booked. Hayley will be allocating jobs to people this time, rather than having one person organise the entire event.

Spending fundraising money

- There is 1907.29 available

- Online teacher resource - last year the PTA paid £500 towards this and it was agreed that the same amount will be paid this year.
- Tuition tables were purchased last year for £493 which was less than the amount pledged.
- IT equipment - £3146 was spent which was less than the amount pledged.
- It was agreed that the money saved (£1048) will go towards the outdoor classroom area.
- There was a contingency for smart boards, but this can now be crossed off.
- PTA noticeboard - £500
- Sports supplies - £500 which will be used for kit and small equipment.
- Wellbeing pot - £200
- Early Years outdoor area £1000 to be spent in April
- Dictionaries were purchased last year for £349
- Book bags - £81 spent
- Year 6 leavers calculators £248 spent
- Moving forward, some new PE equipment (mats) will be required as current ones are not fit for purpose any more. Around £1000 will be required (£700 for mats plus storage).

Pastoral Assistant Role

- Lisa Hatcher has taken on this role, and she will be the 'go to' person for PTA information and queries. She will require contact details for all the class reps - some were passed on in the meeting, Lisa (Ward) to collate the others and email them across.

PTA logo and Constitution

- Work is underway with regards to the PTA becoming a charity. The constitution has been done and it was agreed that the name will be changing from 'Friends of Coopersale and Theydon Garnon Primary School' to 'Coopersale and Theydon Garnon C of E Primary School PTA'
- The bank account will therefore need to be changed accordingly - Debbie and Sara to arrange.
- A new logo will need to be designed for this so it can go on the noticeboard and other correspondence. Naomi said she may be able to get this designed for no charge and will obtain the original logo file from the school to enable this process.

Any Other Business

- Donut stall organised by PTA to go ahead in March/April, date TBC
- Bags 2 School - Hayley has found another company that pay 20pence more per kilo and they will be tried out next time.
- PTA accounts still need signing off - Helen to organise
- Emily Salmon was thanked for all her hard work as chair over the last 3 years.

Next meeting 24th April 2020