

CATHEDRAL PRIMARY SCHOOL PTA MEETING MINUTES

14 June 2017 @ 7:30pm held at The Victoria Park Pub, BS3.

Attending:

Joanne Nisbett – Vice Chair
Vanessa Searle
Mary Hodges – Treasurer
Helen Muir – CPS
Sara Yarnold - CPS
Caroline Withers
Jon Withers
Denise Almond
Marnie Rees
Ailsa Webster
Helena Archer

1. Welcome and review of last meetings minutes.

2. Friendship bench

- a. Arrived at school 14/6/17 and look lovely. Thank you to Rebecca. Mrs Yarnold (SY) advised that they will probably be placed in early years area with bigger ones to be sourced for the older children once settled into the new building.
- b. SY suggested leaving the benches as they are rather than decorating them.

3. Sports Days

- a. Vanessa Searle (VS) gave an update on reception/ yr 1 sports day held 14/6/17. Overall lovely day had by all.
- b. PTA to purchase a new freezer in time for sports day next week as there is no longer one at Failand.
- c. Jon Withers (JW) suggested asking BCCS PTA to share the cost of a chest freezer for Failand and CPS PTA to purchase a freezer for school. Helena Archer has a student discount at currys 15% which the PTA could use for this purchase.
- d. Mary Hodges (MH) to obtain measurements of the location in the new school for the freezer so that we can order the correct size. SY to confirm to MH.
- e. All present agreed that the PTA should purchase a freezer in time for sports day next week and the fun day.
- f. JW suggested click and collect or delivery on Monday 9-11:30am as he is there for Forest School.
- g. VS to buy extra plastic cups for sports day on 21/6/17.
- h. PTA to buy a megaphone for sports day (also to be used for fun day).

4. Induction evening for reception.

- a. 21/6/17 at 6:30pm.
- b. Helen Van Hoeve (HVH) to do canapes and to also purchase pimms etc for drinks.
- c. PTA information sheet, playdates flyer and a flyer about the fun day are being prepared and will be sent to the school 15/6/17 for inclusion in the induction packs.
- d. Joanne Nisbett (JN) and VS to do presentation on the night.
- e. PTA need more volunteers to help on the night – Ailsa and Helena offered to help as well. VS to check spreadsheet for additional volunteers and give the details to HVH.
- f. MH suggested that a Stamptastic flyer is also included in the induction pack as they offer cash back to the school on purchases using the school's code. SY and Helen Muir to sort. Also stamptastic flyers to be put in book bags for existing pupils.

5. Big Arts Week

- a. 30 June 2017 – 4-6pm
- b. Caroline (CW), Marnie and Tracy and Charlie to do refreshments – VS to forward Charlie's details to CW.
- c. Ice cream Friday to be in the cage that day but we will also be selling ice lollies at the event.
- d. PTA to source more paper cups. Marnie Rees (MR) to check if SS Great Britain have any spare paper cups as they have recently rebranded and all old stock was being given away.

6. Summer Fun Day

The following stalls were discussed and decisions made:

- Uniform Sale – OK to happen as long as it is current school uniform. Discussed the idea of splitting the sale proceeds with the parents like the NCT. Those present agreed that it would be better not to split proceeds and simply ask people to donate their items with all profits going to the school PTA. MH to follow up with Jane G (yr 3) re running the used uniform stall.
- Treasure hunt – it was agreed not to do this this year.
- Bear and toy Tombola – To do this stall in lieu of a toy stall. Bears and toys are put in paper bags and a raffle ticket attached. 50p a bag. Nice way for the children to donate unwanted toys and bears.
- Book stall – keep.
- Football game – no formal stall but have a ball there to play with.
- Choir – Daniel Nisbett has a group that would be willing to come along. SY to ask Helen Peat if the school choir would perform a song.
- Face painting – check if Miss Cox can help. Denise to design a queue system.
- Do a cake sale but don't do bake off competition.
- Water and wine stall - £1; jam jar stall - £1;
- Time slots required for tethered hot air balloon flights.
- All other stalls previously agreed – no change.

Additional outstanding actions for the Fun Day are:

- a. Letter to go out to all pupils in book bags, email and on Facebook re: contributions and volunteers needed e.g. jam jars, wine, empty wine bottles, books, toys, bears, cakes, wrapping bottles, prizes for raffle, someone to direct cars etc. SY agreed for school to print letter. Also put a copy of the fun day flyer on ice cream table as a reminder on Friday.
- b. Raffle prizes needed – these will also include: a tethered balloon ride, best cake provided for the cake sale; Ailsa to check if @Bristol will donate a prize; ask HVH if About Face can donate a prize?
- c. Donations for food and drinks – DN has emailed the various supermarkets and will be following up 15/6/17 in person. CW suggested that we also ask for scones, cream and jam and do simplified cream teas to sell alongside the cake sale.
- d. Volunteers are needed to wrap the wine bottles – JN to ask HVH if she could help us obtain some wrapping paper for this.
- e. It was agreed that a group of volunteers should get together a week before the summer fun day to take stock and finalise all the arrangements. 26/6/2017 – 4pm was proposed (following deadline for wine/jam jars etc) at BCCS playing fields at Failand. SY to confirm that Failand is available. Volunteers to take any items up to Failand.

- f. Risk assessment to be done at Failand in the morning. MR to provide copy of the one done the year before. Also VS to check with Steve Wallace about the gas safety certificate for the gas BBQ to be borrowed for the fun day.
- g. Lead stall holders to be identified and to arrive early for set up on the day. Some initial set up needs to happen earlier than 12:30pm. Need to be there at least 3 hours beforehand for things like bouncy castle, bbq, putting up gazebos, tables out etc. Volunteers required.
- h. Cash must be collected regularly throughout the day – runners required – VS/JN/DN/MH to sort.
- i. Programme to include a back page with tear off vouchers – one for the badge making; one as the raffle entry; one for bouncy castle.
- j. Marnie to bring raffle box and chalk boards on the day.

7. Treasurer's Report

- a. Since last meeting £82 has been raised through Easy Fundraising. Thank you for clicking the links – it is a great way to earn money through online purchases.
- b. £150 profit raised on ice cream sales since the last meeting.
- c. A Freezer and megaphone to be purchased ASAP.

8. Head teacher forum

- a. SY gave an update on Touchwood Play – Touchwood will come to school to do a presentation to the PTA in September. Will be a project done in stages. It was agreed that there will be a need for a separate working group for this project. SY also asked if there are there alternative forms of funding we could look into? Corporate funding from local companies? Lottery funding?
- b. SY advised that the budget for growing school is stopping. SY would like a budget from the PTA for books every year. Current spend is £300 per class on books used to support projects etc. It was agreed that the PTA will donate £100 per year group to supplement this cost for books. The sum pledged is to be reviewed next year. The annual pledge is to be given in September.
- c. Whole school library corners to be created in the new building. It was agreed that £1500 is to be given to the school by the PTA now to enable these to be finished in time for September.
- d. It was agreed that the PTA would use £1000 for staging equipment in the new building and this too would be paid now.
- e. Forest School contributions to cover minibuses, staffing, equipment and tools etc would be welcomed by the school. The coaches cost £40 every Monday plus the cost of an additional member of staff. It was agreed that the PTA would like to contribute to some of these costs annually. SY and JW to confirm the costings for Forest School per annum so that the annual contribution from the PTA can be agreed. It was suggested that the PTA link costs to the events done throughout the year e.g. all proceeds from ice creams and cakes go to Forest School funding etc.
- f. Opening of new school – SY would like to put on 2 events – a children event and an evening event for all those that have involvement in the school. The evening event, will include things such as the choir singing, cheese and wine etc. The daytime children's event will be an afternoon tea with entertainers e.g. jugglers, magicians etc. It is also intended to have Andy Day come in and perhaps ask some one from Aardman Animations to attend. Marnie to see if she can use a contact at Aardman she has through work.

Date to be confirmed – but will be end of September/beginning of October.

9. **AOB**

- a. Just Giving page discussed but noted that they take a percentage of donations and it also costs to use the web version. MH is going to look into getting a standing order form set up that people can donate regularly if they wish.
- b. Fun Run suggested as another fundraising event – think about doing this next year.

10. **Dates for next meeting**

To be confirmed. SY to agree a date with Touchwood as to when they can present in September. The next meeting is to be held at the new school.