

CATHEDRAL PRIMARY SCHOOL PTA MEETING MINUTES

Monday 25 September 2017 @ 2pm held at School

Attending:

Joanne Nisbett – Vice Chair (JN)
Mary Hodges – Treasurer (MH)
Mrs Brady – CPS
Helen Van Hoeve (HvH)
Hollye Kirkcaldy (HK)
Marnie Rees (MR)
Alex Major (AM)
Senya
Jen Forster (JF)
Lisa S-G (LS-G)
Elaine Hayes (EH)

Vanessa Searle – Secretary (VS)
Sara Yarnold – CPS (SY)
Tara Bird (TB)
Tim Gear-Evans (TG-E)
Tracy Dixon (TD)
Charlotte
Patricia
Hilary
Alice Griffin (AG)
Troy Roe (TR)

Apologies: Daniel Nisbett, Monique Thomas, Dionne, Julia Mortimer, Christina Ramos and Karen Norman.

1. Welcome and discussion of last meetings minutes.

2. Introductions & class reps

- Following introductions of those present, JN gave a brief description of the role of class reps and that Reception classes needed to appoint 2 class reps per class for their year group. Existing class reps in other years are to confirm they are happy to continue in their role and for years 1 and 2, 2 extra class reps are to be appointed so that there are two per class.
- Action: JN to circulate description of the role of class rep which will be built into a communication to promote the opportunity.

3. Upcoming events

- **Coffee mornings** – MH, TG-E and HK to co-ordinate a coffee morning or two for new and existing parents after school drop off.
- **School opening party** – Friday 13/10/17 in the afternoon for children.

SY explained that the children will enjoy a party where Andy Day (to be confirmed), an author and the Mayor will be present. The Mayor will be cutting the ribbon around 3:10pm. The PTA are providing cupcakes and will help with the bookmark gifts for the children. The children will get 5 balloons per class with their school values attached to let off to mark the occasion. SY believes the media will be present too. Parents are welcome to attend the ribbon cutting but the event is for the children and so no special arrangements will be made for parents.

TB suggested that Andy Bird will be able to help print/laminate bookmarks. SY to provide a design to TB asap. If time doesn't allow this option, the school are keen for the PTA to fund purchasing of alternative.

LS-G is co-ordinating the cupcakes with a sub-committee to help.

JF suggested that biodegradable balloons are used which SY will look into.

An evening (adult only) event is to be held for those involved in the build.

If any parents wish to view the school please contact the office – SY warmly invited everyone to take a look around but please note this can only be done outside of school hours when the children are not in the building.

- **Ice lolly and Cake Fridays** – ice lolly sales are to continue until half term and after half term we will move to Cake Fridays.
SY requested that the location of the ice lolly/cake sales are pushed back further from the school entrance either by the Cresswell or in the College Square playground. SY also suggested where we have lots of volunteers perhaps the selling could be split between two locations to make it more accessible for the early years children. This can be quite tricky logistically however, due to stock and number of volunteers on the day. It was agreed to keep this under review, as more flexible options may be possible once the new class reps are in place and the level of volunteers known.

The rota for hosting each ice lolly/cake Friday is as follows & class reps are to co-ordinate weekly volunteers for their year's turn:

Ice lolly Friday		Cake Friday	
Friday 29/9/17	Year 4 & 3	Friday 3/11/17	Year 4 & 3
Friday 6/10/17	Year 2	Friday 10/11/17	Year 2
Friday 13/10/17	Year 1	Friday 17/11/17	Year 1
		Friday 24/11/17	Reception
		Friday 1/12/17	Year 4 & 3
		Friday 8/12/17	Year 2

- **Look ahead at events due over the next few months:**
It was agreed that a letter would be issued from the PTA to all parents setting out volunteering opportunities, details about events and fundraising before half term. Class reps to encourage / remind people to reply to this letter when it is received so that tasks can be allocated and organised.
 - Christmas Cards** – Each year group to design a xmas card. Designs to be agreed asap before half term. MR to send the PTA committee the previous years' email regarding help needed to prepare the xmas cards.
 - Christmas Raffle** – MH explained that raffle prizes will need to start to be sought – details about raffle prizes to be included in letter (above).
 - Christmas Tree Sale** – to be held on Saturday 9 December 2017. The flyers have been designed and submitted to Andy for printing. TD/Jon Withers co-ordinating.
 - Christmas Fair** – TR suggested that the PTA host a Christmas Fair at the school – possibly an evening after school or the day of the tree sale? TR to co-ordinate a sub-committee to organise this event.
- 4. **Forest School PTA Contribution** – Forest School costs are increasing as the school grows and it is proposed that the PTA will help contribute on a monthly basis to these costs. SY explained that the school would like Forest School to be offered to all children throughout their school life and not just in the early years of school. In order to do this, the school will need help with funding the cost of it (currently cost is c.£9,600 p.a.). It was agreed by a majority vote of those present that all ice lolly /cake sale profits are to be donated to Forest School costs with a minimum of £125 per month (over 10 months of the year) to be pledged. This is based on amount of profit generated from these sales over the past year. If more than £125 per month is raised this money will also be donated for Forest School. TG-E volunteered to create a poster for ice lolly/cake Friday's to publicise the pledge. It is anticipated that the other activities supported by the PTA (e.g. paying for specialists to come in for topic activities, funding chick hatching etc) will continue to be funded.
- 5. **Used Uniform Shop** – Jane (Yr4) to co-ordinate. Location of where the "shop" (cupboard) is to be confirmed by SY.

6. Mini Singers & choir for years 1 & 2 – Mini Singers is an external provider of choir which provided choir sessions to Years 1&2 last year. SY explained that the school would prefer to offer choir using internal sources due to various issues and the logistics surrounding the timing of mini singers. Year 1&2 will have the opportunity to join a choir (voluntary) which is to be provided by Fiona Hunt (BCCS) – the timing of the choir session is yet to be decided i.e. it could be held during the school day e.g. lunch time or after school. SY to circulate information to parents/carers as soon as it is available.

7. Non-profit Event

Every year the PTA like to host an event for the children that is not about profit making. In previous years these events were a film night and a disco. All ideas of what we could do are welcome. It was proposed that two events are held aimed at older/younger children rather than an all school event. EH suggested Happy Circus and also the Science Dome event organisers. MH said that she has spoken to Happy Circus and there is an 18-month lead time to getting them – so perhaps we could have them at the Summer Fun Day one year? This is to be included on the PTA letter mentioned above, however, please email cathedralprimaryschoolpta@gmail.com if you have any suggestions or contacts.

8. Head Teacher's Forum

SY thanked everyone for their continued support and how happy she was now that all the children are under one roof. The move has gone well and the children appear settled. SY thanked the PTA for part funding the staging in the hall (£1,000); providing each class with £100 for project related books and for their pledge of £3,000 towards the first stage of the TouchWood Play consultation and planning. Following lengthy discussions with the Cathedral Fabrics Committee, the Cathedral have chosen TouchWood for the new play equipment. Touchwood are giving a presentation to the school and some of the PTA committee members on 28/9/17 following which details of what is proposed will be published wider. The intention is to create a flexible play area that is suitable not only for CPS pupils but also pupils in BCCS and will be a joint initiative.

College Square & cars

SY mentioned the risks associated with cars entering College Square and kindly asked if parents/carers would refrain from driving into College Square during pick up/drop off times. SY confirmed that she is in talks with the Highways about how to make the area safer for children, and is aware that this is a concern of many parents. TR mentioned perhaps parents/carers lodging their concerns independently with the Council whilst the school continue to have their own talks with the Council. It was mentioned that unfortunately the revenue from the parking meters in the square means that the Council have no incentive to remove them. The idea of restricting access during peak times (say, 8am-9:30am and 3pm-4pm) would make the square a much safer place for our children. JF mentioned another parent had already lodged a concern to the Council and it was proposed that JF should send the link to the "lodge a concern" form at the Council for inclusion on the PTA facebook page.

9. Treasurer's Report

MH provided an update of the PTA accounts. We started the year 1st March with £8207 in the bank. We have funded various items for the school (freezer, living eggs, roman visitor, etc) at a cost of £1,249 and have raised £2064 summer fair, £303 quiz night, £216 easy fundraising and £782 for cake/lolly sales. This gives us a current bank balance of £10,323.

We have pledged £1,000 for staging, £1,500 for library corners to be created in each class room, £3000 towards the first stage of the playground and an annual contribution of £100 for each class for books £800 – to be reviewed each academic year.

Total £6,300.

This leaves us with £4023 for available funds.

Minimum of £1250 towards forest school to come directly from Friday sales and should not affect the bank balance.

10. AOB

- **Summer dresses for year 3 & 4** - HvH asked SY if girls in years 3 & 4 could continue to wear the red/white summer dresses come the warmer months rather than having to wear winter uniform all year round? SY to consider and respond.
- **Raising money through recycling** – EH mentioned there are various ways money can be raised for the school through recycling projects. A space for collection bins would be required. Also, the school would need to subscribe as parents can't. EH send subscription details to SY and PTA and both to also look into the logistics for collection bins. PTA to also repost the Easy Fundraising link on the PTA Facebook page.
- **Xmas wreath making (parent/carer event)** – VS mentioned that she had contacted a local florist to organise a parent/carer event in December. Details of this to be included in the PTA letter in order to confirm numbers. Sessions have a capacity of 15-20 max. SY said this could be held at school one evening.
- **Usborne Books** – EH mentioned a representative of Usborne would like to connect with the school as apparently the school can receive funding depending on volume of books purchased. EH to send details to SY.
- **EasyFundraising** – the concept of this was explained to those who are new to the school. The PTA has raised just under £250 since March this year through on-line shopping – a simple registration enables you to get cash-back to the PTA. It was agreed to promote this on the PTA Facebook page.
- **Cycle Forum** – It was discussed that we should see what interest there is in a cycle forum. To share ideas on routes to school etc. Also to let everyone know there is a cycle repair kit available at reception should anyone need it.

11. Dates of next meetings

Monday 16 October 2017 @ 7pm

Monday 20 November 2017 @ 2pm

Monday 11 December 2017 @ 7pm

Locations to be confirmed.