

CATHEDRAL PRIMARY SCHOOL PTA MEETING MINUTES

Monday 16 October 2017 @ 7pm held at The Volley, BS1

Attending:

Daniel Nisbett (Chair) (DN)
Vanessa Searle (Secretary) (VS)
Kelly Hutchings (KH)
Hugh Logue (HL)
Tracy Davidson (TD)
Daniel Allan (DA)

Mary Hodges (Treasurer) (MH)
Sara Yarnold (Head Teacher) (SY)
Ailsa Webster (AW)
Caroline Withers (CW)
Marnie Rees (MR)

Apologies: Jo Nisbett (Vice Chair); Lisa Richardson; Laura Allan; Rachel Major; Fardossa Abdillahi; Jen Forster; Merryn Williams Louw; Charlotte Bruno; Tara Bird; Claire Irelad,; Lynn Templar; Hollye; Elaine Hayes.

1. Welcome and actions from the last meetings minutes.

- Jo sent out Class Rep letter.
- Joanna Beck (Reception) was arranging a night out but it didn't happen. Plan is to do something after half term on a Tuesday morning.
- School Opening Party – DN thanked those who helped out. Was a great success.
- Cake Lolly rota issued.
- Volunteer sheet sent out.
- Xmas Tree Sale details circulated via email, website and bookbags – VS handed those already replied to MH and MH & MR had a discussion re: logistics of processing the payments. MH and MR to agree details outside of the meeting.
- Jane G to come and see Mrs Yarnold about location of Used Uniform Shop cupboard.
- MH asked SY re: bike forum on Friday 10 November, 3:30pm – SY to confirm to MH date. Life Cycle UK have been invited to attend with various parents who have various cycles to show others what is out there.

2. Class reps

- A few class reps have stepped down this term and new ones are to be appointed. DN thanked all of the class reps who have stepped down and also those staying on or newly volunteering for the role for their contribution and support. It is greatly appreciated.
- Responses to the class rep letter were received from: Elaine Hayes (Year 2); Zola Ndhlovu (Year 1, Hip Hop) and Tessa McLean (Reception). All of which are to be appointed as class reps but they need support. HL (and/or his wife) volunteered to also be a class rep for Reception. MH to rally some additional people to help support the new Class Reps. Would ideally like 2 class reps per class (4 per year group).
- TD formally resigned as class rep and so a year 4 class rep is also needed. The year 4 attendees were asked to speak to their fellow year 4 parents and see if they could find a willing volunteer to replace TD.

3. Upcoming events

• **Cake Fridays**

VS to send details of the results of the volunteer sheet to the class reps to co-ordinate the help and cake supply.

It was agreed that cake sales would be held in the School Hall from 3:15pm so that parents can purchase cakes in advance on pick up / go to the hall with their child to buy a cake. DA suggested having two tables set up at opposite ends of

the hall so that children would not have to queue so long to get a cake. It was agreed to trial this approach (subject to volunteer numbers).

Cake Friday	Year	Class Reps
Friday 3/11/17	Year 4 & 3	Lisa SG & [TBC] Tara Bird and Vanessa
Friday 10/11/17	Year 2	Elaine Hayes Lucy Williams [TBC] [TBC]
Friday 17/11/17	Year 1	Laura Jennings Troy Roe Ailsa Webster Zola Ndhlovu Vanessa
Friday 24/11/17	Reception	Tessa McLean Hugh Logue/Hugh's wife [TBC] [TBC]
Friday 1/12/17	Year 4 & 3	Lisa SG & [TBC] Tara Bird and Vanessa
Friday 8/12/17	Year 2	Elaine Hayes Lucy Williams [TBC] [TBC]

- **Xmas Cards**

- SY asked if there are any volunteers to help with the design/ scanning preparation for the cards. Emily Piti has previously done this but she does not have capacity this year. Emily will show people how to do it and the work can be done at school using their equipment. Please contact school or the PTA if you can help. It takes about 2.5 hours to do this work per year group.
- SY confirmed that the children will design the cards in the first week after half term. VS to contact the volunteers who can help the teachers with this task.
- SY to provide the templates for the cards once the layout is scanned and completed. EP has it saved.
- MH to speak to Karen Norman regarding the work needed to finalise the cards and prepare them for print.
- SY / MH also spoke about card template companies as an alternative for doing the cards ourselves. The amount of time this task takes may not be viable as the school grows v the amount the cards raise. MH to look into Cauliflower Cards.
- DN to speak to Andy Bird regarding printing the cards this year. Need to 2 weeks notice and the cards to be available for distribution by first week of December so that people can post them.

- **Christmas Raffle**

- We have received pledges for some lovely prizes including hot air balloon flights, Sunday lunch at the Volley (for a family of 4), hamper, possible theatre tickets, About Face goodies, wine and chocolates etc.
- We need a co-ordinator for the raffle – MH and VS have volunteered to do this, but would welcome any help if anyone else would like to. Please get in touch!
- Re: ticket printing. Previously Andy Bird has very kindly prepared the raffle tickets for the PTA, but we are aware of the amount of work that goes into this and it may be better to purchase these from a raffle ticket printing company. The potential printing cost is between £40-50. MH/DN to speak to Andy Bird first.

- Raffle to take place at the school xmas fayre.
- **Christmas Books gift**
 - SY asked if the PTA could fund the cost of the xmas book gift to the children. The approximate cost is £240 based on books being purchased from The BookPeople. It was agreed that the PTA will fund this purchase.
 - SY to order the books and provide a receipt to the PTA for reimbursement.
 - Book wrapping volunteers will be contacted by VS – we had lots and lots of volunteers for this activity! ☺
- **Christmas Play Refreshments**
 - The Christmas plays will be on the following dates:
 - Reception – 6/12/17
 - Year 1 – 7/12/17
 - Year 2 – 13/12/17
 - Year 3&4 – TBC
 - Additional volunteers are required as only 3 were received. Please contact the PTA if you can help from 9am-9:20am on any of the above dates. The plays will be starting at 9:30am.
 - In addition to the school plays, SY mentioned that the children will also be performing Christmas Carols and would appreciate if the PTA could also support this event with refreshments. Date to be confirmed.
- **Christmas Wreath Event (13/12/17 @6:45pm at School)**
 - There was a great response to this event. There are still places left if anyone would still like to do this. Payment and tickets will be required / sorted after half term. VS to contact those that have already signed up. Please let VS know if you would like to attend. £22. Everyone welcome.

4. School Christmas Fayre

- It was agreed that the Fayre is to take place on Friday 8/12/17 from 4-6pm.
- SY is to look into an alcohol licence – it would be good to be able to sell mulled wine/ mulled cider.
- SY reminded the PTA that a Risk Assessment required before the event takes place.
- VS to pass all the volunteer details to Troy Roe so that a sub-committee can be set up.

5. Play Equipment update

MH provided feedback with SY. Touchwood explained their concept and how the design experience is very hands on. The children will be very involved in the process. It is expensive, but it is amazing and the Cathedral are happy with it. School has paid for the design part and they will do it with the children. The plan will be prepared for the whole space and will be split into phases which will go ahead as funding permits. The equipment is safe but not traditional – more exciting than your standard playground. It is also a local company and they are keen to get the job.

SY flagged that ideally we need to pursue local companies to see if they can help sponsor the playground project. Once we have a plan and costs we can approach third parties.

TD asked if the fee would increase if the project took a number of years. SY confirmed it is a fixed fee regardless of how long it takes. Some items will actually involve the children in the build process e.g. the children will use tools to make a bench.

A Steering group is required for this project comprising a couple of members of the PTA – Dan Allan volunteered. Jon Withers was also suggested in light of his forest school experience. MH to attend as treasurer. TD to attend as governor.

Laura Allan (through DN) asked if there could be some temporary equipment whilst we wait for the playground to be built. SY would prefer not to direct PTA funds to non-playground project items but did note that some play equipment is quite worn out and so she will have a think and get back to the PTA.

6. First Lego League

HL outlined what the First Lego League is and how it works. Essentially it is a league where a team build robots out of Lego. First Lego League Junior is aimed at 6-9 year olds. Its all about problem solving skills and science/technology skills. 6 children per team. Mentored by an adult and ideally an older child – would BCCS children be interested?

No current competitions in Bristol – closest is Cardiff. HL has made enquiries into whether there could be one in Bristol. Robot kit costs £120 – once you join you also receive a huge box of Lego. Part of it is designing the robot and learning robotics. The other part is themed e.g. this year is water cycle. There are national and international competitions.

SY was very interested in this idea and mentioned that there are a couple of teachers who would probably love to do this. SY to set up meeting with HL with Becky Wright to discuss.

AW also mentioned it may be good to link up with We the Curious on this initiative.

7. Parking and Traffic in College Square

- SY advised that improvements are in discussion with the Council. It has been proposed that the Council remove the paid parking in the square.
- The Council are also looking to extend the pavement outside the school.
- SY asked that in order for the Council to hear our concerns - please log them with the Council via the weblink previously posted on the CPS PTA facebook page.
- SY asked that if there are any “near misses” please let the School know so that they can report it to the Council collectively.

8. Head Teacher’s Forum

- Thank you again for all help on Friday – it was a great day - really lovely.
- Books to be purchased as xmas gifts by school and invoice to be given to PTA. Approx. £240 pledged by the PTA.
- SY also mentioned that during book week in March would like to have an author come in but also would be interested in the book publishers attending. DA to provide details of publishers that attended the school he teaches at for the school to make contact. DA mentioned that his school do not pay the authors to come in where they have liaised with the publishers direct.

9. Treasurer’s Report

MH provided an update of the PTA accounts.

Ice lolly sales generated an income of £221 with £50.23 spent purchasing ice lollies which means £170 profit was made and will be allocated to Forest School. SY to provide MH with an invoice for coach costs to enable us to make this contribution.

Currently our bank balance is £10,463 with 2,240 pledged to the school for books, staging, library corner and xmas present books mentioned above. Giving current available funds of £8,223

10. AOB - None.

11. Dates of next meeting

Monday 20 November 2017 @ 2pm to be held at School. No meetings will be held in December as various sub-committees will meet in respect of various volunteer events.