

EAST Minutes – Wednesday 12th September 2018.

PRESENT	APOLOGIES
Em K	Karen D
Ingrid	Emma H
Amanda	Laura G
Ange	Kate H
Netty	
Phil	
Sara	
Laura C	

Celia and Jo will not be able to attend meetings at present but will be emailed minutes from the meetings.

FINANCES

Netty and Phil have only just received information from the bank and are still looking at sorting signatories. We also still need to look at different bank accounts to see if we can get a better deal on rates or possible offer for opening a new account.

ACTION: Netty and Phil to look into these more

Current balance stands at £3716.19

Monies still outstanding to be deducted include:

- £108.42 for all food, drink and tuck shop items for disco and carousel.
- New Bike Shelter (to be installed in 3 weeks' time)

Money from the 'Fill the Bag' still outstanding (£84).

ACTION: Netty and Phil to chase and possibly look back on last two to see if worth using in future or look at another option.

Sponsored Bounce money was used for school trips for whole school project in summer. Money was also to be used for school grounds but extreme heat in summer stopped this. Tim to still do work outside and left over money to be put back into school fund account.

ACTION: Amanda to check how much was spent and how much is leftover.

Cash tin also has £100. Smaller cash box is needed and floats of £25 or £30 to be kept in smaller cash box ready for events.

ACTION: Netty and Phil to purchase and organise for events.

Charitable status and registering with a PTA association discussed. We were possibly once registered with a PTA association; need to look at whether this is a benefit to us. Charity status put to one side for the moment and this to be looked at in future.

NEW MEMBERS

- We still need to encourage new members; possibly too much information for new parents at start of term, but could provide information at Reading Cafes for new parents.
ACTION: Em K to speak with Emma H
- Could also look at EAST presence at Open School or parents evening.
- Meeting details were added to this terms Harling Herald.
- Parents might like to see how the money raised is spent; could announce this on EAST noticeboard with pictures and also a poster on Parentmail.
- Treaty Friday agreed as a good way of making EAST presence known and encouraging new members and raising money.

NOTICEBOARD AND COMMUNICATIONS

EAST noticeboard to be updated:

- Goals and progress (pictures of what money has been spent on)
- Meeting dates and times
- Events updates
- Poster of EAST Members (photos with children)

ACTION: Em K to start updating board

WhatsApp group has been setup. This is a good and quick way of passing on information. Any important information will still be sent via email especially as not appropriate for staff to join the group.

Emails to be sent with a subject heading and to start a new email for other topics to save confusion and stop long email threads.

Google documents to be used more for sharing and editing documents; including the minutes.

Minutes and future dates of meetings to be updated on school website.

ACTION: Amanda/Em K

Some of the school year groups have their own Facebook page run by one of the parents, Karen has reposted EAST details on this previously, would be interesting to see if other year groups have a page and if possible to do the same on theirs. Angela to look at year 4 page.

CUPS

Agreed that a more environmentally friendly alternative to be used.

ESPO order to include:

- 100 coloured beakers (to check and order different ones from school – blue?)
- 2000 disposable cups (to be used as backup)
- Napkins for Treaty Friday events
- Christmas Crackers (paid for by EAST each year)

- Storage boxes and lids for beakers and cups.

ACTION: Amanda to complete ESPO order

Netty and Phil to finalise accounts, appeal to then be made for Mugs and Tea towels (mugs to be used for hot drinks for parents at events). All to be stored in the shed in new boxes.

EAST Storeroom

Netty has done a great job in labelling most of the cupboard, still some to be done. The following jobs are still required:

- Inventory
- Rest of labelling
- Urns to be descaled – **Netty** has agreed to take home (one may be leaking-check)
- Fridge and Freezer defrosted – two person job, currently being used by School, **Amanda** will confirm when they are available again.

EVENTS CALENDAR FOR AUTUMN TERM

Children in Need 16th November – to be discussed more next time.

1. Treaty Friday

First Friday of the month and straight after school.

To raise awareness and East profile and possibly gain new volunteers. Poster to go on EAST noticeboard. Possibly have a clipboard for parents to add names if they would like to volunteer their time for future events and we can then contact them via parentmail.

Friday 5th October – to be run by Em K

- Buttons in Jar game – Netty has organised (Year 6 pupils to take around school and start competition, last entrances on Treaty Friday. Winner to be announced on following Monday - £10 book voucher). 10p a guess.
- Cakes – 50p each. Cupcakes, Fairy cakes, tray bakes, cookies etc. NO NUTS. 200 needed. Cakes to be made by Em K, Karen, Ingrid, Laura, Ange and Sara; internal email to also be sent. Cakes needed by morning of, or night before. Washed up and empty cake boxes left in reception for collection afterwards.
- Volunteers for setting up, running and packing away – Em K, Ingrid, Sara, Laura and Lauren.

Friday 2nd November – to be run by Ingrid

- Name the Teddy game – Ange to source Teddy and organise names board.
- Savoury – Crisps and sausage rolls etc. Ingrid to purchase crisps.
- Volunteers needed for this event.

Friday 7th December – to coincide with Lantern Festival (to be run by Em K)

2. Take home Quiz

Netty and Phil to make further enquiries, this has questions that will not be answered by the Internet. This could be something that is done over Christmas for small donation.

3. Lantern Festival – to be run by Em K

Friday 7th December 4 – 6pm.

A unique event for the school and community and the day before the Village lights are turned on. Em K will start a separate document for this event.

Lanterns:

- Could have examples hanging at Treaty Friday in preparation.
- Em K happy to run workshops helped by Kate Slack. May have some issues as teachers and children will be preparing for Christmas play.
- Worksheets could be sent home?
- Lanterns could be made in Den after school.
- Lantern making stall on evening for any last minute makes.

Need to look at battery operated fairy lights. Could ask for small donation or parents to supply their own.

The Walk

Route to still be agreed upon and final focus (Christmas tree outside?). Em K to speak with David to see if the Church-School route is a viable option. Church community to help as marshals? As first year, might be best to be on School grounds, but safe route around playing field and school to be looked at.

EAST-run stalls:

- Reindeer food (edible glitter, oats, children to make them up)
- Used bookstall
- Games
- Raffle
- Treaty Friday style stall
- Lanterns to buy/Lantern making stall

Stalls (£10 fee agreed)

- Tropic (Laura Coles)
- Foxy Pyrography (Rae)
- Ketts Books (school would receive percentage of sales to purchase school books)
- Fudge (local maker)
- Bodyshop – **Netty** to ask
- Suffolk Face painter – **Netty** to ask
- Usborne/Phoenix Cards?
- Nikki and husbands chip van – need to ask if free

Entertainment

Tiny Dog – band (Em K husband, Ingrid's husband, and Mr Canning)
Carols led by David and new music Director at Church.

ACTION: Amanda to speak with David and music director.

4. Carol Concert – Friday 14th December TBC. Netty to run this event.

We will sell mince pies. Need to look at purchasing these early before they run out. Need to be NUT FREE. Volunteers needed hour before for setup.

5. Christmas Disco – Monday 17th December. Em K to start running this.

Netty away for this event but will make sure monies are ready beforehand.

ACTION – Em K to check with Celia if rebooked.

Commented [1]: Yes. This is confirmed as booked

ADDITIONAL EVENT SUGGESTIONS:

- Treasure Hunt Quiz

ACTION – Ingrid to think on this

- Pub Quiz – Social club to run on our behalf

ACTION – Phil to ask Rachel Allen

- Golf Day

Action – Laura Good to hopefully discuss more at next meeting

- Cash for Chores – Tube of smarties or raisin box to be filled with loose change for doing chores. This could be a new year/spring clean help fundraiser.

ACTION – discuss more at next meeting.

PTA WISHLIST

Amanda has discussed with staff their wish list which includes:

- Small bike type shed to store play equipment on the infant playground.
- Artist in residence – to involve the children and make this a really big project which integrates the school ethos and could be done on the outside of school and on internal corridors. More research to be done on this.
- More playground toys
- Books

BANNER

Em K started to look into purchasing a vinyl banner with EAST and main email as the focus, which could be used at all events. Most good quality banners seemed to be about £30.

ANY OTHER BUSINESS

Film Night in November – discuss at October meeting

Terracycle – a specific recycling fundraiser; normally pens for schools and two places are normally required for this – could possibly ask doctors?

ACTION – Em K to email Amanda details.

Commented [2]: Done 14.9.18 - On their website they say we're already a drop-off point, which is.... good?! Maybe?

Next meetings:

Thursday 11th October, 7pm – Social Club

Thursday 8th November , 7pm - School