

CATHEDRAL PRIMARY SCHOOL PTA MEETING MINUTES

Monday 22nd October 2018

Royal Navy Volunteer

Attending:

Vanessa Searle (Chair) (VS)
 Mary Hodges (Treasurer) (MH)
 Matt Morris (MM)
 Cherene Whitfield (Secretary) (CW)
 Sara Yarnold (Head Teacher) (SY)
 Emily Piti (Office Administrator) (EP)
 Karen Norman (Vice Chair) (KN)

Apologies: Fardossa Abdillahi (FA), Troy Roe (TR), Jonathan Withers (JW), Lisa S-G (LSG), Rachel Major (RM), Alex Major (AM), Sandra Ruiz-Gonzalez (SRG), Miriela N-A, Anja De Burgh Williams (ADBW), Stacey Tudor (ST), Jessie Manuel (JM), Jacynith Kennedy (JK) Charlotte Bruno (CB) Julia Mortimer (JM), Rebecca Philip (RP), Tasha Marshall TM, Vishmaya Miel Gulse (VMG) Jessica Graham-Morris (JG-M) Helen Van Hoeve (HvH) Jonathan Beck (JB), Elaine Hayes (EH), Jon Withers (JW), Tracy Dixon (TD), Lisa Richardson (LR), Cathy Louge (CL), Angela Fittall (AF), Al Norman (Vice Chair) (AN)

1. Welcome and introductions

VS welcomed everyone and all those attending introduced themselves.

2. Review of minutes from last meeting

The minutes from the last meeting (September 2018) were circulated and ratified. Actions outstanding are below

Terracycle

Elaine Hayes to email Emily Piti to try and combine terracycle initiative with Eco award criteria. The Terracycle criteria has now changed, this needs to be communicated with parents.

PTA Notice board

Emily Piti to research notice boards and where it can be put – as the building is Grade 2 listed there are restrictions.

PTA storage

Action: Emily Piti and Jo Nisbett to co-ordinate delivery and number of cupboards needed.
 VS to chase after half term.

3. Class Reps

Many of the class reps from the last academic year have agreed to stay on in their role however, due to the changes in classes – some classes are not sufficiently represented, year 5 is a concern. If we do not have reps for year 5 other year groups will be made to pick up their contribution, re cakes sales etc.

Action: CW to confirm class reps for 2018/2019 and put a shout out on FB for class 5 reps on FB
Action: Emily to send an email to the classes with no representatives seeking support if CW not successful.

We do not seem to have received volunteer forms for year 4 or year 5. Some parents have said they did not receive these forms in their children's books bags.

Action: Emily to send email with volunteer form to parents.

Action: Emily to send google form to reps below to confirm contact details to the PTA
 Rebecca Philip (RP)- Miss Cameron's class
 Jessica G-M (JG-M) - Mrs Perryer's class
 Jacynith Kennedy (JK) – Mrs Perryer's class

Action: New class reps to be added by PTA Committee to the Class Reps whatsapp group when details provided, this can be actioned once volunteer sheets have been collated and inputted early November 2018.

4. Feedback from bike ability event

We did not have the turn out expected for the bike event, in the future we will ensure that the event is more visible to parents at pick up possibly, near when lollies are being sold. We hope to make this an annual event. **Action: MH to give dates to EP so she can let parents know**

Cake and Ice-lolly sales

There is concern about litter left after lolly sales in reception playground. The school would like to move the sales to the tump next year to ensure there is a steady flow of children and parents. The PTA will need to buy more heavy-duty icepacks. A school trolley can be used to take the lollies to the tump. Cake sales will be in the hall as usual after half term.

5. Christmas Fayre

- Christmas Cards – Andy Bird has agreed to do printing for xmas cards
- Christmas Raffle – Karen and Al Norman to design and order tickets, and ask school to put into reading book bags
- Christmas gift books to the children – EP/SY to purchase and give invoice to MH. The Book People normally have great promotions, the school would need to set up account or order via one of committee members.
Action: SY to talk to teachers about appropriate books to purchase. PTA to fund books as last year
- Christmas Fayre – proposed date Friday 7 December – SY suggested start time is straight after school ends rather than making people wait until 4pm.
- Alex Major has agreed to provide the bar
- Christmas Tree Sales – Jon Withers has confirmed he is able to supply Xmas trees. He has pre booked 100 trees on sale or return, we need x2 trees for the school

We currently have £400 worth of sponsorship for Xmas cards

14 people interested for the xmas reef making, it will cost £22 (as last year) and will be held in Totterdown.

Junior choir to sing carols **Action: EP to speak with Helen**

Action: VS to do risk assessment

Nut free sweets to go into jar must be wrapped, now loose sweets and all within there best before date. This, must be communicated to parents.

Xmas jumper day set for **Wednesday 12th December 2018**

We have 13 donations for the raffle prizes but we need more. **Action: PTA to do shout out on Facebook for more donations**

Action: EP and KN are sending out a google form that will recruit volunteers just for the Xmas fayre, with PTA email to be used. This will be a focused email to parents specifically about Xmas fayre volunteers.

Action: VS to collect volunteering forms, MH to empty box after school on Wednesday night for rest of forms

The school has a confidential waste bins to dispose of volunteer forms once inputted

Action: EP to create the google form to help to support GDPR

We will ask Shine not to come in for the Xmas fayre as the hall will be in use, we could use rooms upstairs if parents are struggling with childcare.

Action: EP to inform Jack from Shine of proposed arrangements

Possible xmas stalls

1. Where is santa? Map of the world – bit like spot the ball but instead guess the location of Santa. 50p a guess.
2. Guess how many Legos in the jar – prize Lego Hamper. 50p a guess.
3. Elfridges – donations of gifts for purchase by children for their families. 50p-£1 depending on item.
4. Cake stall – 50p per cake.
5. Craft stall – x200 hearts boxes. Steven to drill hole in the wooden heart so string/ ribbon can be pulled through, VS has procured 14 xmas boxes for £3.50 from the scrap store could be used for something. VS has accessory set, plus fishing wire, teachers to get ribbon. The craft stall is free. SY to take to school and discuss with teachers.
6. Santa's stockings, jam jars filled with socks parents would donate unisex gifts
7. Bottle hoopla – soft drinks, alcohol, condiments in bottles – 3 hoops for £1.
8. Splat the rat / xmas pudding - 50p a go.
9. Refreshments - Lisa made bean chilli / hot dogs. **Action: Is Lisa happy to do this again?**
10. Lucky dip
11. Face painting and craft to be held in Ms Perryer's room to help with volumes in large hall.
12. Santa to read a xmas story all a group and then give a treat on way out - took place in the sensory room last year. **Action: Ask Steven Parsons if he will be Santa again**

Action: Flyer to be designed for Xmas fayre

6. Teachers forum

7. SY would like to thank parents who contributed to the Ofsted survey, Ofsted report to be released tomorrow 23rd October. Parent's comments were positive.

The council has confirmed there will not be any paid parking outside school in the future, this will take around 18 months. The space will be paved, and additional seating will replace metred parking.

Action: Izzy Gibbs to provide council email details so parents are able to contact the council directly about any near misses outside school. PTA will put address on Facebook page too.

Wendy Matthews met with SY about the Playground. The Cathedral Fabric committee have agreed in principle for the playground to go ahead, they have asked for some further work to

be conducted on two trees before the final go-ahead. A meeting is planned for January 2019 to agree final plans. We are hopeful the playground will get its go ahead in the New year.

The total cost of the playground is £47,000, and the school are matching the cost of the PTA contribution.

MH have written x2 bid to Aviva funding bids to generate more money to complete the playground. A message has gone out on FB for parents to support its build. A funding bid has also been put in for a cargo, which will be kept at Fairland.

Action: SY to provide playground update in Newsletters.

The school is thinking about putting another entrance outside the Tump.

The school would like the PTA not to provide refreshments at the schools play due to time limitations. Key Stage 2 production will take place at the Cathedral

Action: EP to put theatre productions on the website for Xmas term, and dates in the diary go back in the newsletter.

Cathedral carol service is a traditional one will take place in the morning

8. Treasurer report.

- Did not make as much on lollies at the beginning of the year but this has increased as awareness of the event has grown
- Since last meeting, profit made of £280 has been made for forest school
- We have committed to pay for Xmas books, and current balance bank balance is approx. £13,900

A.O.B

Money making ideas

Maybe do a film night and or disco – maybe do children in need?

Mr Skipsey ask him to organise a quiz or see if he has anything to use if he doesn't want to run it. **Action: AP to speak with Mr Skipsey.**

We may need to have an extra special meeting about arrangements for Xmas fayre in November.

SY cannot make Wednesday nights meetings.

It was noted that there is always a good turn out when PTA meetings are held at Boca Bar@ Paintworks

Could we consider sending PTA minutes out in an email, and add to website?

Music teachers has asked for full-length mirror in the music room son children can see themselves – Action: SY to think about about this some more

Can we use Google apps with google calendar? Yes

New website for school is easier to use, PTA page needs to be reworked. **Action: EP to re-work website and upload PTA minutes, this section is out of date**

9. Date for next meeting

PTA meeting Monday 19th November, CPS @2pm to discuss xmas fayre.

AGM 4th March @ 2pm, CPS.