



<p style="text-align: center;"><b>PTA Meeting</b>  <b>Monday 18<sup>th</sup> November 2019 at 7:30pm.</b></p>		
<b>Attendees</b>	<p>Kati Leunig (Chair),            Shaun Stenning (Treasurer),            Suzie Richardson (Secretary),            Sarah Lewis,            Karen Reynolds. Liz Kelly, Izzy Cordery,            Stephanie Losh, Lucy Jones, Nicky Stoneman, Nina Passingham, Carrol Burns, Melanie Hellier, Sarah Smith, Kelly Anderson, Rachel Allen, Zoe Newell.</p>	
<b>Apologies:</b>	<p>Jude Ramshaw, Emma Ross, Rachael Lovett, Laura Nicholls, Dario Recchia, Kim Shirley</p>	
<b>Item</b>	<b>Comments</b>	<b>Action</b>
Minutes of the previous meeting	Minutes agreed as accurate	
Matters Arising	<p>Kati opened by welcoming and thanking everyone for coming. She introduced individuals with main roles to attendees.</p> <p>Xmas card and decoration w/shops debrief:            There was a good take up on orders across all year groups for the Xmas card orders. Kati identified the main issue was getting GDPR forms back. We must delete names where we do not have permission so it does take some time to complete orders. We talked about a permission slip that can be carried on through the school years with the child and is it a possibility to do this across the 2 schools? Timing is important because the school can make more money by ordering before half term, which we did. Kati thanked everyone who helped with the Xmas card orders.</p> <p>Decoration w/shops worked well. Spread across 3 sessions (before school, lunchtime and after school). Thanks to all who helped with this also and to Laura Nicholls who offered to run the event. The process was slowed by time taken checking parent's spelling of child's name because the name goes on the back of the decoration. It is worth a reminder on the form next time to say "PRINT NAME CLEARLY". The children seemed to enjoy this activity. We had approx. 190 children across all 3 sessions.</p>	KL
Finances	<p>Shaun said Xmas decoration w/shops and Xmas cards events have taken place. We don't make much from these but this year made approx. £700. These have been the only events this term.</p> <p>The balance in the account is approx. £10700. We aim to keep a float of £2000 and spend the rest. Recent purchases include audio/visual equipment for the hall.</p> <p>Ideas for where the money should go came from Karen Reynolds, who mentioned possibly a shelter for children and parents (similar to what they have in the infants) and also some more picnic benches. The last ones that were purchased are proving extremely hard wearing.</p>	SS

	<p>Outdoor learning at the back of the school is an area that is being used a lot more also. Liz Kelly has suggested purchasing more tabletops with games on for use with play leaders etc.</p> <p>Other playground improvements were discussed and Izzy Cordery (business manager) explained the estimated figures to us with regards lifting the tarmac and re-seeding the grass area. Both of these are currently cordoned off. The cost simply to lift the tarmac area is in the region of £15k because it is specialist waste. And the re-seeding is in the region of £8k.</p> <p>Karen Reynolds put forward an idea from the Creativity project which is run by University of Chichester students. They are raising money to refurb the Beach Hut (pastoral area) and would PTA like to put money towards this project also? Yes, it was agreed it's exactly the sort of thing we'd like to contribute to.</p>	
Support for PTA	<p>Thank you for coming. Help for activities is always welcome and needed. Last meeting we said we would struggle to run events. There was a lot of uncertainty whether we would get people to come forward on days of events. We did have to cancel Film night for the autumn term. Laura Nicholls kindly offered to do the Xmas workshop so that still went ahead.</p> <p>The question "How do we know about PTA if we are not on Facebook?" was raised. PTA will ensure the minutes from meetings go onto the school website and be sent to attendees from meeting. Furthermore, a reminder of where to find PTA information will be added to the next school newsletter along with latest PTA update. It was also suggested that the Facebook PTA group page undertook a name change so that it's easier for parents to find if they are searching. Kati will check the name can be changed in the first instance because sometimes the numbers on group Facebook pages prevents a name change.</p> <p>Discussed different ways of sending out info for PTA events. There is a PTA noticeboard at the end of Year 5 corridor and opposite the donation bin. We need to ensure parents are aware it's there and keep it updated.</p> <p>The PTA can make use of school email to send info out re future events to ensure everyone is receiving information. We will also continue to use the PTA Facebook page.</p> <p>Liz Kelly suggested putting another reminder on the newsletter for any future events/meetings and also put information on the anomaly board in the playground outside the library.</p>	<p>SR</p> <p>KL</p> <p>SR</p> <p>KL</p>
Forthcoming Events	<p>Provisional calendar we have sweet-giving at the end of term, usually the last day of term.</p> <p>As a result of not running the usual events this term for the children, the PTA would like to gift a bag of sweets to each child instead of asking for a £1 donation. This was agreed by all.</p> <p>Every year the PTA provide Christmas crackers for school Xmas lunch and buy banqueting roll for the tables. We also buy mince pies for staff and governors as a thank you to them. This is for the carol service at Church of the Resurrection.</p>	

PTA Moving Forward	<p>A film night is usually set for a Wednesday at the end of January. This is open to all year groups with chips half way through. We all agreed to go ahead with this event with tickets sold in advance. The date set is 22<sup>nd</sup> January. Helpers would need recruiting before Xmas! At least 15 helpers required in order to run the event.</p> <p>For the disco in March we discussed combining the year groups into one disco as the year 5 &amp;6 disco hasn't attracted many in recent times. It was agreed to trial the next disco as a whole school disco but this would need to be ticketed in advance to manage numbers, and the time of the disco would need to be suitable to all year groups. The date set for the disco is 4<sup>th</sup> March 2020.</p> <p>Quiz night for adults also in March – Friday 13<sup>th</sup> March 2020.</p> <p>The big event of the year is the summer fair. The date has been moved to 4<sup>th</sup> July to avoid clashes with other school commitments. We will need Friday and Saturday helpers. This event won't run itself. Northwoods estate agents usually sponsor us. Nicky Stoneman is happy to do the summer fair poster again.</p>	
AOB & date for next meeting	<p>Carols in school playground – confirmed at infants this year so CLICA will organise.</p> <p>A point was raised about the possibility of starting a CLJS Amazon wish list. CLICA set one up last term for the infant school. A range of items can be added to the list and could be an effective way of people to donate items to the school. Suggested it's worth speaking to CLICA to see if this is proving worthwhile for infants.</p> <p>There had been a suggestion for us to consider merging the 2 PTAs, however due to the show of numbers here today, signs are looking up and at this stage it was agreed that we will stick as 2 separate PTAs.</p> <p>Everyone in attendance was happy to have an open email list when the minutes are distributed, in order to communicate amongst ourselves in future.</p>	<p>SR</p> <p>SR</p>
Next meeting: Monday 13 <sup>th</sup> Jan 7:30, ICT1		