

St John's Primary School PTA
Meeting
Tuesday 7 May 2019
7pm-8:30pm at School Hall



Minutes

MEETING TITLE	St John's Primary School PTA Meeting Minutes
DATE OF MEETING	Tuesday, 7 May 2019 at 7pm
MEMBERS PRESENT	George Morgan - Chair Catherine MacMillan – Vice Chair Tasha Mitella - Secretary Eileen Medlin Aimee Bevan Jen Rees Hamish Grierson Karina Little Teacher present – Mr Hilliam
APOLOGIES RECEIVED	Jenny Rogers Helen Haigh Lianne Lugg Hope Brett Sarah McCombe
DATE OF NEXT MEETING	Wednesday, 5 th June, 7pm at school

		Action
1.	Welcome and apologies, agree minutes	
	George opened the meeting, apologies reported and agreed. Minutes agreed from March. Minutes to be sent to Mr Hilliam to be put on the website. From September minutes to be sent to the school office. Minutes to be printed and displayed in the office going forward.	
2.	Update on finances and review school requests	
	<ul style="list-style-type: none"> - Current balance - Facebook update/newsletter on funds raised - Rocket Fund 	

2.1.	Current balance is £7,116	
	Ipads invoice still to be paid of approx. £5k (first set). Ipads cost £270 each including the case.	
2.2	No further forward with the bank and the treasurers are not named on the account. The bank statement is due from Tina (former treasurer) shortly.	
2.3	Funds raised in Easter Fair (Approx £550) and Bag2School (£132) were announced on facebook and the newsletter.	
	Rocket funding – crowd funding for schools, it is an Innovation foundation.	
	If PTA launch a project (such as fundraising for more Ipads) and register this project with Rocket Fund, they will match the first £250 that PTA raise (this is for the first 10 projects registered with Rocket Fund that raise a minimum of £250)	
	Members discussed whether we should consider doing this for next set of Ipads. Also consider asking Andrews to kickstart the project by sponsoring us for a set amount in return for advertising.	
	Mrs Crutchfield sent the details initially to Eileen. Eileen and Tasha to take Rocket Funding forward.	
	Karina Little passed the email of the Tesco Community Fund to Aimee B so she can investigate this as a fundraising option. Tesco has to be for outdoors projects only.	
	Mr Hilliam has started a Grant for 10K to the FOYLE Foundation for the library/books. The paperwork has been submitted, as it is being handled via the Trust.	
3.	Review/discuss feedback on Easter Fair	
	Not enough adults to help at the fair – consider changing the day of the Fair to a Friday which may mean more adults could be available to help rather than mid-week.	All
	Consider splitting Chocolate tombola into two	
	Consider a change of event	
4.	Upcoming Events	
4.1	School Disco	CM
	Thursday 23 May – poster was approved by PTA members Tickets on sale Monday 13 th – Friday 17 th May – will be £3 including drink, snack and glow stick	
	Infants 5-6pm	

<p>4.2</p> <p>4.3</p>	<p>Juniors 6:30 – 8pm</p> <p>Members agreed the timings – the day after the disco is an inset day.</p> <p>Bottle of water, haribo and a freddo is included in the ticket price Members had a discussion about replacing water bottles with a water station. This is something to investigate for future events to save money and prevent waste of half used bottles. Will try and speak to other schools to find out what they do.</p> <p>Cath will be asking the DJ for no competitions and games</p> <p>Discussed with Mr Hilliam having staff presence at the disco to ensure better behaviour. Mr Hilliam will ask for teacher help.</p> <p>Family picnic/games/disco afternoon 19 July</p> <p>The school is planning to run a picnic/ followed by games afternoon on Fri 19th July. Discussed how PTA can be involved in this. PTA could contribute to this instead of having a fun day (as we did in 2019). Suggested amount is £300. Can consider selling tea/coffee/cake on the day. PTA not going to run the day and will look at doing a fun day next year again.</p>	
<p>5.</p>	<p>Summer Fair</p>	
	<p>Raffle update</p> <p>Tasha is currently working on sourcing prizes and has confirmed the following:</p> <ul style="list-style-type: none"> - £100 cash prize – Andrews - £50 cash prize – Davies & Way - £50 Boden voucher - Dinner for two or lunch for two at The Pig – Matt Gregory donating - Two tickets for a distillery tour at 6’Oclock Gin (worth £50) - Lovely oversized white t-shirt from Selfish Mother - £20 vouchers from Bonzo Lounge - £15 voucher from Entertainer - Jewellery & scarf from Trigaci - Artificial plant from Sainsbury’s local - Fruitbox Company – fresh fruit box - Shake Express – reusable cup with some chocolate bars and a voucher for 1x waffle and either 1x small milkshake/smoothie or a medium hot drink. - Greatwood Adventure – one or two vouchers/possibly sweatshirts - Anna Smith Art (St. John’s Parent) – will once again donate a beautiful print - £15 voucher for Perfect Fit <p>Additional ideas for prizes – Tasha to contact Bath Racecourse? Somerdale Bath Ales via a parent at the school</p>	<p>Tasha</p>

	<p>Stalls</p> <p>Pimms and Beer stall – to be run by Matt Gregory (they will buy/pay for all the alcohol). Eileen following up the alcohol license. UPDATE – since the meeting, we now have the license.</p> <p>Ice cream – Cath Murihead has kindly agreed to do this again this year BBQ - Hamish</p> <p>Splat a brat stall – Lianne Lugg</p> <p>Poster for the fair – Catherine will ask Hope if she is happy to do this again</p>	
6.	AOB	
	<p>Tasha is stepping down from PTA Secretary role. If anyone is interested in doing this from Sept 2019 please let the PTA know.</p> <p>It was agreed that Rachael John will do Botley Hoodies again</p> <p>Mrs Esmonde would like to turn the unused meeting room (off of school reception) into a sensory room - and has asked for a budget and it was agreed £250 budget.</p>	
7.	Date of next meeting	
	<p>Wednesday 5th June at 7pm at school</p> <p>Additional meeting to be arranged at The Ship to discuss the summer fair</p>	

Action Record

	Action	By Whom	Meeting Date	Due Date
1.	Move forward with Rocket Fund application	Eileen with support from Tasha	7 May	June
2.	Continue with alcohol license	Eileen	7 May	DONE
3.	Follow up with Hollywood Bowl for inflatable bowling alley for summer fair	Catherine/ Karina	7 May	ASAP
4.	Continue with raffle prizes <ul style="list-style-type: none"> - Other ideas suggested are Bath Racecourse - Bath Ales - Somerdale 	Tasha	7 May	6 July
5.	External stalls – contact regulars/advertise on social media	George	7 May	6 July
6.	Tasha to contact Mrs Crutchfield about £300 for picnic/games day	Tasha	7 May	DONE

