

Minutes of LHS PTA Meeting | 27th November 2018

Chair | Robyn Bond

Note

The meeting was convened as an extraordinary general meeting (EGM) to appoint a new Treasurer alongside the planned meeting.

Attendees

Debbie Binks, Francesca Hale, Natasha Hale, Helen Hodges, Claire Hudgell, Jen Hynes, Terri Jones, Catherine Perry-Jones, Abi Smith, Vicki Volckman, Cath Yelland.

Apologies for absence were received from.

Kim Preston, Sarah Thompson, Jannie Van der Sandt.

Meeting opened 7:30pm in Scout Hut.

	Item	Action	Date
1	Previous minutes (6th November 2018) Were accepted as an accurate record of the meeting and signed by the Chair and Secretary.		
2	Matters Arising As per the Agenda		
3	New Chair Welcome <p>3.1 RB Welcomed everyone to the meeting, especially the new members. She emphasised that the PTA had been well led under Emma Rowe and worked well as a team with a good vibe. Acknowledging some of the challenges she had faced upon becoming chair, Robyn asked for the committee members to work together as a unified team and to continue to support her which was unanimously agreed. RB also thanked CY for her assistance with banking queries.</p> <p>3.2 RB explained that Emma Barnes had resigned as Treasurer on the 15th November with immediate effect from that date. Robyn strongly emphasised that there had never been any lack of trust in Emma or any questions raised over her integrity. Robyn expressed that it was unfortunate that a minor query to clarify a procedure had been perceived as a lack of trust.</p> <p>3.3 RB shared her vision that members would lead on key areas. Agreed to date:</p> <ul style="list-style-type: none">• 100 club – Abi Smith• Printing – Kim Preston		

	<ul style="list-style-type: none"> • Communication – Robyn overall (for now) with individuals taking responsibility for communication related to their lead areas • PTA social events – Cath Yelland. <p>3.4 In order to be more visible to the school community RB proposed ordering PTA t-shirts to be worn at events to make committee members more identifiable and unified. Committee members agreed to fund the cost of the t-shirts ourselves.</p> <p>3.5 The PTA constitution dates from 7th November 1989, RB proposed that the committee review this in the New Year, adopting a widely accepted updated version to meet the current needs of the PTA and the school. She also suggested that we look at having a code of conduct for the committee. To be reviewed in the New Year.</p>		
4	<p>Treasurer Update & Appointment of New Treasurer</p> <p>4.1 Expenditure on curtains and blinds for the school hall had been agreed by EB and Mrs Strickland is sourcing quotes.</p> <p>4.2 RB requested that a brief Treasurer update becomes a standing item on each agenda. This should cover:</p> <ul style="list-style-type: none"> • Outgoing • Incoming • Pending • Approximate balance. <p>4.3 RB Shared a Cash Record Sheet she would like used at PTA events to document the money taken on each stall. All money to be counted before (to confirm float received) and after the event by a minimum of 2 people and the form signed and counter-signed.</p> <p>4.4 Appointment of New Treasurer. Debbie Binks was nominated to stand as Treasurer by Cath Yelland and seconded by Terri Jones. Her appointment was approved unanimously.</p>	SS DB	Ongoing
PREVIOUS EVENTS			
5	<p>Christmas Cards (Lead JH)</p> <p>Final figures to be confirmed at the next meeting</p>	JH	Next meeting

UPCOMING EVENTS			
6	Christmas Fayre (Friday, 14th December 2018) 6.1 Santa's Grotto (Lead RB): 99 slots have been taken (97 of these have been sold and as agreed, FC's two children may attend free of charge). Present wrapping & labelling is on target, Santa's outfit has been donated by Terri's work (TfL) & JH has procured a Santa beard. The midday assistants who know the children well are going to do 20-minute slots to manage the entries. 6.2 Santa & Mrs Claus. Unfortunately, Jannie Van-Der-Sandt is no longer able to take on the role of FC due to ill health. The committee were asked to use their contacts to try to identify a new FC. VV agreed to take on the role if necessary. Mrs Claus will be played by Emma Rowe unless another DBS approved person would like to take the role on.	JH CPJ All	12 th Dec ASAP
7	Nearly New Christmas Jumper Sale (Feedback AS): Abi said she had received only 1 box of donated jumpers so far. It was agreed to run with the sale as planned this year and to advertise for donations straight after this Christmas break to maximise donations for 2019.	AS	Ongoing
8	Raffle tickets (Lead Sarah & Claire): RB went through the prizes that have been donated (see list with these minutes). FH to try to procure additional prize/s if possible, for the children's raffle. RB to chase up a further restaurant voucher. RB asked the group to check with CPJ which companies had been approached already before requesting any new donations.	FH RB	ASAP
9	Bottle tombola donations (week commencing 10th Dec): Need collectors every day before and after school. TBC – HH to co-ordinate rota. RB to ask Sue Warwick to judge the competition.	HH RB	28/11/18 ASAP
10	Decorate a jar: 10.1 The stall will be relocated to Oak class as there is space for children to queue in the corridor which will avoid overcrowding. Tickets will be sold at the door, and children will only be granted entry to the room with a winning ticket. They will only be allowed to purchase one ticket at a time, and anyone with a losing ticket will be send to the back of the queue. It was suggested to include some "dummy" jars decorated by the PTA to increase the sales. This is not an expectation. Children will also be allowed to enter as many jars as they like.		

	<p>10.2 volunteer rota to collect & label jars.</p> <ul style="list-style-type: none"> Monday AM RB PM RB AS Tuesday AM RB PM TJ Wednesday AM RB PM RB Thursday AM HH PM JH Friday AM CY PM CY 		
11	<p>Stock check JH and HH to check kitchen stock in PTA Cupboard Friday 30th November before school.</p>	JH HH	30/11/18
12	<p>Feedback forms RB would like these to be available during events to try to get more feedback, and to include the views of children. To be sited near tea/coffee. RB to develop form seeking anonymous feedback and to ask if people have joined Easyfundraising and If not why?</p>	RB	14/12/18
13	<p>Games:</p> <p>13.1 New games & stalls:</p> <ul style="list-style-type: none"> Vicky – photo board, no charge. T investigate and feedback on “Lucky Sprouts” Robyn – Chocolate coin toss Terri – Snowglobe decorations as these were hugely popular at the Summer Fayre. Find Santas treasure – Prizes will be donated by ER Iceberg launch – Prizes will be donated by ER <p>13.2 Favourite Games & stalls: Decorate a biscuit x2 (JH to bake and donated marshmallows to be used with rich tea biscuits as second option), Lucky Dip, Reindeer Hoopla (TBC if structurally sound NH/FH to check), Feed the Snowman, Face-painting, Hair-plaiting, Christmas tree envelope surprise, Bottle tombola, Reindeer food trays, Christmas tree cup toss, Buzzer game, Decorate a jar, Kids raffle, Adult raffle, Nerf Can Alley, Toy and Sweet stores, cake stall.</p> <p>13.3 Kitchen. It was agreed not to do mulled wine and to try slow cooker hot chocolate & sausage rolls.</p> <p>13.4 Allocate games/volunteers – RB asked everyone to message her with any preferences re the stall they would like to be on.</p>	<p>VV RB TJ ER ER</p> <p>HH</p> <p>All</p>	<p>10/12/18</p> <p>28/11/18</p>

18	Scrapstore 21 st visit (Feedback HH) Visit had been deferred due to school events and store closure on 28/11/18. To reschedule visit after Christmas break.	HH	Jan 2019
19	Scout Hut (CY) to remain designated lead for liaising with Bo Halil to book the Scout Hut. Confirmed.		
20	Constitution update <i>Deferred to next scheduled meeting</i>		
21	Christmas Fayre debrief – Tues 18th December Agreed to meet in the Three Horseshoes for a Christmas Fayre debrief meeting, followed by PTA social.		
22	AOB HH suggested a space theme for the Summer Fayre to celebrate 50 years of the moon landings. All in agreement that this could be a potential theme. For further discussion in the New Year.		
23	Date, time & Place of next meeting Tuesday 18 th December, 7:30 pm The Three Horseshoes.		
24	Meeting adjourned at 21:15		

These Minutes were agreed as an accurate record of the meeting.

Robyn Bond (Chair)	Date	Helen Hodges (Secretary)	Date
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