

# Frieth CEC School PTA meeting minutes



**Held:** Tuesday 3<sup>rd</sup> October 2017, School Hall

## Present:

<b>Committee</b>	Emma Wharfe (EW)	Chair
	Laura Webb (LW)	Deputy Chair
	Leah Cabbage (LC)	Treasurer
	Lisa Martin (LM)	Secretary

<b>Members present</b>	Steph Pusey (SP)	Juliette Cheung (JC)	Jo Reid (JR)
Gemma Gillies (GG)	Jess Richards (JR)	Sarah Hunt (SH)	Katherine Cox (KC)

<b>Apologies received</b>	Laura Webb	Jenni Sharp	Nicola Brown
	Lorna O'Hehir	Katy Dunn	Courtney Brennan
	Sarah Tedder		

## Please note

- Minutes will be circulated to all parents who have supplied email addresses to the PTA, 2 weeks before the next meeting.
- Minutes will be added to the PTA pages of the School website
- Call for agenda items will aim to be 2 weeks before the meeting, agenda will be published 1 week before the meeting.

## Your class/parent reps are

<b>Owls</b>	Courtney Brennan	<a href="mailto:courtneybrennan@btinternet.com">courtneybrennan@btinternet.com</a>
<b>Buzzards</b>	Lorna O'Hehir	<a href="mailto:thefamily@icloud.com">thefamily@icloud.com</a>
<b>Kestrels</b>	Jennifer Sharp	<a href="mailto:jennifersharp33@sky.com">jennifersharp33@sky.com</a>
<b>Kites</b>	Sarah Tedder	<a href="mailto:jackjackwalk@icloud.com">jackjackwalk@icloud.com</a>
<b>Eagles</b>	Clare David	<a href="mailto:claredav1@yahoo.com">claredav1@yahoo.com</a>

At the beginning of each term, the class teacher will contact the Class Rep with information about the term ahead. The parent Class Reps meet each half term with Mrs Reid to discuss any points on your behalf; they will let you know in advance when a meeting is coming up. Your Rep will remind you of calendar events such as assemblies, non-uniform days etc.

You can ask your Rep questions about the class/school and they will do their best to answer, or get an answer from the Rep meeting or class teacher; this saves many people contacting the school about the same issue.

Please remember if you have any questions or issues with the class routine or upcoming events in the classroom, these can be addressed by asking the Class Rep to approach the class teacher for information. Any questions or issues about your child as an individual, it is better to contact the class teacher directly via the office.

**What is Curriculum Enhancement?** Curriculum Enhancement is **anything** that enhances our childrens time at Frieth CEC School.

All PTA events are organised to raise funds for **Curriculum Enhancement**; IT, library, reading books, kitchen, outside area, school trips, visitors to the school, playground equipment, playground markings, picnic benches etc. All this will enhance our childrens learning and time at the school.

## Expenses

Please check with the PTA committee **BEFORE** you buy anything for an event you are organising as funds are very low. You must submit receipts if claiming, we must have a full auditable paper trail.

If you are organising an agreed event and need items, please discuss with the PTA Committee as they are likely to know what's in the shed or what is available elsewhere. Larger events will need to have a budget agreed before committing.

We would like expenses to be kept as low as possible to secure as greater profit.

Agenda item	Actions
<b>1. Welcome</b> Emma welcomed all attendees.	
<b>2. Actions from Previous Minutes</b> Communications between the PTA and school re events has improved. All PTA meetings have been diarised and posted on the school calendar on the website. Spare PTA letters are now left in magazine rack in school reception and this has proven beneficial. Emails were sent via Parent Reps and posted on Facebook asking parents to contact the school if they had any issues with the quality of the school uniforms. Only 2 emails were received so School and governors see no need to change the provider at this time.	
<b>3. Accounts</b> <b>Accounts reviewed:</b> Balance stands at £18,799.43 <b>Recent Costs</b> Coding - £300 Espresso - £2,214.45 Mathletics - £655.20 Expenses for the Christmas Fair (see item 4) - £800.00 Ipads, etc - £7,199.99 <b>Items to be deduced: -</b> <ul style="list-style-type: none"><li>• Pantomime - £465</li><li>• Christmas lunch (parents/teachers incorrectly charged will be reimbursed by Dolce) - £177</li><li>• 2 X subscriptions for online learning - £313 / £120</li><li>• Acrylic sheets for toilet blocks - £1345</li></ul> <b>Items to be added:</b>  Moneys from Trolley Token sales.	

<p><b>100 club account current balance - £3,148.11</b></p> <p>This account is used as a savings account and winning numbers come from the main account.</p>	
<p><b>4. 100 Club draw</b></p> <p>ST draw for January please and published on the weekly newsletter.</p> <p>EW Reissue 100 club 'letter' to parents to refresh interest.</p>	
<p><b>5. Previous Events – updates and evaluation</b></p> <p>Please email any feedback or event ideas to the PTA email <a href="mailto:PTA@frieth.bucks.sch.uk">PTA@frieth.bucks.sch.uk</a></p> <p><b>Events discussed: -</b></p> <ul style="list-style-type: none"> <li>• <b>Christmas Fair - Raised £2500.</b> Another lovely Christmas Fair event. Well attended with positive feedback. Costs were high on this event. However, Some money was invested in decorations, etc, that will be used in Christmas events in the future. Very successful set up and clear away this year.</li> <li>• <b>Frieth Hilly – Raised £11500.</b> The attendance was lower than last year but all agreed that this meant the event was less crowded and made it more enjoyable for the runners and spectators. Need to review the BBQ provision - not cost effective.</li> <li>• <b>Film night X 2 - Raised £600</b> Some bad behaviour reported at the last event. Mrs Reid said that she will remind all the children about the behaviour expected from them at this event prior to the next film night. Also LC suggested that a couple more helpers might help to monitor the children during the film. Another idea was to move the first film to an earlier time so that the younger children don't get too tired. Further suggestion was that a child sitting through two films may get bored so to split the age groups, so children only attend one film</li> <li>• <b>Christmas Dinner and Party Afternoon</b> – Children enjoyed this event and the visit from Father Christmas.</li> <li>• <b>Old PTA Shed</b> – the old shed lock replaced. However, the shed has developed further faults and needs further repairs. Alex Brown has volunteered to repair the shed.</li> </ul>	
<p><b>6. Future PTA events</b></p> <p>As suggested at the last PTA meeting each class is nominated one event each year to run and will need to put a team together to organise it.</p> <ul style="list-style-type: none"> <li>• <b>Music Quiz night – Eagles</b> Quiz being set by Katy &amp; Bill Dunn – date set for <b>2<sup>nd</sup> March.</b></li> <li>• <b>Disco – Spring term – 9<sup>th</sup> March</b> - SP organising First Aiders are needed so LM and EW to attend and share responsibility. Discussed selling glow sticks, sweets, etc, but decided against this on the grounds that more helpers would be needed and sweets aren't a healthy option.</li> <li>• <b>Easter Egg Hunt – Kites – 25<sup>th</sup> March</b> <b>Volunteers Needed to run Event</b> (before</li> </ul>	

Easter hols)

- **Pamper Night – Buzzards – 27<sup>th</sup> April** - Juliette Cheung and Sarah Hunt arranging.
- **Bring and Buy Sale – 12<sup>th</sup> May** – LW and EW to arrange. Date moved from February so that more tables can be sold and set up in the car park.
- **Camping night/weekend – Kestrels** – Lead - Charlotte Crowther – date suggested **7<sup>th</sup> July** – EW to check with CC if this date is OK. Cleaner will be needed for the toilets after the event.
- **Disco – Summer Term** – SP – **13<sup>th</sup> July** (JR will help at this event in preparation for taking over the organisation on 9<sup>th</sup> Nov.)
- **Disco – Autumn Term** – **9<sup>th</sup> November** - Jess Richards organising.
- **Family Social –Owls – September** – Gemma Gillies/Sarah Hunt arranging.
- **Frieth Hilly – 7<sup>th</sup> October**. First committee meeting being held on the 24<sup>th</sup> Jan. JR asked for a definite decision on what the money will go towards so that the committee can start fundraising and inform sponsors what the money is going towards.
- **Christmas Fayre – 24<sup>th</sup> November**.
- **Christmas 2018 Dinner – TBC**
- **Summer Ball 2019** – Juliette Cheung, Lisa Martin and Kathrine Cox are to look into the possibility of arranging a summer ball. It was noted that ticket prices need to be more accessible.
- **Film Nights** – Need to speak to Sarah Tedder if she is happy to run one a term and look at convenient dates.

The PTA are still looking for ideas for an event for the dads – please let us know if you have any ideas.

If you have any ideas for new events or feedback on previous events please email  
[PTA@Frieth.bucks.sch.uk](mailto:PTA@Frieth.bucks.sch.uk)

## 7. School Updates/Requests

- **Frieth Hilly Funds** - Hall updates continue due to finish at Easter. New table samples will be at the school before half term.
- **PE Shed** – Needs clearing out. It contains a large amount of rush matting that needs to be either sold or disposed of.
- **Donation of £1000 for IT Equipment** – these funds will go towards a mini mac and a 'sync/charge' ipad trolley and 2 I pads for EYFS. Some more funds may be needed from the PTA pot.
- **Whole School Meeting Survey Results** – only 36/111 responses received. PR meeting being held w/c 22<sup>nd</sup>. Parents still have an opportunity to respond.
- **Playground Update** – The equipment has been condemned and needs replacement. There are also ground level issues, with some slippage. The ground works need completing before the equipment can be replaced. Hoping this will take place during Feb half term. Money from the Teal Fund/Government Sports Funding to redevelop the area has been put aside for this purpose only. £5,000-£7,000 for groundworks.
- **Plumbing/Heating** – Emergency plumbing works in Buzzards classroom and new boiler needed. These works are to be scheduled for the Easter holidays. Estimated cost of £5,000.
- **KS2 trip** - 21<sup>st</sup> Feb – trip to a WW2 classroom.

<ul style="list-style-type: none"> <li>• <b>KS1</b> – looking for local volunteers to come and talk to the children about their professions like vets, dentists, policemen, etc.</li> <li>• <b>Puzzle Club</b> – looking for a volunteer to run the club before investing in the equipment at a cost of £1000.</li> <li>• <b>Gardening Club</b> – Anya Lautenbach still happy to continue with this club. EW &amp; JC to speak to her.</li> <li>• <b>Thermos/Pump Pots</b> – Mrs Reid said it would be nice to have 2 for use during meetings etc. LC will purchase.</li> <li>• <b>Teacher in Owls</b> – Interviewing this week.</li> </ul>	
<p><b>8. Any other business</b></p> <ul style="list-style-type: none"> <li>• <b>Parents Facebook Page</b> – it was discussed if the group should be open to teachers, etc. It was decided to be left as a parents group on the grounds that it would need more involvement by the school to monitor it. Also the parents need somewhere to express their views.</li> <li>• <b>PTA Shed</b> – More volunteers needed to help rebuild/repair the shed.</li> <li>• <b>PTA Chairman</b> – Emma Wharfe is sadly standing down from the role as PTA chair. If anyone thinks they're as awesome as she is then please let us know and we can put it to a vote at the next meeting.</li> <li>• <b>AGM date set for the 27<sup>th</sup> February.</b></li> </ul>	
<p><b>Notices/Reminders</b></p> <ul style="list-style-type: none"> <li>• <b>Match funding</b> – some companies offer match funding. Is there anyone in the school whose company will support fund matching? Contact <a href="mailto:PTA@Frieth.bucks.sch.uk">PTA@Frieth.bucks.sch.uk</a> if your company supports this.</li> <li>• <b>When dropping off in the mornings please don't park outside the Pre-School</b> this is where the bus stops and for those using the turning circle need the space. If you are dropping off a child that needs assistance to exit the car or your car only has 2 doors please park and walk the child to the gate. <b>Please pass this on to any child-minders and grandparents who might not know.</b></li> <li>• <b>Collecting at the end of the day</b> please don't block residents' driveways and leave extra space for the minibuses to be able to turn out of the school drive.</li> </ul>	
<p><b>Date of next meeting: AGM 27<sup>th</sup> February</b></p>	

## **Frieth School Events, 2018**

### **March**

2 <sup>nd</sup> March	Music Quiz Night	time TBC
6 <sup>th</sup> March	School Disco	From 5pm
25 <sup>th</sup> March	Easter Egg Hunt	Time TBC

### **April**

27 <sup>th</sup> April	Pamper Night	Time TBC
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### **May**

12 <sup>th</sup> May	Bring and Buy Sale	Time TBC
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### **July**

7 <sup>th</sup> July (TBC)	Camping Night	Time TBC
13 <sup>th</sup> July	School Disco	From 5pm

### **September**

Date TBC	Family Social
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### **October**

7 <sup>th</sup> October	Frieth Hilly	8am-1pm
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### **November**

24 <sup>th</sup> November	Christmas Fayre	From 1pm
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### **December**

Date TBC	Christmas 2018 Dinner	Time TBC
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### **2019**

Summer Ball 2019