

## Minutes

### Parents Association – 23 September 2019

1. **INTRODUCTIONS:** Victoria Geenes (Chair), Jo Sharp (Secretary), Christel Rousseau, Charly Jones, Carenza Parker, Cathy Henshaw, Kay Bolton, Mr Newton, Mrs Thomas
2. **APOLOGIES:** Nell Rigg, Jeni Fairey, Sara O'Connor, Lisa Cook, Julia Spittles, Caroline Johnstone, Mark Blackburn, Mrs Freeman

#### 3. **ADDITIONAL PA VOLUNTEERS**

To assist the main committee so additional support would be appreciated.

**Vice Treasurer** – to assist with bank runs and similar tasks – CR has kindly agreed to do this job

**Class Reps** – These are all in place now, many thanks to all who have volunteered

Reception – Kelly Moulder

Year 1 – Leon McComish

Year 2 – Karen House

Year 3 – Christel Rousseau

Year 4 – Lizzy Davies

Year 5 – Rachel Griffiths

Year 6 – Lisa Cook

#### 4. **UPDATES**

**Christmas Cards** – To increase the financial return the PA have trialled getting the Christmas Card designs completed for the Early Bird deadline this year.

Huge thanks to all the staff who helped facilitate this in the first week back after the summer break, the PA appreciate that this was not a small job. Thanks also to Cathy Henshaw and her helpers who assisted with the KS1 cards.

The card designs have been received by the company and will be back with us soon for ordering.

The PA will review whether the additional financial return is worth the extra time pressure before deciding whether to do the same again next year.

**Chairs and Tables** - The chairs and tables funded by the Summer Ball are now all in place in all classrooms aside from Reception (due to arrive in the next few weeks). The old tables are expected to be collected soon by 'Build on Books' – a charity who will ship them to Sierra Leone for use over there. Mr Newton passed on a Thank You from the staff and pupils as the overall look of the classrooms has improved and the tables no longer wobble! The next step of painting the walls and doors through the school is being planned.

Mr Newton reinforced the point the whilst improvement in the furniture and the look of the school is great for the children it is also good for the image of the school in general. With reduced intake in the lower years for the last 2 years it is important that the school attracts new children going forward. With that in mind Mr Newton has increased advertising for this year's Open days and welcomes suggestions for other ways to increase interest in the school. KB noted that extra advertising for the Open Days next year via banners in the local area would possibly help – she will investigate costs.

**ACTION – KB Investigate costs of banners**

**Booko** – This is a monthly lottery for the children that is drawn each month in the celebration assembly. Tickets are £10 for the year.

Vicky Scoble and Esmerelda Sanchez-Clavaro have stepped down from running Booko. The PA would like to thank them for all the hard work they have put in for many years. Lynette Gogay will be running Booko going forward.

Sales of tickets have begun and advertising continues. Whilst we are unable to sell on the website there are plenty of other ways for parents to pay. VG & Lynette will be selling tickets on Friday after school too.

Mr Newton will advertise in Friday news and JS will send out an email to all parents to remind them.

It was proposed that the first draw will take place on 2<sup>nd</sup> October pending agreement from Lynette.

**ACTION – JS to ask Lynette re date for 1<sup>st</sup> draw  
JS & Mr N to advertise Booko via Friday news & PA newsletter**

**Scooter Rack** – A scooter / bike rack has been ordered for the school. It should hopefully arrive shortly and Mr Newton is proposing placing it in the front playground so that it is out of sight from passers by.

**Lost Property Box** – This no longer requires funding by the PA as an existing box has been moved from elsewhere in the school. JS to request large plastic storage boxes for inside it.

**ACTION – JS to find storage boxes**

**Cookies and Stationery** – Both these stalls are still running on a Friday after school. Many thanks to Lisa Cook & Emma Copley who are running cookies. They will both be leaving in July though and so the PA are in need of a new team.

JS is running the stationery stall but would love for any willing Year 6s to help her out.

**Reception Boot Room** - Many thanks to the McComish family who spent a weekend transforming an area of the reception classroom into a boot room.

**New Parent Welcome Packs** - In previous years the PA have tried to run a coffee morning on the first day of term for new reception parents. Unfortunately, it wasn't possible this year and so instead each new reception parent was given a 'Goody Bag' as they dropped off their kids. These included, a packet of tissues, a tea bag, a coffee sachet, some biscuits, a calendar for the term and some leaflets about the PA. These were well received and so we will be continuing this next year. It was suggested that an information leaflet about Booko could also go into the bags too.

**New whiteboard / noticeboard** - Many thanks to Sara O'Connor for organising a new noticeboard for outside the school office. This will have details of upcoming events and other PA information. It also includes an "Art Gallery" in the corner. Children are encouraged to submit their artwork to SOC to be displayed.

## 5. UPCOMING EVENTS

**Outdoor Club** – Lizzy Davis. First event is Nature Walk on 5<sup>th</sup> October. This can be booked via the PTA-Events website.

**Bag2School** – Charity Clothes recycling. The bags will be handed out soon and collected items are to be left at the Village Hall on 14<sup>th</sup> October by 9am. We raise 40p per kg for the clothes collected.

**Theatre Tickets** – Dennis and Gnasher tickets are on sale now for January. KB is looking into other tickets at both local and London Theatres (Matilda, Mary Poppins, Nativity!)

**November Disco** – the date for the disco has been set for 15<sup>th</sup> November. Natasha Kann is taking over the organisation. Will try and provide more detailed guidance to parents on suitable amounts of money for children to bring.

**Christmas Fair** – 29<sup>th</sup> November.

Brief discussion regarding moving the fair to a Saturday but for now it was felt the current format works well on a Friday.

A coordinating team is needed for the fair so any volunteers please let the PA know.

Mufti Day for Bottle donations set for 23<sup>rd</sup> October 2019.

Mr Newton will let the staff know what classrooms are needed on the day – no real change from previous years.

Need to decide what gifts will be given out in the Grotto.

The Grotto ladies SJ and Tracey are happy to put it together again this year. A discussion was held about whether there is a way to open up the grotto to children external to the school. It is such an amazing space. Possibly on the evening after the fair or the following morning – realising that the staff need their office back for Monday! Mr Newton was to look into the feasibility of this.

**ACTION – PA to advertise for Xmas Ball Committee**  
**Mr Newton to look into whether the school can support longer Grotto opening**  
**Mr Newton to have Mufti Day added to the School Calendar**

**Wreath Workshop** – Again SJ and Tracey should be able to run this. We need to confirm a date and they need assistance with foraging prior to the event as this is what takes the time for them. Currently a Tuesday evening is the best night for using the hall.

**ACTION – VG to speak to SJ & Tracey and find a date**

**School Fun Run** - This is a school run event but the PA are collecting the money. This will be added to the money raised last year and put towards the Fitness Trail.

**St John's Festival of Art and Culture** – Mrs Thomas is putting together plans for a large event on 10<sup>th</sup> & 11<sup>th</sup> July next year.

The plan is to have different people coming into the school to provide experiences to the children on the Friday (opera singer, author, artists, dancing, RAF Band). CJ to contact the RAF Band.

In addition, on the Saturday local craft people can run workshops which people can sign up to. PA Support would be required in the outlay for the people – this would most likely come from the money the PA have set aside for class workshops. CH to make enquires for workshops via Craft Coop)

A marquee would be required – VG to speak to Speen about theirs and Steph Dell (Cricket Club). It was proposed that with a marquee in place it would be a perfect time to run a PA event, with music and food.

Mrs Thomas happy to arrange the booking of the people running experiences and workshops.

PA to look into a suitable online booking system for external attendees.

KB to ask Simon if he can assist with posters etc.

A separate committee is required for this event. VG will put out requests for members.

## 6. PROPOSALS FOR SPENDS & EVENTS

**Blinds for all of KS2** – This has been discussed at meetings in the past however blinds were never purchased.

VG will contact some companies for quotes

**ACTION – VG to find quotes**

**Smart Boards** – There are 2 smart boards currently needing replacing and a cost of £4974 for both. Currently £7000 in the contingency fund for this.

**AGREED £4974**

**Theatre visit September 2020** - Mr Newton has received a quote for a theatre company to visit in Sept 2020 to perform the Railway Children at a cost of £700. Currently we use Image Theatre who are approx. £350 per visit and so it was decided to continue using them.

**3D Printing** – The company who provided the 3D printing workshop to the Year 5 & 6 last year have proposed a long-term package.

Unfortunately, last year's workshop didn't ever result in the children printing anything and so it was felt that it hadn't been worth it due to all the technical difficulties.

Mrs Thomas also made the point that it is good for the children to experience some things at secondary school and not add too much to Year 6.

**Website** – From SOC "Can the Christmas play DVD money raised this year go towards a redesign of the website? While a website design doesn't directly impact the children, it repeatedly directly impacts the parent community. Things are hard to find and sometimes confusing and the school has no budget for the website. Many cost-free improvements have been made over the summer by Mr Newton but to properly alleviate the issues, we need a redesign. The DVDs usually raise about £900 which would cover most of the quote."

It was agreed that the website is not as user friendly as it could be as that this is an important access point for many prospective parents.

**AGREED**

**Cameras** – The teachers informed us that they are no longer able to use the school cameras due to a lack of cables and SIM cards. Apparently, the cables provided by JS last year weren't suitable. JS has offered to take all the cameras and find the necessary parts to allow them to be used.

**ACTION – Mrs Thomas to pass cameras & accessories over to J Sharp to assess**

**Fitness Trail** – We have received a couple of quotes over the last year for the fitness trail for approx. £5000. The path needs relaying and the wooden borders replacing in many areas too. Currently there is £2400 set aside for this project (£1400 from the sponsored run and £1000 agreed from the PA).

The money from this year's sponsored run will also go towards it – Mr Newton & the PA will reinforce the message to the parents that we need to raise as much as possible.

**Planetarium** – JS has found information about a mobile planetarium that could visit the school and do a show for all the children in groups. It was suggested that this may be a good opportunity for Jan / Feb.

**ACTION - JS to investigate further.**

## 7. AOB

**Sand Pit** – JS asked about the sand pit that is in the field. Apparently, it was used for sporting events in the past but hasn't been used for years. It is no longer suitable for use by the children.

**The school will look into removing it and KB suggested the sand may be useful for Hogans Hideaway / Millenium Garden.**

**ACTION – Mr Newton – School to look into removing the sandpit**

**Sensory Garden / Hogan's Hideaway** – Plans are still underway for this project. KB has been in discussion with John Tyler regarding what can be done.  
The school emphasised that it needs to be low maintenance.

Ideas are –

wildlife nature garden that is fully accessible.

Potentially remove the current split level.

Add a bird hide.

Find a suitable home for the Weather Station donated by last year's leavers.

Use environmental matting to support plant growth.

Remove large tree, change fencing.

**ACTION -KB to put together a plan of work to be done to allow the project to make progress in stages whilst further funds are raised.**

## **8. DATE OF NEXT MEETING**