

Minutes

Parents Association AGM – 13 September 2018

Note – not all items were discussed in order of the agenda however for clarity the minutes have been recorded this way.

1. **QUICK INTRODUCTIONS:** Victoria Geenes (Chair), Jo Sharp (Secretary), Sam Watson, Lisa Cook, Mrs Freeman, Mrs Rodbourne, Steph Dell, Mark Blackburn, Mark Frost, Andy Kann, Rachel Griffiths, Roz Capelin-Jones, Caroline Johnston, Kerry Wiles
2. **APOLOGIES:** Nell Rigg, Elena Smith, Jeni Fairey, Toni Booth, Kevin Capelin-Jones, Kerenza Floyd, Vicki Scoble, Kay Bolton, Lynette Morrissey, Julia Spittles, Sara O'Connor, Louise Lucas, Gill Harding, Lizzie Davies, Alpa Boll, Jo Boothroyd, Liz Patient, Reiko Pomfret, Gill Harding, Claire Bignall, Clem Blakemore, Cathy Henshaw
3. **MINUTES OF LAST MEETING APPROVED**
4. **CHAIR'S REPORT** – Attached at end of minutes.
5. **TREASURER'S SUMMARY** – Attached at end of minutes

6. ELECTION OF PA OFFICERS

Thanks to Gill for serving as treasurer for last 3 years and to Sam who stepped down earlier in the year from her Chair role.

New Appointees

Treasurer - Mark Blackburn. Nominated by Steph Dell. Seconded by Lisa Cook

Secretary – Jo Sharp. Nominated by Lisa Cook, Seconded by Kerry Wiles

Chair – Victoria Geenes. Proposed by Jo Sharp, Seconded by Kerry Wiles

Vice Chair - Caroline Johnston – Proposed by Steph Dell, Seconded by Mark Frost

Many thanks to all committee members for helping the PA run for another year.

7. FOLLOW UP

Music Pavilion update received from Clem. Majority of work is now complete or due to finish during the half term break. Unsure as to what exactly is still required to reach completion. Mark to get in touch with Clem re electrics – may have contractors who can assist if required. A tribute to Mrs Grimsey is being considered by staff. They will liaise with Clem. Once the pavilion is complete the staff are keen for the area around it to be returned to a usable play area for the KS1 children. JS to ask Clem for a summary of the project to provide understanding for parents who are possibly unaware of the history.

ACTION - JS

Events from end of last year

Camp night was very successful. £450 raised from pitches plus approximately £200 for other activities / food during the event.

Summer music concert, £260 raised on ticket sales & approx. £200 in bar takings.

All money from both events is earmarked for the Music Pavilion except for the Face Painting which is for upkeep for the fish tanks.

Spends over the summer

A new carpet and flooring was installed in the Year 1 classroom. Staff expressed their gratitude and how much of an improvement it has made to the room.

Curtains installed in the main hall – Again staff very pleased and a definite improvement for the children taking the 11+ in the hall earlier in the day.

Outdoor areas update –

Thank you to:

- Mr Bundock for putting the new benches together allowing outdoor seating for a whole class.
- John Burnett from the Lacey Green and Loosely Row Horticultural Society for mending our outdoor tap - and setting up our water butt and donating refurbished garden tools to us.
- Alison Shreeve (Chair) and the members of the Lacey Green and Loosely Row Horticultural Society for watering and weeding the garden over the summer holidays so we have great crops to come back to.
- Michael (parent of Beth and Rose Travis Y5) from Country Supplies for offering us FREE compost and soil improver for the garden.

Alex Stallwood has offered to do tree and hedge work for garden areas and pavilion area - in winter months (Nov/Dec most likely when he is quiet)

New/replacement fencing between the millennium garden and play area. Not really discussed at the meeting.

The willow arch at the start of the fitness trail. To be looked at when fitness trail being fixed up.

Scooter parking area - still not scoped out by Paul Spittles but has been reminded. Again Country Supplies said they would be happy to help get correct all weather turf and underlay etc.

Would be good to have a TLC Weekend this term. Kay to provide dates when she's available after half term and then we can request assistance.

ACTION – KB to arrange TLC date

Learning Mentor Room –Apologies to the school. The PA had hoped it would get done over the holidays but didn't happen, hoping to get it done soon & VG to follow up (update following the meeting – due to be completed in the next week). Quotes for carpets have been received and so can go ahead once work on walls is done. Approved spend of £1500 from previous meetings so spending can go ahead when required.

ACTION – VG to chase completion of room

Cookery Lessons –

Classes went well at the end of last term and worked well in the kitchen rather than in room 1. Very useful to have an assistant to save Cathy time at the end of the sessions.

Cathy is booked in on the last day of the course she did last year. This will give the school an additional £100 in supermarket vouchers.

Thank you to Mr Bundock for cleaning carpets in room 1 over the summer.

Mrs Rodbourne and Cathy Henshaw are in contact to work out timings for lessons & use of the hall & kitchen for the future.

8. COMMUNITY VOLUNTEERS

Class reps – All Year Groups have a rep (or 2) so thank you to all. JS to add details to the school website page. Still believe quite a few parents are not on the distribution lists and so will continue to mention them where possible.

ACTION - JS to update website

LC asked about putting posters in notice boards and raised the outside notice boards as a possible way to push out information. JS admitted to trying towards the end of last year but not progressing far. SD and LC to come up with a plan to use the notice boards more effectively in the future.

ACTION – SD & LC to update notice boards

Event Co-ordinators – Ideally the committee would like all events to be run by their own teams – in the way the ball & the circus have been run previously. This lightens the load on the committee. The committee will assist where necessary but coordination must come from elsewhere. People felt that perhaps parents weren't aware that they could bring ideas to the table to run themselves and so this will be emphasised more going forward.

ACTION – JS to put out plea for coordinators for Discos & other events

9. UPCOMING EVENTS / FUNDRAISING

Cookie Sales – Raised over £1000 last year.

Last meeting the possibility of using school fruit was raised however Mrs Freeman confirmed it is generally all used in school. Other healthy ideas are welcome.

A parent stepped up at the end of last year to co-ordinate the cookie sales but has struggled to get volunteers. Will see how this term goes and then look into other solutions. No cookie sale this week.

Booko Club – This is a raffle that runs through the year. Tickets are £10 for the year (£1 per draw). All money raised goes towards books. (£1000 raised last year). Sales are now open for the new year and initial advertising has gone out to Reception parents via letters and parents on the Facebook page.

ACTION – JS to add Booko to email over the weekend

Theatre Tickets – A few tickets are currently available and due to go on sale soon.

Horrible Histories @ Wycombe Swan (9th / 10th November) available now.

School of Rock – London – 29th October

Panto (Peter Pan) @ Aylesbury Waterside – 16th/22nd December

Audience with Sir Ranulph Fiennes @ Aylesbury Waterside – 22nd January 2019

Tom Gates (June next year) @ Wycombe Swan- June 2019

Vicki Scoble is going to continue coordinating this but more than happy for someone else to step forward to take over if they would like.

2nd Hand Clothing Sale – Prior to the next Bag2School JS is organising a 2nd Hand clothing sale on 22nd Sept - all items £1. Donations of clothes appreciated, contact JS for collection or bring to the school on 21st Sept. Volunteers appreciated to set up on Sat morning. Event will run 11am – 3pm

Bag2School – 18th October (Bags with instructions will be sent home with children nearer the time.

Mrs Freeman asked about clothing sales where people bring in branded items for sales (in the past there was a Boden sale).

ACTION - VG to see what options there are.

Colour Run - To raise money for the fitness trail upkeep. Originally was to be the school charity last year. Will be coordinated by the school. Won't be a run with dye (due to concern of mess in the school) more of a colourful run. Date confirmed as 28th Sept and children will run around the school grounds and next-door cricket pitch area.

PA to support with volunteers where requested and will facilitate receipt of sponsorship money.

ACTION JS & VG to liaise with Miss Moulder

Outdoor Club –

The Outdoor Club is continuing. Lizzie Davies has two events in mind and Sara O'Connor will host Outdoor Photography on Sunday, 4 November from 15.00 - 17.00.

If anyone has any idea for outdoor club events then please contact Sara O'Connor / Lizzie Davies
SD offered the sports club for use for events out of cricket season.

School Disco – Date fixed as 12th October. We need a coordinator to bring it all together and then Class reps can assist with providing volunteers for the discos. There is a clear instruction document that Kay Bolton produced last year and so it's fairly straightforward. Tickets will increase in price the week before disco to reduce last minute purchases. Need to make it clear to parents that for safety reasons we need to know names and emergency contacts in advance and so this is why last minute purchases are difficult. Lynette Morrissy has offered to help run the KS1 disco.

Fashion Show – LC has proposed a fashion show event for parents.

Low administration as it is externally run (heavily reduced high street brands with labels removed).

Fundraising comes from tickets, a cut of the sales, the bar & raffle

Volunteers would be required for the bar / modelling / running a raffle.

Will need a license for the bar.

ACTION - LC to investigate available dates.

Christmas Fayre & Christmas activities –

Date set for Friday 30th November.

Secret Room – Claire Bignall is running with this and has done some purchasing. RG has offered to help out.

SD is going to try and source some items from her mum who works for a firm who produce Royal Palace branded items.

Christmas Fayre – Lynette Morrissy is coordinating the fair this year possibly with support from Lisa Cook. But will need more assistance. Victoria G (previous coordinator) to meet with Lynette.

Claire Bignall has offered outdoor inflatables for extra stalls but attendees were unsure about doing this again as the area wasn't well visited last year due to access through the café.

Grotto. Hoping our Grotto fairies (Tracey Curtis & SJ Ebdon) will work their magic again this year.

ACTION - VG to speak to SJ & Tracey

ACTION – JS to put out plea for volunteers when required.

ACTION - LC to book Santa.

ACTION – VG to ensure all information is passed on to new organisers

ACTION - SD to try and obtain Secret Room gifts

Reception will get detailed letter in run up to Christmas explaining how it all works (possibly good for other new parents through the school?)

Secret room idea was suggested for other events through the year however others (including staff) felt that there were children through the school for whom this would be a sensitive issue.

Christmas cards – packs to be sent out very soon for children to design their own cards for Christmas. If designs can be sent back by ½ term then possible profit is doubled.

Last year Cathy Henshaw and a group of volunteers helped the KS1 children with their designs and so will be approached to ask for help. Staff commented that the different paper supplied really helped with

ACTION – VG to arrange distribution of packs and speak to Cathy Henshaw

Request that the PA look into other personalised items that can be purchased as Christmas gifts

RG to look into the baubles that are hung around Risborough by other schools and see if we can get involved in that

ACTION – RG to investigate baubles in P Ris

Question regarding using Northbrook catalogue for wrapping paper etc orders – the school receives a cut of sales. Previously had been found it was quite expensive and not much uptake but if someone wants to organise it they are very welcome.

Wreath making – this event was very well received last year and so believe there will be a demand again this year if SJ & Tracey would be happy to run.

ACTION - VG to speak to SJ & Tracey

2019 Ball – Update from Chair - As this is generally a good fundraiser for the school we are keen to find people who are willing to coordinate it. It doesn't need to be as big as previous years. From last meeting we haven't yet had any further venue ideas or costs.

Question raised as to whether the Ball is a bit too expensive & exclusive however due to low turn out at less expensive events last year it is felt that people are possibly just not engaging at all for adult events. The ball is often attended by former parents and people from the village and so could possibly be marketed as a local event rather than a school one. Price has not increased for many years.

SD mentioned minimum price for sports and social is £20 without any venue / table / chair hiring required.

Strong feeling by some that a cheaper similar event was required but no ideas what that could be.

Plan to survey the parent population for thoughts on this and to stress to people again that if they have ideas for an event and would like to run it with a team then they are always welcome to bring it to the committee who will support them. Need to make clear that events require their own teams.

ACTION – VG to ask opinions of parents

ACTION - Class reps – put out message re parents can bring ideas to the table.

Class reps & committee information to be placed onto noticeboard & website.
Hold an open meeting possibly during the day sometime to capture parent's views.

Match Funding – Jo has letters to send out with parents

Fundraising through recycling initiatives – JS has found an organisation that will take foreign coins / old electronics etc.

ACTION - JS to put out collection box in reception area – KW to assist

10. PROPOSALS FOR SPEND

School Pots strategy for this year – last year was £600 per term that the bursar could spend.
£600 agreed.

Mathletics – reminder to be sent out to parents that they have access. PA will pay for renewing license for next year.

Agree £1200

Bug Club put forward as an online reading program –

ACTION – JS to investigate BugClub

Support teacher funding – Proposal put forward for using PA money to fund a support teacher in the school to allow the teachers more time with the children & take some pressure off.
General consensus at the meeting – attendees felt it would not be possible under the constitution and so it was agreed not to pursue.

Adventure Reading Map – Feedback from some parents was collected by Nell and it was widely felt it was a positive thing. Attendees agreed to continue this and Sara O'Connor will be approached for advice on books and SJ Ebdon will be asked to support design of the new map etc.

ACTION – VG to speak to SJ Ebdon

Engagement with PA – The PA would like to set up a 'stand' outside the school at pick-up one morning to try and engage with parents who don't generally get involved. Discussion regarding location however if it was felt that chances of engaging more parents is increased if we are out the front / in the playground.

Date and details to be arranged nearer the time.

ACTION – Committee to sort a date for this

Mailchimp - Steph to work with Jo to improve Mailchimp emails.

11. AOB

Quick updates from last meeting

Vacuum Cleaner – Site manager happy with new vacuum, no further action.

Lost Property initiative – Trial no longer happening.

Survey results - apologies from Jo, will get results out soon.

Geocache – unsure who officially owns the land. Still under discussion.

Parent skills database – just 28 responses so far – Jo to advertise again and look into the results.

Thank you cards - Cards are required for all the people who help out with the school. Proposal to send each child home with a piece of card and instructions and then these will be used as cards going forward. Will also run a competition to encourage returns! Prize for KS1, years 3/4, years 5/6

Jo to put out request / set up Sign-Up Genius for volunteers for open mornings.

Summary of where money is due to be spent this year

Ongoing cooking project cost

Completion of the music pavilion

Landscaping area by pavilion – (KS1 play area)

Additional Proposals put forward

Installing a door from year 2 classroom to their outdoor area.

ACTION - VG & SD to get some quotes.

New carpet for Reception classroom in front of white board.

ACTION - VG & JS to consult with teachers for requirement.

New tables and chairs in KS2 & KS1 possibly – school to provide requirement.

ACTION Mrs Rodbourne / Mrs Freeman

New pegs in the cloakrooms – school to provide requirement.

ACTION Mrs Rodbourne / Mrs Freeman

Next meeting – Thursday 15th November

ACTIONS SUMMARY

Actions	
Music Pavilion Summary	JS to speak to Clem & obtain summary to date
TLC Day	Kay Bolton to proposed dates for next TLC Day
Learning Mentor Room	VG to follow up progress
School Website	JS to update school website
Notice Boards	SD & LC to revamp outside notice boards
Event Coordinators	JS to put out plea for organisers
Booko	JS to add Booko to weekend Mailchimp
Clothing Sales	VG to look into clothing sales options
Colour run / Fit for the Fitness Trail	VG & JS to liaise with Miss Moulder
Fashion Show	LC to investigate dates
Christmas	JS to put out plea for volunteers when required. LC to book Santa. VG to ensure all information is passed on to new organisers SD to try and obtain Secret Room gifts
Christmas Cards	VG to distribute packs & ask Cathy Henshaw to support KS1 children
Baubles in Princes Risborough	RG to investigate
Wreath Making	VG to speak to SJ & Tracey
Ball	VG to canvas opinions of parents Class Reps – to ask their parents for ideas for events
BugClub	JS to look into this
Adventure Reading Map	VG to speak to SJ
Coffee in the playground	Committee to arrange date etc

CHAIR'S REPORT

This evening brings to a close another incredible year of fundraising and spending for the PA. There have been so many great events and so many people involved that I fear that I would forget someone if I tried to name everyone individually, so won't, but huge and heartfelt thank yous to everyone who has organised events over the last 12 months. Huge thank yous also to everyone who has donated to, attended or made tea at the various different events that we have held across the year - without your support they just wouldn't happen. Finally the biggest thank yous have to go to the outgoing members of the committee. I think that everyone will agree that Sam Watson has been a phenomenal Chair and without her seemingly tireless energy and enthusiasm for all things PA we wouldn't have raised anywhere near the amount we have. Gill Harding has also been amazing and has worked so hard to ensure that our accounts are all up to date. Thank you thank you thank you both for all the work that you have done over the last 12 months, and indeed the last 3 years.

Headline spending this year includes new curtains for the school hall, new carpets in the year 1 classroom, new books for the libraries and supporting an annual subscription for the whole school to Athletics. Following the refurbishment of the kitchen, the cookery project that last year's ball raised funds for is finally up and running and has been very well received by the children who have participated thus far. Finally the work on the next phase of the music pavilion is well underway and hopefully the opening date for this is now in sight. There is however still a long list of projects that need completing or even starting and so we really hope that we can form a committee to move forward for the next year to ensure that our children are given the best possible start to their school lives.

Finally, it seems wrong not to acknowledge the incredibly difficult events at the end of the last academic year, and thank that staff and governors for the amazingly good job that they did to ensure that our children were so very well supported following Mrs Grimsey's death. It was an honour to represent the parents of the school during this time and to observe the incredible community that we are part of in action.

TREASURER'S SUMMARY

It has been another amazing year and a huge thank you to everyone that has helped us raise significant funds for the school. Unfortunately, I have been unable to pull a full summary together for this meeting as there is still an amount of reconciliation to be done, this will be available for the next PA meeting. The main highlights I would like to mention are that our current balances in the bank and PayPal are approximately £32,000.

A number of fundraising activities have been undertaken for the Music Pavilion this year. Alongside some extremely generous donations and over £1,300 raised from the Coop community fund scheme, an amazing figure of over £26,000 has been raised. With the addition of the generous in-kind donations from a number of companies it will be possible to achieve a near completion state for the building which is a remarkable outcome. Huge thanks to Clem for making this possible!

Significant fundraising activities included approx. £4,500 from the Christmas Fayre and £4,000 from the Circus. In addition to the big events the Booko club scheme raised in excess of £1,000, second hand uniform sales have raised in excess of £500, ice cream cookie sales have raised close to £1000 and theatre events have raised in excess of £1000. There have been a number of other fundraising activities throughout the year and I would like to say a big thank you to everyone who has been involved over the past year in generating ideas, volunteering for activities/events and spending generously on PA activities.

Such fantastic fundraising has facilitated significant spend within the school including new outside benches for children to use, a new kitchen floor, new cookery lessons, flooring for Mrs Rae's classroom, new digital cameras, books and many more items!

I would like to take this opportunity to say thanks to everyone for supporting me in delivering the Treasurer role over the last 3 years. I have really enjoyed my time in this role and have worked alongside some fantastic people.