

## **AGENDA**

### **Parents Association Meeting – 15 Nov 2018**

1. **Quick introductions & apologies** – Victoria Geenes (Chair), Jo Sharp (Sec), Caroline Johnstone, Mark Blackburn, Claire Bignall, Mrs Freeman, Mrs Rodbourne, Sara O'Connor, Nell Rigg, Kay Bolton

**Apologies** - Liz Patient, Cheryl Conely, Elena Smith, Louise Lucas, Kerry Wiles, Lizzy Davies, Clem Blakemore, Catherine Henshaw.

2. **Minutes of Last Meeting** approved.

3. **Treasurer's Summary** – Still handing over the role and so figures not exact.

#### **Recent events**

Event	Net £
Disco	£800
Pantomime Tickets	£250
Horrible Histories Tickets	£200
Sponsored Run donations	£1,200
Cookies (from 3 sales)	Approx £150
Booko	£300

Current Balances

General Account- £25,000

Booko - £300

Paypal account – including Booko - £11,000

#### **4. Outstanding actions from last meeting**

Notice board out front – Lisa Cook & Steph Dell were due to look into revamping it. No update available.

Xmas Baubles in Princes Risborough – Rachel Griffiths still investigating.

Adventure Reading Map – Still to go ahead, Mrs Freeman to look into in the New Year.

PA coffee before school for parent engagement – will try and organise in the new year.

Survey – Jo still to output results.

#### **5. Updates since last meeting**

The Coop fundraiser raised - £3779.07 in total for the Music Pavilion. Huge thanks to everyone who prepared the bid and for all the shopping everyone did.

**Tesco bags of help** – awaiting results from Tesco head office – hope to hear by the end of the month.

**Disco** – This went really well and raised a good sum of money. The DJ was popular with the kids. Next time kids can request songs in advance.

**Clothing sale** – this raised £300 with no outlay aside from time. Next sale is tomorrow to coincide with Bag2School.

#### **Pavilion**

*Update provided by Clem.*

We have enough funds raised now to complete the Pavilion by Christmas.  
Main construction work is now finished and the built in furniture is now installed.  
Next jobs are second fix electrical and fire and burglar alarms.

Still require extra funding to pay for AV equipment and to sort the external area at the back of the Pavilion.

Mrs Insley is hoping to moving equipment in over Christmas. Mrs Rodbourne to find a suitable date for an opening event and establish what that will be.

Suggestion that there should be a suitable memorial for Mrs Grimsey.

**Booko** - healthy account and a lot of new books have been purchased

**Learning mentor room** – Refurbishment is complete and the room is looking good and Ms Hart is happy with it. She is still after a few more items to complete the room. Details to be sent to VG  
KB can donate a white board and will send measurements to Ms Hart.

New carpet was installed in Learning Mentor room and Reception classroom over half term and have improved both spaces.

Retrospective approval for funds to pay for new carpets in reception classroom requested – bearing in mind the learning mentor room came under budget.

**APPROVED TO PAY IN FULL £941**

**ACTION - VG to inform Mrs Davies of outcome**

**Outdoor club** – *Update from Lizzy Davies*

Nature walk by Hughenden manor was well attended. Possible plans for more free walks to boost interest in the club.

Photography Session run by SOC. Good attendance and so beautiful photographs produced. SOC considering future photography sessions.

Coming up – Christmas Treasure Hunt in Lacey Green. Saturday 15<sup>th</sup> December 2-4pm. Possibly with the addition of a mulled wine, hot chocolate and cake stall. Any help appreciated.

As always, if anyone would like to run an event or has ideas then please let Lizzy or Sara know.

**Theatre tickets** – School of Rock & Horrible Histories were well attended and enjoyed by all.

Tickets no longer on sale for the Panto & Sir Ranaulph Fiennes however they sold well.

Coming up next year in June “Tom Gates”

**Christmas cards** – Lots of orders placed and these have now been sent home. Thank you to all who helped.

**Friday Cookie Sales** – This has now been taken on by Lisa Cook who has diversified and is doing really well. Many thanks.

**Booker card** – The PA have recently acquired a Booker card for their shopping which should make things easier prior to events.

**Credit Card machine** – The PA now have a credit card machine, this will be tested tomorrow at the clothing sale.

## 6. Proposals

### **Grass area at the front of the school.**

Previously £2000 was approved to improve this area.

Caroline obtained an initial quote this week from PRM Property Maintenance. The quote includes preparation of the area and to lay artificial grass. The quote was £4330 although this is possibly for the most hard-wearing astro turf

Caroline to get full breakdown of what is included in the quote & obtain a quote for lower end turf.

Mr Travis (parent) has previously offered to help with supplies for this area so this needs to be taken into account.

CJ to speak to Paul Spittles again to see if he can assist.

Could possibly put plants in some areas to reduce amount of astro turf needed.

Would like a scooter rack in this area to tidy up the entrance during the day. CJ to look into what is available and costs.

**ACTION – Caroline Johnstone**

**Booko** – we have discovered that Booko can no longer be run through the PTA Events website due to gambling regulations and so we will need to find an alternative solution for the next academic year.

**Banking** – The PA currently bank with TSB. Whilst the account covers all of our needs the branches are only open 9-5 Mon-Fri (or Sat in HW).

The PA would like to open a Metro Bank as the branch have more flexible opening hours and they have a magic money machine. Which would greatly reduce the time spent counting money.

Metro Bank Approved – 2 signatories required as per the constitution.

**ACTION – Jo Sharp, arrange for account to be opened**

### **School workshops proposal**

The PA would like to propose that funding is provided to allow each year group a workshop / event to support their curriculum.

Staff have done initial investigations and are proposing.

Reception - Mini beasts visit - £150

Years 1 & 2 - History off the page - £500

Years 3 & 4 - Science - £500

Years 5 & 6 - 3D printer - £500 / year group

**£2500 APPROVED**

Discussion had re first aid training for children as this is soon going to be a curriculum requirement – Mrs Freeman to investigate and feedback at the next meeting.

**ACTION – Mrs Freeman**

### **KS2 Library – Nell Rigg**

Mrs Thomas has a few regular volunteers in the library and they've been busy sorting through the books and replacing old / worn books where possible. They have identified some improvements they'd like to make to the library.

Replace the cushions as the current ones are old and a bit flat.

Buy plastic covers for books – currently many of the ones in there are not the right sizes

Buy panel stickers to decorate the space and the door.

Fixing internal blind – as the room is sometimes used as a changing room – Mr Bundock is investigating fixing.

Cushion covers – Esmerelda has offered to sew some new ones.  
Shelving – would be nice to but there is not much room. Priced from £14 - £300  
The library volunteers are also discussing plans for a book club / book reviews etc.

**APPROVE - £200 for KS2 Library**

Mrs Freeman suggested the KS1 Library could benefit from some improvement. Nell to speak to Mrs Waters re KS1 library.

Await information on what needs doing in KS1 library before approving spends

**Recycling Initiative.** JS would like to use Recycling For Good Causes and run a recycling event in January to raise some money.

**Approved**

**ACTION - JS to follow up and set in motion**

**Giving Tuesday** on 27<sup>th</sup> November. Facebook and Paypal both match funding on this day and so we'd like to encourage parents to donate on that day.

SOC suggested it helps to have something to raise money for.

Not encouraged to offer something in return as it should be a donation.

**ACTION - JS to find out more information and promote**

**7. Upcoming Events**

**Christmas fair** – hunt for volunteers progressing but still need more especially for Thursday Secret Room. It was noted by many that advertising for the fair in general has been a lot lower than previous years and so possibly many parents didn't know what was going on. This will be passed back to the Fair Organisers.

CB has offered her Candy Floss and Slushi machines for use at the fair.

**Grotto** - SJ & Tracey doing again and have begun searching for items. School have agreed they can begin Wednesday evening after 6pm. Victoria to ask Bex London to lock up at the end.

**Secret Room** - CB getting secret room together – VG's husband to itemise the report to allow CB to plan. CB to set up Wednesday evening at the same time as the Grotto.

CB planning to ask supermarkets for donations for last few items. Possibly ask Liz Patient to approach with Parish Council hat on to maximise returns.

Donations of wrapping paper and ribbon needed.

Claire will put out requests for wrapping help.

**Wreath making** – 7<sup>th</sup> December. £20. 8pm. Run by SJ & Tracey again. Ticket are selling well. SOC to lock up at the end.

**Bag2school** – Reminder that this is Monday am.

**Ball** – progressing. Will be on 6<sup>th</sup> July. No further details released yet.

**Xmas Plays** – SOC coordinating recording and DVDs again. Video cameras still required for filming and volunteers to film. Stamps all ordered and SOC to ask if she needs help preparing. Hoping to get KS1 DVD out before Xmas.

**TLC Day** – this Saturday 10-1.

Have been donated a tonne of mushroom compost from Michael Bryant from country supplies. So this will need distributing onto raised beds.

Will cover with weed suppressant so hopefully can start planting after Xmas

Plus other jobs to be carried out on the day.

Waders required to help clear the pond of debris.

**ACTION - SOC**– Put on Facebook. Bring gloves and shovels. Borrow waders.

Need advice & help with fencing in Hogans Hideaway

Tree out front needs looking at –

**ACTION - Kay** to ask Alex Stallwood.

**Cheese and wine** - 2<sup>nd</sup> Feb – to be organised and advertised further in the new year.

**ACTION - VG** to check booking with Mr Bundock.

**2019 Disco** – 15<sup>th</sup> / 22<sup>nd</sup> March – confirm date now to fix DJ.

**ACTION - JS** to speak to DJ and Mr Bundock

**Spring show** – Lacey Green Horticultural Society are holding their Spring Show on 30<sup>th</sup> March. KB to organise the Fairy Garden workshop at school again. The theme is Space.

**Fashion Show** – Lisa Cook to arrange next term

**PA Logo** – JS believes the PA should have it's own logo. KB to speak to Simon to see if he can help. JS & KB to liaise.

**ACTION – JS & KB**

## **8. AOB**

There is space inside the time capsule if the school would like to put some things into it. Mrs Rodbourne to look into.

Discussion needed with Clem regarding the KS1 play area as the soil from the pavilion has flint in it and so the area is not usable for the children – possibly tie in with time capsule burial.

**ACTION - VG** to speak to Clem.

**Thank you cards** Mrs Rodbourne suggested that children should write the cards. VG to send her a list of cards that need sending.

**7<sup>th</sup> February 2019 – next meeting**