

MINUTES

Parents Association Committee Meeting – 13 Jan 22

In attendance	Chloe Gardner Jo Green Carenza Parker Sophie Smith Charly Jones	Chair Vice Chair Vice Chair Treasurer Secretary
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Discussion	Lead/Action
<p>Minutes of the last meeting:</p> <p>Nil outstanding actions or comments to the minutes from the last meeting.</p> <p>Item 1: Meeting Intro</p> <p>Chair welcomed the Committee to the first meeting in 2022.</p> <p>Following an internal review of the Association constitution, the committee were informed that any previous votes held at 'open' meetings (those with all parents in attendance – not just committee members) were not binding and should have been taken as guidance or 'show of hand' to guide the committee in place at the time as to their decision making. (Ref – Parentkind documentation and guidance for PTAs). This would be relevant moving forward with regards to previously ringfenced funds.</p> <p>Item 2: Treasurer's Report</p> <p>Please see enclosed financial statement, for specific detail.</p> <p>Item 3: Special Project</p> <p>'Hogan's Hideaway' and its transformation into a sensory garden, has been a work in progress for many years with little progress due to limited funding. Mr Newton (Headteacher) has now approached the PA with the intention of completing this work at the earliest opportunity and would like to re-frame the project to include elements of outdoor classroom and potentially 'forest school'.</p> <p>Discussions have taken place with a local contractor – Countrywide Supplies ref supply of materials and labour. They have stated that they are willing to supply the vast majority of materials inc ceramic tiling for the area and composite decking providing that the area can be cleared and prepared. To complete these works, a skip and digger in addition to labour will be required – CG is currently seeking a quote for works, expecting approx. £10k to complete these works.</p>	<p>Chair</p> <p>Chair</p> <p>Treasurer</p> <p>Chair</p>

<p>The committee discussed that with the added emphasis from school and the discussing on ringfenced funds that they would be willing to support prioritising this project, providing that the end result was in keeping with previous fundraising and the grant given by Heart of Bucks for the pond cover (£2.5k). Project Officer Mrs R McComish remains as oversight and continues to advise and develop plans.</p> <p>Concurrent activity – Cooking Lessons</p> <p>Previous committees had fundraised for cooking lessons to be provided for all years via a Summer Ball approx. 2018.</p> <p>Whilst these lessons had inevitably slowed during the pandemic, the school also sought out a new catering contract at this time. The new contractor has agreed to provide cookery lessons to pupils at zero cost to school as part of their contract. This would therefore nullify the requirement to maintain the ringfenced sum currently sat at £3,860.00</p> <p>Noting that the garden refurb was now a priority the committee took a vote to un-ringfence the cookery funds of £3,860.00 and transfer to the garden fund.</p> <p><u>Decision: Unanimous agree – 5/5</u></p> <p>Item 4: Review Past Events</p> <p>The Christmas Fair held on the 11th of Dec was a resounding success. All events over the Christmas period inc grotto, secret room, panto tickets, and proceeds from the fair raised a total of: £4,027.00</p> <p>Secret Room shopping was in full flow with many presents already sourced. A shortage of male and female adult presents is causing some difficulty, but CP and JG continue the search.</p> <p>It was agreed that all gifts purchased would be transferred to the PA cupboard at the earliest opportunity.</p> <p>Item 5: Future Events</p> <p>With the success of previous events the following were agreed to be held during the Spring Term:</p> <table><tr><th>Date</th><th>Event Details</th><th>Lead</th></tr><tr><td>27 Jan 22</td><td>Break the rules day. List of 10 rules that pupils can ‘break’ for a small fee. Rules to be agreed by Mr Newton in advance</td><td>CG</td></tr><tr><td>28 Jan 22</td><td>Krispy Kreme sale</td><td>CP</td></tr><tr><td>Jan–Feb 22</td><td>Hoodie’s sale. Small increase in cost.</td><td>CAJ</td></tr><tr><td>18 Feb 22</td><td>Valentines Disco</td><td>CG</td></tr><tr><td>4 Mar 22</td><td>Krispy Kreme sale</td><td>CP</td></tr></table>	Date	Event Details	Lead	27 Jan 22	Break the rules day. List of 10 rules that pupils can ‘break’ for a small fee. Rules to be agreed by Mr Newton in advance	CG	28 Jan 22	Krispy Kreme sale	CP	Jan–Feb 22	Hoodie’s sale. Small increase in cost.	CAJ	18 Feb 22	Valentines Disco	CG	4 Mar 22	Krispy Kreme sale	CP	<p>All Committee Members</p> <p>Chair</p> <p>CP/JG</p> <p>All Committee Members</p>
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20 Mar 22	Car Boot sale on school ground. Open to public. Cost of pitches to be agreed. PA to organise cake and coffee/tea for sale.	JG	
27 Mar 22	Mother's Day gifting. Flowerpots to be provided to pupils at PA cost.	JG	
1 Apr 22	Krispy Kreme sale	CP	
7 Apr 22	Easter Eggs. Eggs to be provided to pupils at PA cost. Hampers to be raffled, duck race or balloon race also to be considered.	CJ	
<p>Other events discussed but not yet confirmed were:</p> <ul style="list-style-type: none"> Film Night – Popcorn club. Date TBC Summer events <ul style="list-style-type: none"> Sports Day Camp Night Summer Event Bag 2 School. JG was requested to source a volunteer to co-ordinate and arrange a date. <p>Item 6: Any Other Business</p> <p><u>Tidiness</u> – Committee members were reminded when arranging collections from the school building to ensure that the area is tidied regularly to ensure cleanliness.</p> <p><u>DBS proforma</u> – Those Committee members who are yet to complete their forms were reminded that they would not be permitted access to site until submission.</p> <p><u>School Fish</u> – Following a review of the tanks in December and independent advice from the RSPCA, they have advised that the fish in the library tank be rehomed in the main tank near the assembly hall.</p> <p>Our thanks go to Mrs R Howson for the previous maintenance of both tanks and appreciate Mr S Hepburn taking on this responsibility moving forward.</p> <p>The library tank will now be advertised for sale.</p> <p><u>Library Books</u> – School have requested a contribution of £xxxx to update books in the KS2 area. It was discussed that the 'Booko'/library lotto should be reviewed and given a publicity push. JG was requested to arrange. A vote was taken ref transferring the current amount in the 'Booko' fund of £549.00 to PA funds to offset the donation.</p> <p><u>Decision: Unanimous agree – 5/5</u></p> <p><u>Discretionary funds</u> – Committee members were reminded that there is a small amount of up to £75 that can be approved outside of committee for PA spends. These should be limited to items that benefit the running of the PA or small items for events, if unsure consult other members via the WhatsApp group. As</p>			<p>JG</p> <p>Chair</p> <p>All Committee members</p> <p>JG</p> <p>All Committee members</p>

guidance they should not be used to provide thank you gifts on behalf of the school or teachers, or items that the PA would not normally fund such as bills.	
All emails should be sent to stjohnsparentsassociation@gmail.com .	

C A Jones
Secretary

PA Committee 2021-2022	
Chair	Chloe Gardner
Vice Chair	Carenza Parker
Vice Chair	Jo Green
Treasurer	Sophie Smith
Secretary	Charly Jones
Class Reps	
Reception	Hannah Krol-Smith
Year 1	Beka Sharrock
Year 2	Kelly Moulder
Year 3	Leon McComish
Year 4	Lizzy Davies and Jo Green
Year 5	Liz Paradiso
Year 6	Lizzy Davies

St John's Primary School Parents' Association
Financial Update 1/09/21-31/12/21

Funds Raised Since 1 Sep 20

Events	Income	Expense	Profit
Christmas Card Orders	2,477.00	1,878.49	598.51
2nd Hand Uniform	98.11		98.11
Xmas Fair, Grotto, Trees, cards	4,807.71	2,719.42	2,088.29
Disco	1,031.00	192.75	838.25
Secret Room	2,597.00	1,350.96	1,246.04
Donuts	508.09	264.44	243.65
Wreaths	290.00	195.29	94.71
Panto	1,506.00	1,345.50	160.50
Stationery	78.95	21.71	57.24
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Misc Income (Referrals, Recycling, Ebay, Donations)

Lacey Green Youth Club	1,000.00		1,000.00
Bucks Grant - hogans	2,500.00		2,500.00
Amazon Smile	55.20		55.20
Misc	70.00		70.00
Recycling	329.89		329.89

Total Funds Raised	17,348.95	7,968.56	9,380.39
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PA Expenses			-

Lottery Licence for Booko			40.00
Parentkind Membership			

Total PA Purchases			40.00
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Purchases since 1st Sept

Ongoing Projects

Cookery			1,650.78
Fish			-
Dining room tables			1,860.00
Fitness Trail			1,412.00
Books			1,858.29
One Off Purchases			27.95

Total School Purchases	-	-	6,809.02
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Bank Balances - 31 May 21

Main Account			18,067.76
Booko Club			549.39
3rd Account			0.16
Metro Bank			11,879.99
Paypal			2,077.87
Stripe			1,792.08

Total			34,367.25
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Funds Committed

Fish	300.00
Reserves	7,500.00
Hogans Hideaway	2,500.00
Educational workshops	3,000.00
Reserved for Booko	549.39
Branded flag for sporting events	180.00
STEM kit - crumble robotic vehicle and controller	760.00
Teacher Gifts (Yr 6 Gift)	454.00
Total Committed Funds	15,243.39
Effective Balance	19,123.86