

AGENDA

Parents Association Meeting – 31 Jan 2018

1. Quick introductions: Sam Watson, Victoria Geenes, Jo Sharp, Mrs Grimsey, Claire Bignall, GH, Claire Smith, Mrs Thomas, Susi Catchpole
2. Apologies: Lisa Cook, Cathy Henshaw, Eleanor Rigg, Elena Smith, Angela Forkgen, Kerry Wiles, Sara O'Connor, Kay Palister
3. Minutes of Last Meeting Approved

4. Updates from last meeting

a. Whiteboards

Current company the school uses for IT doesn't lease whiteboards. Helen Mackellar has contacted the PA to say she may be able to assist. Put her in touch with Mrs Rodbourne.

Jo Sharp

If no leasing available – the quote for 1 whiteboard was £2,500.

b. Curtains

Had another business come out to quote, they have measured everywhere but no quote yet. They recommend plain curtains (blue for hall). V Geenes feels it may be a more expensive quote as they seemed more thorough (measured for pelmets and felt some windows needed more blinds).

V Geenes has sent measurements off to 1 more company for a quote.

The PA happy to try and rehang stage curtains and steam problem areas however there may be an issue with H&S & using ladders and some curtain hooks are also broken so would need replacing. Will decide on action once curtain quotes are all received.

Agreed that money will be available up to value of £4500 to allow the school to order before next PA meeting. J Sharp/V Geenes to clarify with previous minutes which curtains / blinds are being paid for by the PA.

c. Cameras

8 have arrived. However they don't have memory cards or cables.

Mrs R trying to source these.

GH to speak to V Davies to establish if these need purchasing.

d. KS1 Carpets

Mrs Grimsey is awaiting a quote for carpeting.

Nice to have but not urgent and so no rush at present.

e. Kitchen

Floor is going down during ½ term break. (School to have plumbing repairs done prior to flooring being laid)

Appliances & equipment to be purchased as agreed in the last meeting. Will be bought by the teacher (Cathy Henshaw) or by V Geenes and reimbursed by the PA.

Teacher – costs

PA have recommended a daily rate per day (including pension & NI. School will employ the teacher (Cathy Henshaw) who will invoice the PA.

Package will be put together with the school & presented to CH.

CH looking at doing groups of 10 students at once. 2 groups per day.

Timetable to be agreed between school & CH.

Hoping to begin lessons after Easter with year 6 (after SATS) & year 2.

Agreement not to advertise for a teacher at this point. The school and the PA are happy with the choice of teacher. CH has also done a lot of work up to now to get the kitchen ready for lessons and an application process would also further delay the start of the lessons.

Discussions as to whether job should be opened up in the future to other teachers. There will be a review of the situation before summer holidays to ensure the PA and school are happy with everything.

Children have asked whether there may be a Cookery Club in the future. Will look into options at a later date.

Ingredients – as agreed previously. These will be bought by the teacher. Parents will make a contribution and the PA will cover additional costs.

Agreement reached for daily rate & not to advertise teaching role

Bucks CC training – school have signed up for it. Cathy & 1 LSA to attend. Need to give back to community & the school will receive £300.

School (Mrs Bottomley) have also signed up for “Adopt a School”. This allows Year 5 to have cookery lessons. 1 session per class – approx. £60. **AGREED**

f. Discussions regarding the ball money allocated for spending on the gardens.

- Mrs Bottomley has suggested work on the pond in Hogan’s Hideaway, also, as discussed previously the Fitness trail needs some work.
- Possibility raised of turning the Millennium garden into a place of reflection.
- Possible extending of fake grass area
- Kay Pallister has done some research into some options:
 - Outdoor seating for 30 children - sustainable / ethical ideas.
 - Recycled plastic furniture.
 - Colourful benches – would need 5 to seat 30 (£1875) – larger ones £2075
 - Wooden tables with separate benches. £1230 More flexible but more maintenance
- Mrs Grimsey & Mrs Thomas raised possible issues with storage space, possibly only need benches & not tables? Also noted that there is currently seating for 30 children to have outdoor learning in the potting shed.
- Trellis & fencing around Millenium garden. – can get at cost from Bryants approx. £300

- Course run by RHS for teachers – curriculum based various subjects – tailored inset days £95/ person (but possible cost of cover). Possible trainer could come to school but will cost more. Would need to be deferred to next year as plans are in place for inset days this year.
- Water butt – guttering would be required £80 (incl guttering)

Mrs Grimsey to discuss with SLT regarding what is needed.

Maybe agree £ at next meeting when we have more awareness of what is required. Need to consider value for money & ongoing maintenance.

g. Pavilion

Huge thanks to Clem for all the work she's done so far with helping to raise funds for Phase 2 & congratulations on birth of baby Winnie.

Summary of money raised for the Pavilion for far:

Crowdfunder - £6,065.48

Special thanks to Speen Fest team for their donation £2,810.00

Xmas fair - £4479.69

Xmas cards - £573.75

Bingo - £202.99

Total - £14,132

Grants team are currently working on applications for some more money.

Reminder that the Co-op fundraising is still running so the PA will keep promoting this
So far this has raised £59.97.

Circus money will go towards the Pavilion too.

5. Review of spend of PA 'Pots'

Gill & V Davies haven't managed to catch up so no detailed information available.

There has been confusion over the Adventure Reading scheme which was ordered without agreement reached at last meeting. It was noted as coming out of the PA pot and so if no option to cancel that is where the money will come from.

V Davies – looking into Book People for books now as they are much cheaper.

Discussion regarding the KS1 library & reading books which are getting old and battered. V Geenes to look into it and will thin out / replace books where required.

Booko have money to spend on books if required. Pictures of books purchased to be sent out to parents to highlight purchases that the PA have been made after next Booko draw as there seems to be misunderstanding amongst parents that PA are not purchasing books.

6. Brief review of events since last meeting & events coming up

- a. Xmas fair –
Very successful – raised £4479.69
Special thanks to Lisa Cook, Lynette Morrissey, Claire Bignall, Grotto angels, Secret room organisers and volunteers.
- Need volunteers for next years.
Overall Co-ordinator & helpers
Secret Room purchaser – Claire Bignall has offered & will need further help
- PA to look into purchasing a candy floss machine for future events.
- b. Wreath making
Raised approx. £200. Very successful and hope to run again next year.
Money to go towards the Learning Mentor Room
- c. Bingo
£202.99
Different approach this time– no food. Less help required so easier to run.
No date announced for next event.
- d. Disco
£687.65
Thanks to Sharon Barraclough for food donations.
March 23rd for next one.
S Watson & J Sharp to Co-ordinate
V Geenes to look into alternative DJ (disco Dan)
- e. Quiz – 9th March
Raising money for Learning Mentor room.
- f. Circus
28th April.
340 sold so far. Costs covered.
Looking for volunteers
BBQ – Anthony Wiles to run
Face painting.
Claire will supply inflatable slide & toddler stuff. These will probably be paid for via prepay wristbands –£10/£5)
Open gates from 12 to allow time for BBQ & Bar & use of inflatables.
- Sharon B has obtained a lot of food donations already.
Toilets – PA will provide portaloos & urinals so school toilets will not need to be used.
Lots of entries for the colouring competition received already – Mrs Rodbourne to judge.
- Need plea out for raffle prizes. K Pallister has offered to put some hampers together.
K Pallister has spoken to the farmer re parking. Reminder that the grass needs to be cut before the event.
PA to locate & check first aid kits prior to the event.
- g. Cookie Sales

Would appreciate a volunteer to help / buy cookies. Suggestion of class reps to take turns arranging volunteers from each year group however this has been tried before and not been successful.

Ice cream will start again in the summer term

h. Camp night

Just camp night this year.

BBQ for food in the evening.

C Bignall raised the possibility of a fairground during the day.

Possible Date - 7th July PA to double check with other local events that may be running.

i. Next year's big fundraiser

As a lot of money currently being raised will go towards the pavilion we will need another large fundraiser next year to keep fundraising healthy.

Agreement that another ball would be good.

S Watson suggested doing ball at an alternative location. This would save money on marquee & catering and reduce the prior organisation required.

Most money came from auction & raffle this year.

Again the success of the event is very much dependant on volunteers and committee.

(would need team of approx. 15)

S Watson to email Crown Plaza to get an idea of options.

7. Learning mentor room

Details of situation and future plan attached to end of minutes.

Wreath workshop & quiz money will go towards the refurbishment.

Want volunteers – to help with labour.

Victoria happy to coordinate it and speak to Alpa Boll who was previously looking to upgrade the room.

ASAP - require

- a. Quote for carpet
- b. Skills
- c. Donations
- d. Dehumidifier – one to be donated by V Geenes.

8. Crocodile walk

County have taken on a new sustainable transport person. **GH to speak to the team and look into training options.**

Essentially the issue is with getting volunteers trained – children need to also be trained.

C Bignall – put forward idea of employing a coordinator.

To be discussed at next meeting when further information has been obtained by GH.

9. Easter

Agree to spend £100 to provide egg for kids for Easter. **V Geenes to buy**

10. Year 6 leavers

Requesting communication from yr 6 as to what they want for their leavers thing as we don't want to stipulate.

PA have suggested just giving money and then Yr 6 can spend it on what they want (hoodies / party / photo booth)

Susi & Ruth are already coordinating hoodies & year book and will organise a party. They feel a photo booth would still be the best way for the PA to spend the money.

Mrs Thomas has requested the Photobooth is at the party location as this is easier to coordinate.

GH to send Susi info on photo booth businesses.

PA would like some feedback

11. AOB

Outdoor club – Lizzy Davies always after ideas and keen parents to run events.

Eden incentive – Email to be sent to parents to request receipts from Jan & Feb

Need accounts audited

Claire Bignall – Suggestion about offering card payments at events. Would just need a card reader, and an app. CB to speak to GH regarding details.

Also put forward the idea of having a St John's currency / tokens at events rather than cash.

Will add to next agenda to have a full discussion.

S Watson planning on stepping down as chair in the summer and so the PA will need a replacement.

Next meeting 21st March. 7:30pm