

Minutes

Parents Association Meeting – 9 November 2017

1. Quick introductions: Victoria Geenes, Claire Bignall, Mrs Grimsey, Claire Smith, Cathy, Louise Lucas, Sara O'Connor, GH, Jo Sharp, Mrs Rodbourne. Nell Rigg, Kay Pallister
2. Apologies: Kerry Wiles, Sam Watson, Lisa Cook, Jeni Fairey, Helen Davis,
3. Minutes of Last Meeting Approved
4. Last year's draft financial report from GH (Attached) provided and asked committee to note Started the year with £20,000. Did well with spending and really well with fundraising (£28,752.67). Amazing considering the size of school.
The report provides an overview of how each event raises money.
GH is working with Working with Vicky Davies to spend money.
5. Class Whiteboards – the current boards are pretty much obsolete. Mrs Rodbourne went to an exhibition and the technology has moved on, many are touch screen now and it would be £2000+ for each of those. Miss Moulder's one is on the way out (it is the oldest at 8-10 yrs old). Look into a possible rolling programme of replacement?
Claire Bignall suggested possibly leasing the whiteboards as we do with the school computers.

ACTION - Mrs R to bring purchase prices to next meeting to allow for discussion regarding rolling replacement.

ACTION – Mrs Rodbourne to speak to the company that leases the IT equipment and other leasing companies for quotes.

If one breaks in the meantime then agreement to be reached with attendees via email.

6. School Pots
As per previous PA meeting discussion it was agreed that the school pot approach needed changing however GH pointed out that without an allocated pot of money everything needs to be approved via the PA which could cause delays as would need to wait for an appropriate PA meeting so she suggested we allocate £600 per term that can allocated for teacher spend which would be managed through Vicky Davies and be spent without further approval as per previous school pot process.

Mrs Grimsey explained that last year staff got confused with various pots of money available to them. They are now advised to go direct to Vicky Davies who will discuss with GG & GH & pass onto committee when required ie if over the £600 allocation.

All agreed to allocate £600 per term to be reviewed at future meetings

Image Theatre production – Theatre company that comes into school during the summer term each year – **All PA would cover costs for next year** ie 2018 and that this would be in addition to the school pot allocation

7. Review of Mrs Grimsey's Wishlist

- a. Curtains
Quote obtained by Kay Pallister
3 x blackout curtains & 3 sloping blinds. £3280 + £210 for blind
Mrs Bottomley's Classroom - £210
It was felt this quote was reasonable however and that given the company was on recommendation from a parent it is likely to provide value for money however as a market test it would be useful to at least get one more quote. Committee agreed however to the spend and thus if the other quote/s came in lower and provided same quality of service we would go for them if not agreed spend could be made without further PA agreement **ACTION – V Geenes**
- b. Cameras
Quotes had been obtained from various sources. 8 @ £100 each - £800
- c. I pads
Mrs Grimsey suggested this is put to one side for now.
- d. Fitness-trail
Mrs Grimsey suggested we leave this request for now and look again in the spring / summer (possibly a Summer holiday job)
Initial review of the area suggests damage is wear & tear rather than misuse.
- e. Cleaning of stage curtains (Blue ones)
Not an urgent job but suggested that rehangng these curtains is added to the other curtain jobs when they are carried out.
- f. Mrs Rae's carpet
Whole floor in the reception & Yr1 area needs looking at
Action - Mrs Grimsey to get Wycombe carpet centre out to quote as they had proven to be good value for money and delivered a good service previously & possibly obtain one other quote.
- g. Library
Discussed the Adventure Reading map scheme provided by Bucks Library Services.
£485 for the scheme.
Discussion was had regarding value for money of the scheme. PA need to find out a bit more information regarding what is involved. This to be emailed to attendees so that a decision could be made ahead of the next meeting

Agreement for Curtains & cameras received.

- 8. Disco
Attendees new to the school mentioned it was unclear if the disco was open to reception children which it is.

Jo – to put something on Facebook over the weekend to remind parents & confirm open to reception – ACTION check with Sam whether we have enough volunteers.

- 9. Christmas fair

- a. Update on organisation
 - Getting there slowly & surely.
 - Need donations of items – will send the list out again via class reps
 - Still need volunteers.
 - Starts 2.30 on Friday.
- b. Volunteers
 - Mrs G needs to know when volunteers need to be in to set up due to key holder issue.
 - Secret room needs setting up on Wednesday.

Grotto – Victoria Geenes needs to speak to SJ & Tracey & will get back to Mrs Grimsey. They can go in Wednesday evening too.

Rooms – No extra rooms available for the fair. School will provide 2 rooms for yr 6 games & 1 for Café.

Claire may have marquee / heaters / generators www.fun4kidz.co.uk . Victoria Geenes to consider options. There is concern about children being able to get out of the school building as it will be getting dark outside at this time.

10. Update on kitchen from Nell Rigg

Meetings have been held with Mrs Grimsey, Cathy & Nell. Looked at what needs changing in the kitchen.

Kitchen floor - definitely needs replacing.

Mrs Grimsey has 2 quotes for the floor £2300 and £3621. The cheaper quote is from a company who already does a lot of work for the school and the floor would go up the walls unlike the current floor.

Kitchen would need to be dismantled to allow for floor to be installed.

The school would cover the cost of any issue underneath the floor (assuming it's not a vast amount).

Equipment - Cathy has audited equipment in kitchen & assessed what would be needed for 16 children to cook. She has also sorted the items already there and will remove old items to the Reception Mud Kitchen.

Approximate cost for what would be needed - £650

This is for 16 children cooking at once so would be maximum costs for equipment as classes will most likely be smaller.

Cookers – Nell has looked into costs – £200 each x 2

Fridge freezer £200

Will need to ensure any warranty covers non-domestic use.

It was stressed that it is important that lessons are meaningful – (e.g not making a fruit salad)

Cathy looked into Jamie Oliver programme and others. She considers it to be value for money for the scheme. Cost would be £240 for 1st year & £190 for 2nd year.

Teacher

Costs – to be discussed outside of the meeting with Mrs Davies. She would be put on a supply contract & paid through school budget. - PA would reimburse cost.

Insurance - to be covered through the school as a qualified domestic science teacher.

Cost summary - £4100 for floor & equipment.

It was asked if there are funds left over from ball where would they go.

Kay pointed out that the ball was to raise money for the lessons but also for the gardens.

McCormicks donated £1000 just for the garden so we need to make sure this is used in this way.

Kay to look into costs for new fencing and outdoor furniture.

Suggested that we should ringfence the ball money for cooking projects & garden area. Possibly release money later once costs are in.

Ingredients – parents will make a voluntary contribution (token amount) towards ingredients for lessons rather than providing items. PA to subsidise any shortfall.

Agreement for

£2300 for kitchen floor

£700 for 2 ovens and fridge freezer – (may need money for additional warranty to cover non-domestic use).

£650 for kitchen equipment.

Agree to pay for Jamie Oliver programme for 2 years as per costs above.

ACTIONS

Disposal of existing equipment £50 – Nell to call the council

Will need removal by electricians

Ordering flooring – Mrs Grimsey

A plea to go out later once the floor is installed for a parent who can look at moving the work surface in the kitchen. Would need public liability insurance.

11. Circus Update – 28/4/17

Toilets – will need to order enough to ensure school toilets are not heavily relied upon.

Circus organisers Happys will bring in ice cream van, toy stand & hot dog stand

Will have BBQ run by A Wiles.

ACTIONS - Claire Bignall to discuss with Vicky & Circus organisers re extra stalls.

Kay to speak to farmer next door re parking.

12. Other events coming up

a. Wreath making – 8th December. Tickets available. Limited numbers. Need confirmation of finish time – 11pm. Mrs Grimsey to update on who is locking up

b. Bingo – Rebecca London to lock up. Further advertising to be put on Facebook as parents felt it wasn't clear about which age groups it is suitable for.

Next Mailchimp – to include link to A to Z.

13. Pavilion Update

Crowdfunding video was watched - <http://www.crowdfunder.co.uk/st-johns-school-music-room?tk=324e3ae45a9e5062793b2718ee84ce6dca00c40c>

Clem has been working hard to put together the Crowdfunding appeal which will hopefully raise £6000+ (£20 - £500 pledges available).

Speen Festival have pledged to give £2000 toward the pavilion (which could possibly be used to cover if there is a shortfall with the Crowdfunder appeal)

To publicise the Crowdfunder appeal Clem will have a stall at the Christmas Fair. She will have her laptop to allow people to view the Crowdfunder video and also her model to show parents. She will try to get some badges or similar so people can donate at the fair and have something to take away.

Victoria Geenes suggested set sets up in the café as most people pass through there and hang around for a short while.

PA needed to sign up to Stripe to allow payments to Crowdfunder. AGREED

Summary

£41,000 is needed to finish the pavilion.

£6000 from Crowdfunder

Possibly £1000 from Co-Op fund which we have been successful in applying for. Jo Sharp to publicise on Facebook & via Class reps.

Other grants are ongoing

Proceeds for Xmas fair & Circus to go towards Pavilion – Agreement reached at meeting

Will need a formal thank you to Speen Festival & Lacey Green Players

Mrs Grimsey has requested that once the Pavilion is finished the land between it and the KS1 playground is made good.

Claire Bagnell suggests to approach Tesco with specific requests for items.

Sarah Wernham to ask for Mince Pies for Xmas plays. Eg can community champion judge competition (Victoria to speak to Sarah)

PA announced we had been successful in the Coop local cause initiative which could raise possible up to a further £800. PA to publicise in order to attract more support

14. Volunteers needed

a. Xmas Plays

Request for volunteers to serve refreshment prior to the plays. Mulled wine & mince pies & prosecco. Likely to be just for KS2

Casts lists to come out soon.

Volunteers needed for filming performances.

2 people for each show.

b. Cookie Sales volunteer / other suggestions for Friday pm fundraising

Need a new volunteer for cookie sales as parent currently organising is expecting a baby early next year. Big thankyou to Louise Cross for organising these sales for the last 12 months, it does raise significant funds.

ACTION – Jo Sharp to publicise book sale on 10th November.

15. Literacy Fundraiser

To be discussed at next meeting

16. Crocodile Walk update

To be discussed at next meeting

17. Mrs Clark's room

To be discussed at next meeting

18. AOB

Mrs Grimsey asked for volunteers for Xmas dinners.

Crackers to be supplied by PA as per previous years. To discuss with school in relation to numbers.

Dates to be sent to Mrs Grimsey re end January meeting

Money activity

Start year balances for 16/17	20348
School spend for 16/17	11320
Raised from fundraising during 16/17	28752

Figures still need further validation/reconciliation

Fundraising summary

Activity	revenue	costs	net	
outdoor clu	214.00	40.75	173.25	173.25
calendar	90	91.79	-1.79	-1.79
				0.00
stampstastic	31.16		31.16	31.16
cookies/ice	581.27		581.27	costs included 581.27
bingo sept	573.99	47.8	526.19	526.19
bingo part 2	362.67	40.23	322.44	322.44
easter quiz	45		45	45.00
booko club	1698	546.9	1151.1	1151.10
school disco	783.72	175	608.72	608.72
christmas d	977.58	329.48	648.1	648.10
twits	880.00	800	80.00	80.00
disco feb	721.5	175	546.5	546.50
gangsta gra	580	522	58	58.00
panto16 ala	1960	1846	114	114.00
2nd hand u	269.9		269.9	269.90
christmas c	1791.7	1316.08	475.62	475.62
funday	2473.05	1092.47	1380.58	1380.58
easy fundra	693.69		693.69	693.69
bag 2 schoc	168		168	168.00
summer ev	614.88		614.88	614.88
christmas f	5511.21	1640.25	3870.96	3870.96
ball	27693.87	11298.77	16395.1	16395.10

28752.67

pavillion 1850

School spend

500	grant writing
379.99	laptop for hall
120.46	maths resource mrs freeman
102.13	anxiety cards
39.5	footballs
508.85	oxford press books
443.47	dice sets/stopwatches
364.57	traffic cones/tennis balls
306.58	oxford press dictionary/theasuarus
299.95	reception floor mat
190.83	place value counters
90	electric compressor
19.85	book protectors
167.65	sen books
60.97	morleys science resources
27.16	mrs clark puzzles
5700	reception playground
426	pe equipment
380	bucks image theatre
202.43	hope education french resources
63.97	hope education french resources
564.53	books
43.15	books
118.64	books
200	tree work

11320.68