

MINUTES

Parents Association Meeting – 05 July 2018

Attendees:

Jo Sharp, Victoria Geenes, Nell Rigg, Kerry Wiles, Ashley Abdelmoula, Becky Howsen, Cathy Henshaw, Susi Catchpole, Elena Smith, Kay Bolton

Apologies:

Sara O'Connor, Louise Lucas, Clem Blakemore, Lisa Cook, GH, Julia Spittles, Kerry Wiles, Sam Watson

Minutes of Last Meeting

Actions were reviewed and where an agenda item exists updates are in the minutes.

Camp night – discussed in minutes

Stationary Sale – Some items sold to new parents & named pencils per ordered – Victoria to potentially advertise wider

Mathletics – Sufficient money received to pay for this now

Table Top Sale – postponed.

Mrs Grimsey Tribute

The PA acknowledge that there should be a tribute to Mrs Grimsey & in due course we will liaise with governors and family. The governors in agreement that there should be a tribute.

Committee Changes

SW has stepped down as chair although will remain behind the scenes until the AGM. VG is covering the chair role at present.

GH due to step down as Treasurer in September and so a replacement is required. GH happy to advise new treasurer and remain in a supporting role.

The constitution states that we need a committee of 4 and so if no volunteers for the roles at the AGM in September we will call an emergency meeting and if still no volunteers we will begin the process to wrap up the PA.

Treasurer Update

Charity Commission accounts have been filed. Thank you to Andy Houldsworth for going through them and to MAH Accountants for auditing them at a reduced rate (thanks to Hiba Khan for the contact).

Agreement for £250 for account auditing

Discussion regarding harnessing the skills of the parents. SC raised the possibility of putting together a directory of businesses and skills amongst the parents.

JS to investigate gathering information

Review of events / money raised & thanks

Cookies – Doing well. Ongoing £30-50 each week. Liz Patient suggested that the current reception class take it over as their contribution to the PA. Suggested it could be the responsibility of Year 1 each year.

Has been raised to the governors that it's not a healthy end to the week. PA keen not to make the cookie sales an arduous task by over-complicating things. ES suggested that left over KS1 fruit can be put out alongside the cookies.

ES to speak to Mrs Rodbourne as to whether this is possible

2nd hand uniform - £100+ last sale at school and additionally items were sold to new reception parents at their induction event.

Bag2School – This has been rescheduled 18th October. Julia Spittles would like to pass on this job after October. Becky Howsen has volunteered to take it on. JS running interim collection for items parents were hoping to donate in July which will be sent to Parker Lane Group. Unfortunately PL no longer supply boxes for permanent collection points however they can do one off collections.

Events coming up

Camp night – 7th July – 26 pitches sold so far. Breakfasts & pre order Fish & Chips are selling well. VG to arrange for floats for the stalls.

KB – Mini Disco & Breakfast

SOC – World cup

BH & Tracey Chitson – Face Painting & Tuck shop & Glow stick

VG – Collecting Fish & Chips

JS to send out email to remind people to pre-order their food

Next year's big fundraiser - We still need a group to take on this. It doesn't need to be a ball but if nothing runs then it will be a huge hit to the PA finances.

Possible venue – Kay suggested Stocken Farm. (would need to be open farm week).

KB to enquire but does not wish to run the event!

NR to speak to Jo Dobbs about Bradenham Manor as a possible option.

Appeal to go out for running an event. Essentially we need people willing to help with sponsorship & prizes. Will need an overall coordinator.

Summer Concert - 18th July. Mrs Insley's Yr5 & 6 summer music concert.

As the proceeds are going towards the music pavilion the tickets will be sold through the PTA-Events website.

Volunteers required to sell drinks, popcorn & ice creams

JS to do a sign up genius for 9 volunteers & add event to the website

Sports days - still need a few more volunteers & will need cakes.

JS to put out a plea

Learning Mentor room

Walls need filling and painting. Lee Austin (Choppy)(R & Year 3 dad) has come forward to do it free of charge. The PA to pay for / provide materials.

BH to liaise with Choppy about materials and will try and approach local businesses for free items.

Once basic work done we'll move onto the carpets (**BH to investigate**) & furnishings. **ES to send photo of sofa to VG.**

Pavilion update from Clem Blakemore

We have now secured over 85% of funds (well done & thank you all!!)

This equates to £54,880 out of a total of £64,000 (which is slightly higher than original budget due to increase in building material costs since last year)

Most recent donations were:

- 1. Trustees of St. John's Church (£5000)*
- 2. Bi-folding doors from Origin Windows (in-kind)*
- 3. Building Control Services (in-kind)*

The School has agreed to pay the costs directly, meaning we can avoid VAT, as they can claim this back. (a condition of this is that the building can't be commercially rented out).

We therefore have enough money to proceed with main construction work this summer; the contractors (Timber Workshop) are due to start work on Mon 13th August and expect it to take 3-4 weeks. This will overlap slightly with start of term but school are aware, and most loud / disruptive work should be complete.

Summary of funds raised so far is shown below.

Lacey Green Productions (remainder)	£500.00
PA seed funds	£1,500.00
Crowdfunder	£6,065.48
Donation from Cicely Goulder / Levy	£190.00
Speen Festival Donation	£2,180.00
Christmas Fayre	£4,479.00
Christmas Cards	£573.75
Bingo	£202.99
Beechwood Trust Donation	£500.00
Sue Worthington Donation	£75.00
Circus	£4,000.00
Trustees	£5,000.00
Total	£25,266.22

Clem believes a good date for an official opening could be Spring 2019.

Attendees felt further investigation should be made into the restriction on renting out the space for external use and weighing up the benefit of saving on VAT.

Fish tank

BH has set up the old fish tank in KS2 library with the Angel Fish. She has obtained most items she needs for free from local businesses:

Items donated from **Pets at Home** to re-landscape the current tank.

Maidenhead Aquatics at Booker donated £100 worth of items

Real Aquatics in Hartwell – have agreed to donate most of the fish for the main tank and we may get a discount code for parents to use there.

BH would like the school to be involved in the fish care, she is very keen to educate the children about keeping fish etc and will liaise with the staff regarding this.

There are ongoing running costs (chemicals, filter cartridges etc) and a support volunteer will be needed eventually.

Facepainting at Camp night will be fundraiser for the tanks.

Agree £300 per year to keep tanks running

Curtains

The curtains in the main hall are due to be replaced on 30th July (navy blue curtains and new blinds)

Carpets

Mrs Rae's Room. Carpet & flooring old and damaged

**Approve amount £2500 to replace flooring in that room
VG to get a quote from Wycombe Carpet Centre
BH – to speak to her contacts to see if they will quote aswell**

Cookery Project

Lessons are going well and the children are very proud of what they are making.

Prior to beginning the lessons the PA were unaware that the kitchen is apparently in use between 10am & 2pm and so cookery lessons are having to be held in Room 1 which is causing issues.

Plan is to continue as is until the end of term and then revisit in September. Discussions needed with the lunchtime staff as to whether the hall could be made available a bit longer in the afternoon.

If no solution then CH will revisit options in September to bring to the AGM – movable lino for room 1 or other spaces within the school.

The carpet in room 1 now needs cleaning at the end of term. Victoria to contact the company who recently cleaned the carpet at Windmills.

Approve up to £100 for room 1 carpet cleaning

Outdoor space

Outdoor furniture has been bought with ball money. This will go on the fake grass by the millennium garden. Will seat a whole class to aid outdoor learning

Mrs Bottomley is leaving at the end of term. She has been running gardening club so unsure who will take over the club in September.

The Village Horticultural Society are very generous and passionate about helping out with the school garden. They are setting up a rota for watering over the summer. The garden is developing well with lots of new plants.

KB would like to promote links with the RHS. The PA have previously discussed funding a teacher to go for RS training however it involves the school arranging teacher cover.

KB has emailed Mrs Rodbourne to discuss this for next academic year

Grass area in entrance – SC, this is a larger job than it looks and so could be a significant expense. Paul Spittals had been asked to measure up and will come over the summer holidays. (Country supplies has said he may be able to help out with materials aswell).

Will revisit at the AGM

Fitness trail – this was to be a school fundraising event however it has not been possible to fit it in this term. Needs to be raised with school again.

VG to speak to Miss Moulder about way forward

Survey

Results are to be fully collated and published for parents to see.

Essentially 109 responses and even representation across the year groups.

Predominantly positive responses although some issues raised regarding not knowing how to get involved or not feeling welcome.

Responses to where money should be spent were wide ranging and in some cases on opposite ends of the spectrum. This shows that it's very difficult to please everyone. It was clear in many cases that people don't understand how wide ranging the PA spend is within the school. Hopefully the recent newsletter has solved this however in the future the PA will aim to communicate spends more regularly.

JS to produce a document to send out with a summary of the survey results

Lost Property

JS & VG had a meeting with a representative from Ragtagd who are a business who supply RFIDs to sew into school uniform which link with a lost property box in the school. These let parents know via text that their child's item is in the box. All agreed good idea.

JS to speak to school to get approval for new lost property box

Stampastic leaflets with the referral code have been received and SC will drop at school Friday am to be sent home with children.

JS has a £22 voucher to be won & will set up a raffle soon

Adventure reading Map

The package bought from the council last year was successful however the PA felt it was very expensive for what it was. Suggestion has been made for us to run a similar scheme in house, buying our own books and utilising the artistic skills of some of our parents.

Nell to request feedback from parents before approving £300 to run ourselves

AOB

Vacuum Cleaner. The Henry Hoover used by the school is dangerous and old. A parent has recently bought a vacuum for the school to use. It was also noted that Karen Horseman had donated a vacuum in the past although due to PAT testing it was unclear if it had been used

VG to check with school re. where it is

Louise Lucas was going to investigate possibility of speaking to a contact.

Approve £200 for a new hoover if required

Thank you cards – we need a stock of cards that we can sent to businesses & individuals who support us. Will run a competition to produce cards & they can be sent out.

Approve £50 for prizes (vouchers)

KB – **Geocaching.** Idea to put a Geocache outside the school. we would need permission from school to do one on school grounds.

KB to find out where permission needs to come from

Date of next meeting – AGM in September. To be agreed with the school (13th, 20th, 27th September)
Meet & Greet outside school – the PA will try and set themselves up in the playground one day at drop off & pick up to engage with parents.

Actions List

Parents Skills database	JS to set up
Fruit available at cookie sales	ES to speak to Mrs Rodbourne
Clothing Collection	JS to collect clothes for donation
Camp night reminders	JS to email out reminder for attendees to order food
Next year's big event	KB & NR to make enquiries about venues
Summer Music Concert	JS to set up Sign-up genius for volunteers

Learning Mentor Room	BH to liaise with Lee Austin regarding materials required ES to send photo of sofa to VG
Carpet in Yr 1 classroom	VG & BH to get quotes for flooring
Carpet Cleaning	Victoria to get a quote to clean the carpet
Astro turf at front of school	Paul Spittals to measure up to establish level of work required
Fitness Trail	VG to discuss with Mrs Moulder re fundraising event
Survey	JS to publish results
Lost Property	JS to speak to school about installing new system
Adventure Reading Map	NR to obtain feedback from KS1 parents
Vacuum cleaner	VG to speak to school about what they currently have & what has previously been donated
Geocaching	KB to obtain permission to place a geocache