

AGENDA

Parents Association Meeting – 07 Feb 2019

1. **Quick introductions** - Victoria Geenes (Chair), Caroline Johnston (Vice Chair), Jo Sharp (Secretary), Sara O'Connor, Jo Boothroyd, Lisa Cook, Catherine Henshaw, Nell Rigg, Mrs Freeman, Mrs Rodbourne (Acting Head),

Apologies - Jeni Fairey, Kerry Wiles, Sam Watson, Kay Bolton, Becky Howson, Liz Patient

2. **Minutes of Last Meeting** - Approved

3. **Treasurer's Summary** – Financial Summary attached

4. **Follow up actions from last meeting**

Metro Bank – VG & JS opened an account and it is in use. Makes paying in money easier after events.

First Aid Courses – Mrs Freeman – There is still a while before these are on the curriculum but it is being looked at.

Giving Tuesday – raised £440 for KS1 playground area – matching not overly successful unfortunately but still a good initiative. Thanks to all who donated.

Survey Results – JS has put together the results and will circulate in due course.

5. **Updates**

Xmas Fair – we are still awaiting final spend information but approximately £3000 was raised – which is phenomenal. Thank you to all of those involved in the organisation of the Fayre – particularly Lynette Gogay, Claire Bignell and Lisa Cook. Outgoings for this year's Fayre were higher than previous years but we are reviewing this and will hopefully be able to reduce it again next year.

Cookery – update from CH

Year 1 went well. Reception still to go after ½ term. Mrs Crook and Miss Henley working out best class sizes at present.

Still need more parent helpers for KS1.

New table top hob has been purchased by CH to cover use of equipment for cookery club.

Years 2 & 6 to have lessons after SATS. So then in total 7 year groups will have had lessons.

50% to 75% of £2 voluntary donations are being paid for the lessons. Parents possibly need reminders as often it's just a case of forgetting rather than not wanting to pay – particularly given that the consent form is electronic but payments are cash.

Note that some cookery items are missing from cookery cupboard in the kitchen. CH to mark things so that if 'borrowed' they are returned to the right place.

Music Pavilion – in use now, ironing out the last few requirements.

Soft furnishings are being completed by a parent - Karina Thomas.

Fire extinguishers – there are some due to go in shortly.

Concern there is currently no method of communicating to the main school building. Mrs R suggested that Walkie Talkies to be used for now but possibly longer term a wireless intercom or extension of the school phone system to the building.

V Geenes to ask Mrs Davis about who the current phone provider is.

Currently just £200 left in the pavilion money so more fundraising will be required for the last few items.

Mrs Insley has offered to help with a Gin & Jazz evening. Feel September would be the best time as the term is getting busy.

Clem has applied for a matched funding grant from Persimmon homes – this can be applied for each month so will keep trying.

Tesco bags of help. Confirmed that we came 3rd which gave us £1000 for the Pavilion.

Theatre Tickets – Many thanks to Vicki Scoble for all the hard work organising theatre tickets over the years and getting us all great tickets to a variety of shows. Kay Bolton has now taken over the theatre tickets.

70 Wicked tickets obtained. 15 left which will be offered externally after the weekend.

Aladdin (30th May - £33) & Tom Gates (7th June - £11) tickets to go on sale tomorrow (8th Feb).

Recycling – many thanks to parents who have donated lots of items which will be collected by Recycling For Good Causes tomorrow. A cheque should be received in April.

Terracycle – We can now collect used crisp packets for recycling by Terracycle. Heather Breed has offered to coordinate for now but she will be leaving the school soon so a longer term person is required.

The school are happy to potentially have a collection box available for children after lunch. Sharon Barraclough has offered to obtain an official collection box so depending on size this could be used in school.

Summer Ball – VG - Organising progressing. Save the date cards out. Tickets on sale 25th Feb. Need help finding contacts for auction prizes and raffle prizes as that is where the money is made. (Ticket price covers food, marquees etc)

Cheese & Wine Evening – Unfortunately this event had to be cancelled due to low sales. Had hoped a low cost evening would appeal to those who don't like more expensive events but unfortunately not.

Hopefully this is not going to happen for the Gin & Jazz evening later in the year. Deadlines will be set for a week or two before events to allow for cancellation if necessary. Also need to be aware that event licenses have to be bought in advance and these cost money and can't be refunded.

KS2 Library refurbishment – Many thanks to the wonderful volunteers who have transformed the library.

Update from NR – All books have been labelled up and so can be ordered alphabetically to teach kids how it works in a public library. The books still get out of order each week but the stickers help with the sorting.

£200 was agreed originally for KS2 refurb. Approx £160 spent so far.

NR to look at KS1 library soon once KS2 library project is complete.

World Book Day - Prizes have been requested for World Book Day - £70 / £90 depending on how prizes are allocated (year group / class)

APPROVED up to £90.

Books & Booko - A selection of books have been sent to the school on a sale or return basis from Marilyn Brocklehurst Total value of books is £1130 (approx 150 books) and the school can choose which they want to keep. Mrs Thomas would ideally like to keep them all although Mrs Freeman would need to review the KS1 selection and would like the library to be sorted before adding more books.

Booko current balance is £950 with possibly £50 required for prizes before the end of the year (to be confirmed).

Request for the PA to top up the BookO funds such that all of the books could be purchased. This would mean a total of £230 would be needed from general funds.

Felt that for now not to use general funds to cover shortfall but fully review what books are there, and select those that will complement the existing books in the library.

It was raised that families new to the school may not fully appreciate the importance of BookO and may not understand that all of the money raised is spent on books. Although many children are already in BookO it was suggested that it could be readvertised and ticket sales reopened (at a reduced price depending on draws left) to give these families a chance to join. Also some parents apparently sometimes like to buy extra tickets towards the end of the year.

Due to the new restriction on lotteries being run through the PTA-Events website any extra tickets will need to be paid by cash /cheque. Decision still to be made as to how tickets will be sold next academic year.

ACTION

JS to check with Vicki Scoble how many draws are left and how much tickets would be. Also to confirm what spending is required by Vicki for book tokens before the end of the year.

PA have offered to pay for the books the Mrs Thomas has been requesting from the parents (Harry Potter, David Walliams etc) however it is felt these are books parents are more likely to have to donate and the school would rather funds were spent on other books.

6. Proposals

Financial Reserve - The committee requested approval to hold a £7500 reserve fund in separate bank account to cover any instant large spends – (£5500 for emergency spends – Smart Boards etc, £2000 for capital to put on events)

Metro account is primarily our cash paying in account but can ensure the balance never falls below £7500.

£5000 for whiteboards (would cover 2). £2000 capital for events.

£7500 reserve APPROVED

Year 6 photo booth – As per previous years, request for the PA to fund a Photo Booth for the Year 6 party as a leaving gift for the year group. Lisa Cook to book this to be at the pub & liaise with Louise Lucas. On last day of term

£300 APPROVED

Easter Eggs – Victoria has arranged to get these from Aldi.

£200 APPROVED

2019 Christmas Fair money – request approval of £1000 for Secret room & other advance fair spending for Dec 2019.

£1000 APPROVED

Outdoor Proposals - Discussion regarding the overall financial position and the multiple outdoor projects that have recently been quoted for.

Projects that are being looked at and costs:

Hogan's Hideaway - £580 (mini digger to come in & remove entrenched plant life)

Fitness Trail – unknown cost at present – Mrs Davies organising quotes through school's grounds keepers (Manor Estates).

KS1 playground - approx.£2000 to remove the mound. £500 max to lay grass seed or more for installing astro turf.

Area at the front of the school – approx. £3000 – including astro turf surface.

Further Information on each project

Hogan's Hideaway is a pond and wildlife area (previously a swimming pool) that the children can use for lessons. This is an opportunity to regenerate the area and help reintroduce the wildlife that has disappeared due to excessive plant growth.

The pond itself is fine and is used for pond dipping however one large area is unplatable. A local wildlife expert has great ideas but the area needs to be cleared as the wildlife has been choked by the plants.

The decking is also in need of power-washing due to being slippery.

Request for £580 to hire a mini-digger to clear this area so that it can be replanted to encourage wildlife into it.

- ***Fitness Trail*** – This requires maintenance. Funds (£1400) were raised through the sponsored run in September. Currently cost of maintenance is not known as snow prevented a quote being obtained last week.
- ***KS1 Playground*** – this is the mound where a large amount of building material was dumped during the building of the Music Pavilion. The school would like the entire mound removed and would ideally like astro turf laid in the area.
Request for £1938 to remove the mound and for further funds to resurface the area.
- ***Front area*** – this is the strip of grass /mud to the left of the path as you enter the school grounds, previous discussions concluded that laying astro turf and buying a scooter park would make the area more attractive and reduce the amount of mud traipsed through the school in the morning.
Request for £3000 to resurface this area with astroturf.

VG gave a summary of the current financial position explaining that if all these projects went ahead it would leave the PA with very low funds moving into the next academic year. The committee feel uncomfortable leaving the finances in such a position.

It was agreed that spending money on the front area of the school was not in line with the constitution and was not a priority given the current funds available. We will review this in the future, but that we would not fund this project at present.

It was felt that something did need to be done to the area though and so Mrs Freeman will look into doing some work on it with the gardening club – possibly using pots that have recently been donated to deter children using that area and using robust grass seed for exposed areas. She will

also investigate obtaining some paving slabs that can be laid near the main gate to mark out an area for scooters & bikes. Possible addition to the next TLC day.

£100 APPROVED for Gardening Club

It was felt by all present that installing astro turf on the KS1 playground was not a top priority however the removal of the mound is. Was agreed that for now the mound will be cleared and grass seed laid (Kay Bolton has offered to assist with this). The idea of astro turf can be revisited at a later date.

The majority of this cost will be covered by Xmas DVD Sales (£970), Giving Tuesday (£440) and the Bingo night being held later this term (expected to raise approx. £250 based on similar previous events)

£2300 APPROVED for removal of mound and grassing

The hire of a digger for clearing Hogan's Hideaway was approved.

£580 APPROVED

Fitness Trail – currently there is no indication of how much the fitness trail work will cost. Proposal to add up to £1000 to the money raised so far.

Up to £1000 APPROVED

PA Logo - Simon Bolton has kindly designed some options for a Logo / headed paper for the PA. These were reviewed and a design was chosen and will be used in the future.

LOGO design APPROVED

Gift for the New Headteacher – a suggestion had been made by the student council for a gift of a hamper to be purchased for the new headteacher. Whilst it would be lovely to welcome him with a gift it was felt this was not an appropriate use of PA funds and perhaps the students could produce their own items to give as a gift.

ACTION – VG to inform Mrs Thomas of the decision

The committee have offered to run / support a meet and greet event for the new head when he arrives however appreciate this is at the discretion of Mr Newton.

ACTION - Mrs Rodbourne to speak with Mr Newton

Timecapsule – The Music Pavilion time capsule is ready to be filled. 35 donators can include some notes in the capsule and SOC will contact them in due course. Clem will be including something and the children too (Mrs R to coordinate).

It will be buried for 20 years. SOC to investigate a method for reminding someone in 20 years(!) possibly a countdown timer.

Music Pavilion opening event to be decided in future – to be run in summer term when warmer.

Mathletics – PA happy to fund renewal (spending approved previously). The cost is approx. £5 per child and so Mrs Freeman will request voluntary contributions via Parentmail.

ACTION Mrs Freeman – Mathletics renewal

7. Upcoming Events

Spring clean – Taking place this Saturday (9th February) the PA send out a reminder to parents.

Mrs Freeman has requested volunteers bring their own cleaning items. They would like to power

wash the chairs in the hall so power washers appreciated. SOC will provide treats for all worker elves. Kay Bolton will be meeting Alex Stallwood on Saturday too to discuss outdoor work.

Disco – 15rd March – tickets on sale now. Price to rise before event and sales will close a couple of days before. Parents to be reminded that tickets must be bought before this date.

Bingo – 23rd March. – SOC organising. Baked potato dinner. Great prizes & sweets. BYOB. SOC to send out flyers soon.

Bag2School – 11th March - Bags have come home today. JS will not be running a 2nd hand clothing sale again as interest was low.

Lacey Green Hort Society Spring Show – 30th March - Space theme – Kay Bolton to run fairy garden event at school in the morning.

Outdoor Club – Nothing planned at the moment – always happy for people to arrange events.

Camp Night – 22nd June. Would be great to have a fun day in the afternoon but a team is required to take on the organisation of this.

Lisa Cook has offered to contact a local stargazing man to see if he could run a session.

Jo Boothroyd to look into a possibly tennis session too.

Extra events will be charged for in addition to the pitch fees, and will need to be pre booked.

Fashion Show – 14th May – Models required! TENS licence required

Lisa Cook organising and external provider coming in to facilitate. Fundraising will come through the ticket sales, raffle and bar.

Need 40 people min to run

Need raffle prizes.

LC organising. JS to sort TENS licence.

Events we'd like to run but need volunteers

Summer Fair / Fun day

Film Night (possibly a film morning towards Christmas time)

Outdoor club events

JS to put out a request for volunteers to run these events

Birthday sweets – Mrs R asking for opinions regarding the distribution of sweets by children on their birthdays as school have received some complaints that this is not in line with healthy eating policies. School will send out a questionnaire to parents via ParentMail to canvass opinions.

Friday Treats were also discussed – the PA have canvassed opinions on the sale of sweet treats on a Friday via a Facebook poll early in the year. Overwhelmingly people supported the sales, and we will therefore continue to run them for the remainder of this academic year. We will review the sales next year and ask parents again if they would like them to continue. LC now offers healthier options for children too. These sales are a great and relatively simple fundraiser for us – they consistently raise approx £40 a week for the PA.

Friday treats to be reviewed in September.

Nuts - Reminder for PA events - please can donated items not contain any nuts as St John's is a nut free school.

8. AOB

Due to CJ's daughter leaving the school in July we will require a Vice Chair from September. The other committee members are yet to decide whether they would like to stand again, but please watch out for further information via email soon.

There was a discussion regarding engaging parents in general. It was felt that enthusiasm at a class level is missing in some parts of the school.

Committee to review their suggestion of running a coffee morning during school time to engage parents. Perhaps something prior to the next PA meeting?

Committee to come up with date for coffee morning

It is believed it is the 150th Anniversary of the school next year and so feel it would be a good idea to discuss this at future meetings.

Stationery shop – Proposal for a stationery shop for Year 6 to run during school hours. Requires supervision however all were agreed it is a good development opportunity for the Year 6s.

Committee and Mrs R to discuss further

Isingpop - Possible project to be discussed at a future meeting. "iSingPOP is a primary school music project that brings together school, church and community. Children are given the opportunity to record their very own album and perform a live concert in the local church."

Prom praise – Request for the PA to coordinate coach ticket sales for a bus back to Lacey Green following year 5/6 Prom Praise on 19th March.

APPROVED

Next meeting 28th March. @ 7:30pm

St John's Primary School Parent's Association

Financial Update to Feb 2019

Bank Balance at 1st September 2018

Main Account	8162
Booko Club	769.24
3rd Account	0.16
Metro Bank	0
Paypal	40735.91

Total	49667.31
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Funds Raised Since 10th September 2018	Income	Expenses	Net Funds Raised	Notes
Camp Night 2018	231.6	-146.36	85.24	17/18
Theatre - Lion King		-790	-790	17/18
Pencils	54		54	17/18
Sports Day	224.32		224.32	17/18
Cookies pre Sept 18	843.73	-91.7	752.03	17/18
Summer Concert	296.15	-124.75	171.4	17/18
Theatre - School Of Rock	1614	-1557.5	56.5	
Theatre - Horrible Histories	462	-649	-187	£781 Received total
Theatre - R Fiennes	256	-320	-64	
Theatre - Panto Tickets	3456	-3264	192	
Theatre - Wicked	1560	-1826	-266	17 tickets still to sell and £783 to pay
Christmas Card Orders	1715.2	-1287.77	427.43	
2nd Hand Uniform	161.5	0	161.5	
2nd Hand Clothes (Sept & Nov)	432.81	0	432.81	
Bag2School	456	0	456	£160 - 17/18 income
Disco (Nov)	1095.07	-425.06	670.01	
Outdoor Club	36	0	36	
Santa's Grotto	524	-279.98	244.02	
Xmas Fair	2375.6	-346.13	2029.47	
Secret Room	2191.4	-1479.49	711.91	
Wreath Workshop	380	-119.42	260.58	
Xmas Play DVDs	1215	-372.74	842.26	£135.92 - 17/18 expenses
Cookies	513.93	-233.21	280.72	
Easyfundraising	238.25	0	238.25	
Amazon Smile	11.44	0	11.44	
Gift Aid	145.12		145.12	
Booko	1207.03	-977.27	229.76	
Stampastic Raffle	28.67	0	28.67	
Misc Charity Donation	24.9		24.9	
Sponsored Run	1261		1261	
Summer Ball	0	-749.5	-749.5	
Total Funds Raised	23010.72	-14290.38	8720.34	

Music Pavillion Spends / Income since 1st Sept 2018

Lacey Green Charities	5000		5000
Tesco	1000		1000
Pavilion Spends		-25970.46	-25970.46

Total Pavilion	6000	-25970.46	-19970.46
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Purchases of Stock / Sundries

Lottery License for Booko		-20	
Open Mornings		-16.28	
Thank You Cards		-46.34	
Credit Card Machine		-22.8	
Total PA Purchases			-105.42

Purchases for School since 1st Sept

Hall Curtains	-2474.41	
Carpets	-1502	
Cookery	-650.81	
Fish	-288.28	
Learning Mentor Room	-135.95	
Library	-102.74	
Clock Resources	-34.94	
Clock Resources	-37.55	
Coin Shapes	-81.89	
Label Holders	-67.24	
3D Printing Workshop	-500	
Crochet Set	-19.96	
Dolly Pegs	-8.02	
Victorian Day Items	-115.8	
Zoolab	-139	
Whiteboard	-2737	
Total School Purchases	-8895.59	-8895.59

Bank Balances - 3rd Feb 2019

Main Account	25771.54	
Booko Club	951.97	
3rd Account	0.16	
Metro Bank	3834.55	
Paypal	1736.93	
Total	32295.15	

Funds Committed to school

Mathletics	1200	
School Pots (2 terms)	1200	
Fish tank	100 per annum	
Cookery project	10000	
Fitness trail	1400	
Workshops	1800	
Total Committed Funds	15700	

Effective Balance	16595.15	
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