



The Priory Primary School
Pamber End
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c/o Cara Rogers
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Registered Charity Number 1096169

The Priory Parents Teachers Association Meeting

24th April 2019

1. ATTENDEES:

Andrew Nagalewski	Chair
Cara Rogers	Secretary
Nancy Burghes	Treasurer
Teri Heathcote	Committee Member – Teacher
Jane Foster	Committee Member – Teacher
Fiona Holdroyde	Committee Member – Parent
Alison Elmore	Committee Member – Parent
Kirtna Brack	Committee Member – Parent
Debra Adams	Head Teacher
Simone White	Parent
Prubie Payne	Parent
Jenni Saunders	Parent

2. APOLOGIES:

David Cripps	Committee Member – Teacher
Ben Candy	Committee Member – Parent
Clare Lissmann	Committee Member – Parent
Helen Nagalewski	Committee Member – Parent

3. AGREEMENT OF PREVIOUS MINUTES:

The minutes from the PTA meeting on 15th January 2019 were agreed as accurate by the committee and signed by the chair.

4. MATTERS ARISING FROM PREVIOUS MEETING:

- a. **Classlist usage**
 - i. Cara to ask Class Reps to try and adopt the Classlist app to give it a trial – not mandatory but unless we try it, we don't know how well it could work
 - ii. No rush to replace FB/other communication methods currently in use
 - iii. Provides us good coverage from GDPR
- b. **Local Promotions.** Cara to follow with Maxine if we can place local offers/promotions in the School Reception
 - i. Discussion on using the Bin cupboards for temporary flyers/advertising – Mrs Adams to follow up with Rob if this is possible
- c. **Amazon Smile.** Nancy to provide Cara with a Bank Statement and then Cara will complete the set up and notify everyone it is live
- d. **Account Changes.** Nancy still to complete the Bank Account name change as the final one
- e. **Marquee Hire.** Not actioned by committee yet. Nancy to check the PTA insurance as we need to ensure the marquees are covered in case of an accident and also from a Public liability
- f. **School Uniform.** Ali Bowen only running the New Uniform until the end of this academic year.
 - i. Cara to ask Ali for a summary of what the role requires
 - ii. Potential to split the job – Uniform storage & supply into School and Uniform stock control/ordering
 - iii. Andy to find out which companies could supply the uniform externally and present back to the PTA/School
 - iv. Cara to advertise for the role on FB and in the School Newsletter
 - v. School will struggle to provide adequate storage for the uniform
- g. **Calendar.** Cara to follow up on Calendar idea (to sell at Christmas Bazaar)
- h. **Wish List.** Mrs Adams provided the 2019 Wish List to the PTA and items we reviewed and approved in the last meeting on 26th February 2019.
 - i. Mrs Adams to confirm what package of Bug Club the School want to go forward with on the next renewal so the PTA can plan the financials accordingly
- i. **Garden project.** Nancy has transferred the £1,000 grant to the Schools bank account but is awaiting the confirmation for the £1,508 already agreed and approved by the PTA
 - i. Garden/raised beds has had the ground cleared but not much more actioned – delayed as Mrs Kelly was running this project
 - ii. Fiona needs to provide some photos at work as part of the feedback for the £1,000 grant (approved in December 2018)
 - iii. Nancy has offered Rob to ask for parents to come and help dig the area over for the beds / help prep the soil etc after school / Saturday (unlikely as Rob's day off) – Mrs Adam's/ Rob to confirm suitable dates to either advertise in the Newsletter etc and manage volunteers or communicate through the PTA and we can help organise volunteers
- j. **How PTA money is spent.** Cara / Nancy to follow up on the edits raised in the meeting in February.

- k. **Open Air cinema.** Andy confirmed a quote for £300 for a pop-up/blow-up screen as the best option if we run cinema events through the year; children and adult options. Andy offered to donate a projector.
 - i. Andy to follow up on a date for an adult disco and film night
 - ii. PTA agreed to fund £300 for the projector purchase (7 votes “yes”)
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5. Easter Event Discussion

- Nancy talked through the income and expenses in relation to the Easter Event, net it raised £1,060.60 and was an increase on the previous year by about £300.
 - Less tickets sold at 90 vs 99 2018 but more made on refreshments, raffle and cake sale following the event
 - Raffle, had too many prizes! Took quite some time to get through. Correct pricing at £1/ticket. Worked well that people could select the prize of their choice.
 - Next time split adult and children’s raffle prizes?
 - Bundle prizes together?
 - Sell Pimms next time on the refreshments stall? Needs TENS licenses if so
 - Junior hunt perhaps a bit difficult
 - Infant hunt ok but some pictures in Yr R playground we changed after photos taken – next time ask Mrs Hindmarsh to change after hunt
 - School Clean up – Rob to provide PTA a “Clear Up Check List” so any volunteers at the end of the event can take action and PTA can communicate in advance if any tasks have gone undone
 - Tables need to be clearly labelled to ensure they end up in the correct location
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6. PTA Facebook usage

Cara agreed with School on the FB “Rule” and communicated on the Page (saved document online) on 3rd April 2019.

- a. Amanda / Office to email Cara the FB sign up sheet
 - b. Cara to edit FB sign up sheet to specify the rules / code of conduct – important for the new Yr R parents wanting to sign up in the coming weeks
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7. Summer Event – 22nd June 2019 1pm-4pm

- a. Parent Letter was sent out before half term last year – aim to send this year’s letter by 24th May
- b. Agreed Golden Ticket price to increase to £10
- c. Bouncy Castle obstacle course always been a big hit at previous events – run again this year
- d. Prubie to look into Trampoline hire
- e. Discussed Summer Programme/Brochure – Fiona going to ask if Randells would be willing to be primary Sponsor of the event and we then don’t run the brochure – lots of time to collate and environmental concerns
- f. Nancy to confirm Hog Roast donation again – insure Sue/Damon provide details at the event to advertise their business

- g. Raffle – Mrs Adams agreed to run on the day
- h. Raffle pre-work – Fiona agreed to source prizes – also Cara to ask all committee to ask for donations
- i. Bottle Tombola – Jenni to confirm the Butler family are happy to run the stall again this year
 - i. Agreed provisional date for non-uniform for Bottle donations on 14th June – Mrs Adams to confirm
- j. Need volunteers for face painting
- k. Clare agreed (in advance of meeting) to run BBQ
- l. Class Stalls to run similar events as last year (as we have equipment)
 - i. Cara to email class reps asking for their help in organising volunteers and anything else they can help with on the day or pre work
 - ii. Class Reps to ask for volunteers for a 30 min slot on class stall
 - iii. Cara raised concerns on the number of stalls running – the event should allow everyone free time to enjoy participate
- m. Cara to ask Victoria if she would contact Sainsburys to request any old magz/free gifts – need options for prizes other than just sweets on the day
- n. Agreed entertainment at the event would be good
 - i. Jenni to ask if dance workshop would be willing to run again
 - ii. Fiona to ask Rocksteady – perhaps without children involvement
 - iii. Simone/Jenni to ask if previous singers would be willing to come back
 - iv. Can Persephone attend – sing or do a performance with the choir?
 - v. Winners of talent show? Mrs Adams to check if appropriate
- o. Nancy needs confirmation of top raffle prizes – then she can order raffle tickets – needed in time for the parent packs (24th May)
- p. Pocket Money stall – Jenni to ask Cath what was purchased/popular last year. Cara to confirm with Kirsty N she is still able to help source items for the event
- q. Cara (Simone offered to help) prep the Parent Pack letter
- r. Prep Parent pack letter and provide to School in advance on the 24th May
- s. Monk Sherborne normally allow us to borrow their table and chairs because we don't have enough within the School.
 - i. Simone will ask if we can do the same this year
 - ii. Who will collect / return the tables? Nancy to confirm if Andy can with his van
- t. Jenny Englefield provided hay bales before – to mark out areas – confirm if she is willing to do the same again this year?
- u. Option to hang white board in the playground to generate volunteers (from June)
- v. Nancy to organise floats for the event
- w. Nancy to organise the obstacle bouncy castle and TENS
- x. Simone to ask for beer donations

8. A.O.B

- a. **New Year R.** PTA usually send a wealth of information in the Schools Parent Packs, its very important for the future of the PTA that the new Parents in the School are engaged in the School/PTA activities – plus very helpful for the new parents to find out lots more about School life from the PTA
 - i. Parent Packs going out on 24th May

- ii. Year R settling in sessions to be held on 8th and 10th July. If PTA are running coffee mornings for the parents then following actions are required:
 1. Book Ramsdell village hall
 2. Decide who from the PTA can attend and run the meetings
 3. Prep any required documents and information for the sessions
 4. Provide tea/coffee facilities
 5. Set up / tidy up after the event
 6. Bring along uniform orders
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9. Date of next meeting and venue

Monday 20th May at 8pm – in the School Imaginarium
Planning session for the Summer Event