



The Priory Primary School  
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c/o Simone White  
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Registered Charity Number 1096169

## The Priory PTA Meeting 16<sup>th</sup> July 2018

### 1. ATTENDEES:

Sean Dillow	Co-Chair
Simone White	Co-Chair & Secretary
Nancy Burghes	Treasurer
Suzanne Kelly	Head teacher
Jo Swali	Committee Member - Parent
Ben Candy	Committee Member - Parent
Kirtna Brack	Committee Member - Parent
Catherine Galbraith	Committee Member - Parent
Victoria Burden	Committee Member – Parent

### 2. APOLOGIES:

Charles Long	Committee Member - Parent
Jen MacKinder	Committee Member - Parent

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### 3. “MY APPLE JUICE” with Richard Paget: **For full details see attached – My Apple Juice.pdf**

Richard Paget, from My Apple Juice Ltd spoke enthusiastically about his Apple Pressing Fundraising Project. With a mission to encourage, and enable, as much ‘home grown’ fruit that would otherwise go to waste, to be gathered, pressed, preserved, shared and enjoyed.

The children/parents would bring apples picked from their garden to morning drop off on a given date (ideally in September). The apples are taken to My Apple Juice, where they are processed and bottled (with a Priory School label). Bottles are collected and sold to parents/the wider community. In addition, children can be taken to deliver the apples and watch the process (both on drop off and collection of the apples). There is also an option for a mobile presser to operate in the school field.

It was agreed that the school would trial a batch – if not for profit, for a good moral project for the children.

**ACTION: Suzanne to set date for apple collection in September.**

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### 4. AGREE MINUTES FROM PREVIOUS MINUTES:

This minutes were unanimously agreed as accurate and signed by Sean Dillow (Co-Chair).

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### 5. TREASURERS REPORT:

Nancy presented the Treasurers report to the committee. **For full report see attached – Priory School PTA Treasurer Report\_july18.doc**

Key points (as at 17/07/18):

1. £17,080.97 = Total PTA funds (inc. bank balance & cash)
2. £9116.04 = Committed and restricted funds
3. £8,097.73 = Available funds for spending
4. **£14,550.46** = Net profit raised from fundraising events to date (Christmas Bazaar, Quiz night, Bag2shool, 2<sup>nd</sup> hand uniform, Christmas Wreath Workshop, Sponsored Spell, Easter Eggstravaganza, Summer Celebration, Pop-up Café)
5. £4,707.28 = raised from recent Summer Celebration.
6. £1,485.55 = claim submitted for repayment of Gift Aid Small Donations during the tax year 2017/2018 (not yet paid – claim expected to be around £300-400).

**THANK YOU PARENTS, TEACHERS AND FRIENDS FOR YOUR GENEROUS DONATIONS TO DATE!**

It was advised, and agreed, that outstanding funds still being ring-fenced for the Stage and Water Fountains are no longer required and can now be released back into the ‘available’ pot.

It was agreed that the remaining Playground Improvements amount of £600 (already donated to school) to be used towards the Garden Project (see item 6 below)

Reading Scheme – Nancy advised a ‘ring-fenced’ balance of approximately £700 would be available once the Bug Club annual subscription has been paid. It was suggested that this be used to purchase additional reading books for the KS2 library as required. This was unanimously agreed by the committee and Suzanne.

**ACTION: Suzanne to consult KS2 teachers and advise fund requirements.**

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#### **6. THE GARDEN & NATURE PROJECT:**

Rob Henry presented Phase 1 plans for the project, which included an area for chickens and vegetable gardens. Materials required included: Hen House, Picket Fencing, Fence Posts, Cement, Sand, Top Soil, Sleepers & Apple Trees. The budgeted cost for this was £1,500. It was agreed for the remaining £600 from the Playground Improvements donation (already paid to school) be used towards this. In addition, the committee unanimously voted to release the additional £900 with immediate effect to enable Rob to commence works asap over the summer holidays.

**ACTION: Nancy to write cheque to school. Maxine to provide cost for payment.**

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#### **7. SUMMER CELEBRATION DE-BRIEF:**

The SC raised a massive £4,707.28 and was deemed a huge success. This reflects the huge amount of work put in by everyone involved and Simone and Sean thanked the committee for their tremendous hard work and commitment.

De-brief notes (in no particular order):

1. Very lovely and relaxed atmosphere.
2. Liked the SC without camping around it.
3. Golden Ticket Sales were similar to previous year and were again well received as a great value for money and relaxed option.
4. A few people commented (on the day) how cheap the GT was and this could easily be increased to £10 per child.
5. 530 more raffle tickets were sold (x4 raffle tickets per family was trialled and worked. Consider increasing next year. More raffle books ordered than previous years so as not to run or stress over parents returning unsold tickets.)
6. Printing costs were kindly paid by Pulsant (via Natalie Beldom), saving £200.
7. The Hog Roast was kindly donated by parents of the school which is reflected in the profits for the BBQ (2018 £285, 2017 £140). Lots of positive comments received on how delicious it was. Consider eliminating/reducing number of burgers/sausages purchased.
8. External stall holders were invited (No.84 was particularly successful)
9. The new Plant Stall (new stall) was very popular and should be repeated next year (perhaps growing some plants in school within ‘the garden project’ for sale at next years Summer Fair? A few parents have expressed an interest in assisting with this. All plants were donated by local garden centres and left over’s from Ramsdell Fete.
10. Quite a few people enquired about a Book Stall, which would compliment the Garden Stall nicely. Darren Curtis suggested he would be happy to organise and run this stall.
11. Beat The Goalie (new stall) went down very well and was busy all day.

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#### **8. CLASSLIST:**

Ben presented Classlist as a new communication tool – for use by the PTA & Class Reps - to replace our existing network of email lists and Facebook page. It is both an app and website and has much in common with Facebook. The key difference is that it is purpose built with schools in mind and makes it much easier for us to comply with data protection legislation (you can still hear news via e-mail by setting communication preferences to receive all updates via email). The committee agreed unanimously to adopt this tool via Class Reps.

**ACTION: Ben to email Class Reps with instructions for signing up.**

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#### **9. EVENT DATES 2018/2019 (provisional):**

1. 2<sup>nd</sup> October 2018 (Tuesday) - AGM
2. 26<sup>th</sup> September 2018 (Wednesday) – Bag2School Collection
3. 1<sup>st</sup> December 2018 (Saturday) – Christmas Fair
4. w/c 25<sup>th</sup> February 2019 – Sponsored Spell (spellings, sponsor forms, etc to go out week before h/t)
5. 30<sup>th</sup> March 2019 (Saturday) – Easter Eggstravaganza
6. 21-23<sup>rd</sup> June – Priory Big Weekend (Saturday 22<sup>nd</sup> June Summer Fair)

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#### **10. PTA 2018/2019:**

The Officer roles of Chair and Secretary will become vacant at the next AGM in October. Simone and Sean expressed their concern that, as yet, no one has expressed any interested in filling these positions.

**ACTION: Simone to send letter via book bags stating the good work of the PTA/amounts raised and the requirement to fill both positions at the AGM. Jennie Mackinder to draft letter.**

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#### **11. A.O.B.:**

No other business.

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#### **13. DATE/VENUE OF AGM:**

**AGM – Tuesday 2<sup>nd</sup> October 2018, 8pm at School.**

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