

Great Missenden School
PTA Meeting Minutes
Monday 18th April 2016

Attendees: Katharine Tompson, Anita Leslie, Nic Smedley, Caroline Boss, Luke Taylor, Kevin Hoy, Roz Thomson, Ed Tang, Joanna Cocking, Jenny Laville, Hannah Barrett, Lisa Harrison, Emma Griffiths, Paula Kitching Rees, Elizabeth Lewis, Caroline McDonald

Apologies: Emily Glover, Kirsty Thathapudi, Rachel Pitman, Lorna Kynaston

Treasurer's Report:

Luke reported that the current balance of £18,930 is down slightly from the last meeting due to the purchase of some compost bins and some quiz night payments still going through.

Our bank records are now totally switched over to Free Agent with Rob Withers' approval. This greatly improves the day-to-day running of the PTA account. It does cost £14.50 per month however, but Luke sought PTA approval for this as it is so much easier than the previous system. This was agreed.

Anyone who regularly claims PTA expenses should speak to Luke as the process is now really simple and he can set them up with a login.

It was thought that the accounts system had been set up with a double signatory, but for some reason payments go through with just the single signature at the moment. A discussion was had about whether we should ensure there is a second signatory for good governance. To be decided.

ACTION: Luke Taylor to meet with Chairs separately to discuss

It was proposed by Roz Thomson that a 'Proposals for Spending' item should be added to the agenda following the Treasurer's Report, and that this should regularly be discussed at this point. This was agreed.

Upcoming Events

Disco

To be held in the dining room on the 19th May. The DJ is booked and paid for. Start time is 6pm and Miss Cartwright will be attending all evening, as will Ed Tang. Hannah can get in the room to decorate straight after school as JellyBeans can be moved.

ACTION: Ed Tang to organise a classroom for JellyBeans

Still to do:

- Stock-take of sweets/drinks to be done before any purchases
- Volunteer-Spot to be set up for helpers on the night
- Luke and Katharine to work out the float requirements by examining notes from last year
- Posters, advertising and ticket sales will be sorted out next week

A discussion was had about entrance/exit, as the Christmas disco was a bit chaotic at collection time. It is hoped that with better weather, people won't be cramming into the corridor, and we will keep the corridor for incoming children, and the playground doors for outgoing children. Marshalls are crucial for this, as well as to guide the cars coming in and out of the playground.

Sponsored Walk

Friday 20th May. Mrs. Harbord and Mrs. Woodhall are organising the sponsored walk using the route around the Dahl house and field. Teachers are thinking of ways to keep the children motivated going round but it was decided that there won't be a scavenger hunt as it is awkward when the children have to carry things. Teachers will be organising the sponsor forms and there will be a big thing made of this in assembly etc. The children are going to be specifically asked to raise money for improvements to the playground ('Walk for the Playground'). The route is just over 1 mile, the whole school will be doing it together with parents invited to take part also. Some older classes may do 2 or 3 laps, but all children will be able to go at their own pace. It comes at the end of Walk to School Week and if there have been fewer than 10 cars down Church Street, it may also be a mufti day.

Teachers need from PTA:

- Signage
- Marshalls
- First Aid post: Caroline McDonald agreed to be a first aider at a designated post, it was agreed that a second first aider was required, this to go on volunteer spot

ACTION: Ed Tang to produce a map with signage points and marshall points required

Summer Fete

Saturday 2nd July.

- Food/Drink:
Lisa Harrison has agreed to be sub-chair in charge of the bar and food for this event, with support from PTA and others. It was agreed to do the BBQ ourselves to maximise profits. Lisa may look into sponsorship with a local farm for some of the food, and it was also suggested that she approach the new chef, Anthony Lamb, to use the kitchen ovens.

Tea/coffee light refreshments to be served inside
Bar – It was agreed to serve Pimms, Sangria, lager and ale, along with soft drinks. It was suggested that we need more people serving than last year as queues were too long and also we ran out of Pimms so more should be ordered.

ACTION: Katharine Tompson to send Lisa all the relevant information from last year

- Theme:

There will be a sports theme this year, it is the end of what will have been a sporty week and teachers are organising songs and dances, sack races etc. for the children
A discussion was held about how to open the show; last year's African drumming group was amazing so we want something really good to start with as people are arriving.
suggestions were: local celebrity, flash mob, cheerleading group. To be decided.

ACTION: Joanna Cocking to ask a few contacts if they may be free and willing to open the fete.

It was agreed that Key Stage 1 and Year 3 parents will be asked to provide cakes and Years 4, 5 and 6 parents will be asked to provide a bottle for the tombola stall. In return for bringing these donations, there will be a mufti on Friday 1st July.

- Other issues

- The ice cream man has been booked. He has paid an £80 deposit and will either give us a further £80 on the day, or 20% of his takings, whichever is more.
- PTA to send a note to parents asking for toy donations in the week prior to the fete, we will be stricter on the condition of toys to be accepted as last year we ended up with a lot of things we couldn't put on the stall
- Quote needed for the bouncy castle
- Pitch Costs: It was agreed that we would increase the cost for a pitch to £30 for outsiders and professionals, and £20 for parents and cottage industry stall holders
- Gazebos to be acquired. A discussion was had as to whether we should purchase school gazebos as we always have an issue with needing these. It was decided that with all the building work about to begin, our storage capacity is very stretched so it's not the right time to purchase our own, but perhaps to be considered in the future. Letter to be sent to parents asking for them to loan gazebos they have.
- It was agreed to stick to last year's ticket price, adults £2, children free.
- PTA all to see if there are any businesses with which they have contact who might donate prizes for the raffle or auction. Katharine is coordinating this and will engage class reps to help. It was suggested that each class is set a challenge to

produce prizes and the class that brings in the most has some prize of their own; maybe a free go on a ride at the fair etc. This to be decided.

- Entertainment – a discussion was had about providing fun activities such as zorbing. To be decided.

ACTION: Caroline McDonald to look into pricing for hiring zorb balls and sumo wrestling outfits

ACTION: Katharine Tompson to check that Hamptons are willing to produce advertising boards for us as last year

Sports Day

Wednesday 13th July (reserve day 14th)

PTA will provide refreshments, last year there was a mix up and expectations were not met. A discussion was held about whether to provide biscuits/flapjacks for the children and it was agreed that they should have fruit, squash and ice pops. The school will provide the fruit by increasing the tutti frutti order that week and year 6 monitors will supervise it. The PTA to provide squash and ice pops. The children have a lunch bag provided and it was suggested that a parents' lunch bag could be produced for those who wish to buy one. A request for gazebos will need to be made to parents. A first aid station in the field may not be possible if we can't find a first aider to man it; to be decided. Mrs. Warner will be in the office so first aid is on site.

ACTION: Roz Thomson to talk to the kitchen about producing extra lunch bags

Golf Day

Emily Glover is sub-chairing this event on Saturday 16th July. The BBQ is going to be at the Cross Keys and advertising will begin next week.

Volunteer Spot Co-ordinator

The person who currently organises volunteer spot for events does not want to do this anymore so the Chairs asked the room if anyone could take it on. Caroline Boss agreed to do this.

Any Other Business

Carys Martin has made a request for some wooden stools for the key stage 1 garden area at a cost of £239.95. This was agreed.

Stuart Light has removed trees from the entrance walkway and made a proposal for the area to be turned into a casual reading area for the children and a gathering area for parents. Artificial grass, paving slabs and fencing would be needed to improve the space. His estimated cost is £550 for this work. It was decided that more details would be needed about exactly what the purpose and proposed layout would be so we can discuss.

ACTION: Roz Thomson to ask Stuart Light to provide a sketched layout and more detailed plans

Roz Thomson introduced Jenny Laville who is the new School Development Officer. Jenny has dedicated time of 2 days per week to look at fundraising, sponsorship, grant applications etc. and will focus primarily on more long term, high cost projects for the school, e.g. the new drop off area at Buryfield, improving the swimming pool, setting up alumni as a source of revenue for the future. She is hoping to work with the PTA so that together we can make all the money we raise go further and is very keen to hear any ideas from PTA members or other parents.

A discussion was held about the general ongoing and serious problem of parking and dropping children, both on the Buryfield side and down Church Street. Various suggestions were made:

- Signage could be put up on Church Street reminding parents to drive and park responsibly
- An incentive scheme put in place to get those who can, to walk to school – although this could put extra pressure on the Buryfield
- Car Pool incentive
- Cycle Scheme

Ultimately it was agreed that we are in desperate need of a new drop off zone but Bucks council are unwilling to help with funding this. Roz Thomson emphasized that the school are exploring all avenues for possible funding for this important project.

There should be some news at the next meeting following our reapplication for the 10k grant which was turned down.

Stuart Light is obtaining quotes for astro turf around the fitness trail which is essential to keep the mud to a minimum. More news on this at the next meeting.

The next meeting is Tuesday 24th May at 7.30pm in the staff room.