

# Bromley Heath Junior School Association

PTA Meeting (at School at 6:00pm)

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## Minutes

### - Attendees

- Jayne Tindall, Carol Cooper, Jill Evans, Jen Dalton, Sam Burch, Louisa Davies, Stephanie Windsor, Natalie Whittard, Ann Partridge

### - Apologies

- Kerry Blackwell, Louise Webb

### - Wreath making:

- Jen to send email to all ticket purchasers asking them to arrive ten minutes early to give them time to get a drink before the workshop starts.
- Helpers:
  - Sam, Carol, Ann, Jen. (Jayne, Jill and Louise are attending to make a wreath and can help if needed, but we're hoping not to need their help.)
  - Suggested that we offer table service for drinks orders (we'll need notepads!)
- Drinks/Snacks:
  - Alcohol: Prosecco, Rose, Red wine. £2.50 per glass.
  - Salty snacks (for free) to encourage drink sales: Crisps, Pretzels, Cheese savouries.
  - Soft drinks: Orange juice, lemonade
  - Jayne & Jill to shop on Tuesday 19th November.
- Sam to confirm with Vicky (nearer the time)

### - Christmas disco (Thursday 5th December):

- Jill has purchased Christmas disco tattoos.
- We'll run a lucky dip again as it was very lucrative at the last disco. Suggested using Christmas baubles. Needs to include more chocolate, rather than just jelly sweets, due to vegetarians/religious restrictions.
- Poster needs to include a reminder that no heellies are allowed.

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- We need to ask the office to remind parents via text that children need to bring their own water bottles.
  - Water bottles need to be placed somewhere specific/safe as last disco there were children squirting them.
  - Sam fed back to Louisa that at the last disco some children made a mess with their crisps and didn't seem concerned about it.
  - Jayne can help at both discos, Jill and Natalie can help at the first disco. Reminder needed for helpers.
- **Donut sale (Friday 6th December):**
- Suggested 6th December as possible date for Donut sale. (After school.)
  - Louisa to confirm that this is ok with school - possible conflict with reading cafe that day (where children are offered squash and biscuits) so may not be ideal.
    - **Post meeting note: donut sale not approved due to clash with reading cafe/ healthy school status.**
- **Elfridges (9th to 13th December - Monday/Wednesday/Thursday/Friday):**
- £2 per gift
  - Shoppers can start shopping from 18th November (as this gives us time to return what doesn't sell)
  - Jayne set up a WhatsApp group during the meeting for Elfridges shoppers.
  - Stock date/count date: 1 December (Sunday) - 7pm onwards at Jill's house.
  - Jen to keep track of stock if shoppers message details to the Elfridges WhatsApp group.
- **Redgrave theatre trip (Tuesday 10th December):**
- Jayne is unable to help as it's the infants school Christmas lunch, but can meet us afterwards for lunch.
  - Jill to confirm numbers with the office and work out helpers needed.
- **Christmas fayre (Friday 13th December):**
- Now that this won't be a joint event with the infants (due to their change in plans), we need to change the date from Saturday 14th December to Friday 13th, after school.

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- Timings: 2:30pm to 4:30pm. We'll need the hall from 1:30 for set up. Louisa to confirm with school that date change is ok. School website needs to reflect date change too.
  - **Post meeting note: date change approved**
- Can year 6 children help too (after school)?
- Stalls:
  - Jude (Christmas decorations)
  - Mrs Lush's Mum (little figures)
  - Mrs Pearce has been asked (home decor)
  - Tombola
  - Ideas for lucky dip/game style stalls: golden crackers, advent, Lapland map, Christmas chimney
  - Volunteers - we need to set up separate stall ideas as things that people can volunteer for, so that they take responsibility for a particular stall and we don't have to micro manage it.
- **Christmas cards:**
  - Orders have been delivered to the school. They need sorting through. Carol and Ann to sort through on Monday 12 November.
  - Sold around £1,300 worth, with approximately £200 profit for us.
  - The company seem really efficient/helpful, and they do other products - we should consider them for other things throughout the year.
- **Santa letter:**
  - We discussed the idea of offering a letter from Santa this year (possibly more for the younger children, as well as siblings).
  - Jill already has the template. If we can set up the event through PTA events, and mail merge the data, Carol can arrange to print them. The most effort would be hand delivering them to children's houses - but a couple of people have already volunteered to do some deliveries, so we think we can resource this.
  - Louisa to check that the school are happy for us to offer this.

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- Post meeting note: Santa letter not approved due to effort required. (Possibly some confusion about whose effort would be required, as not anticipating any/much effort from school?)
  - We'd need to get organised pretty quickly - hopefully sending details out next week, so Jen needs to look at PTA event set up ASAP.
- **Newsletter:**
- Our Term 1/2 newsletter has been updated on the school website, but not been sent out to parents.
  - Now that we're changing the date of the Christmas fayre, it makes sense to update that in the newsletter before sending out. Louisa to confirm that revised Christmas fayre date is ok with school. Jen to send revised newsletter for emailing out to parents.
- **PTA events:**
- Jill & Jen set up Stripe so we can take online payments through PTA events and tested two small payments.
  - Our PTA events site is now up and running, with the Wreath sale going live from 9pm on 7th November.
  - Jen to continue to update the PTA events site, with historic minutes so that all documents are held there centrally.
  - We'll probably move over to using PTA events for all volunteers to, but all SignUpGenius sign ups have been set up for the year, so it may take a while to move across.
  - Jen to organise a date to go through how to use the site (from an admin point of view) with Jill, Jayne and Carol in the new year.
- **Zero waste challenge:**
- Steph asked whether school would consider allowing collection boxes for soft plastic and crisp packet recycling (now that the weekly collections have stopped). Steph, Sam and Jen all agreed they would be prepared to join a rota for emptying.
  - Raised the idea of a zero waste challenge, where kids could get sponsored for the number of weeks that their black bins went without being collected.
  - Discussed whether it might sit more naturally with the school council, rather than the PTA.

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- Ideas need some thought, and it's possibly more for the school take the lead, rather than for the PTA. Louisa to feed back to school.
- **Leavers hoodies:**
  - Louisa fed back that Abbie has proposed the children be allowed their leavers hoodies on the Monday after the May half term.
- **Glockenspiels:**
  - Mrs Simons has requested funds for 2 sets of Glockenspiels (£200 per set). This has been approved by the PTA. Louisa to confirm to Mrs Simons/Leigh that we're happy to fund.
- **Survey results:**
  - Survey results were attached to the agenda for everyone to review.
  - Jen to add them to PTA events.
- **FaceBook:**
  - We asked whether school would consider allowing us to have a FaceBook page specifically for PTA. It would be really useful for letting people know about events/ask questions about PTA related activities, direct people to our PTA events sites, make pleas for volunteers etc.. The infants page works really well. Louisa to ask Abbie.
    - **Post meeting note: school confirmed that it would need to be information only, and the ability to comment on posts would need to be disabled. Not sure whether this is actually possible? PTA to discuss/investigate.**
- **AOB:**
  - **Funding:** we have around £14,000 in the bank, which translates to around £10,000 in available funds for activities. Louisa to ask class teachers if they have ideas requiring PTA funds. One possible idea is bookshelves - the school is hoping that these can be built by the "men in sheds" group, so there may or may not be funds needed for this. Steph asked whether any funds could be used to purchase recycling boxes - environmentally there's a benefit, but funds need to be spent to benefit all children, so possibly subject to interpretation?
  - **Explorer dome:** not received the invoice for this yet.
  - **Idea for next year:** Christmas Lego baubles - they're doing personalised ones for schools where we can make £1 per bauble.

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- **Garage access issue:** progressive sports have put two large bags in the PTA garage, blocking access - please can these be moved? Louisa to feed back
- **Garage ivy:** please can Ian remove the ivy growing inside the garage. Louisa to feed back.
- Sam asked for it to be noted that the committee are doing a great job!