



Committee Meeting - Minutes

1st May 2019 7.30pm-9.00pm Staff Room

1. Apologies

Casper Corden – Vice chair & Magnolia rep
Eleni Stathi – Design & Promotion Team
Freya Powell – Rowan rep
Abby Swiers – Rowan rep

Attendees

Abby Kelly – Magnolia rep
Ana Rubio-Hakansson – Vice Treasurer
Benita Hexter – Co-Chair
Beth Neil – Magnolia rep
Effie Demetriou – Head of school
Fabian Fausten – Spruce rep
Jenni Dodsworth - Treasurer
Jim Clarke – Vice Chair
Julie Harle – Spruce rep
Juliet Brind – Media Team
Karen Mitchell – Sponsorship & Procurement Team
Kate Kuechel – Secretary & Elm rep
Leena Patel – Design & Promotion Team & Laurel Rep
Nessa Parkinson – Co-Chair – Chair of this meeting
Paul – Elm parent
Rakhee Shah – Ash rep
Ruth Andrews – Cedar rep
Tina Solari – Media Team & Maple rep

Minutes of Last Meeting Approval

Agreed as accurate record

2. Sponsorship Update & pta-uk website advertising

We have been gathering advertisers to have on our pta-uk site, to pay for our fees so that we are not charged a fee per transaction. We now have 5 businesses wishing to advertise, which is enough to cover the fee. We have Warwick Rd Garage, Broomfield school, Jeffry roofing, an architect's firm and a removal company. Karen is waiting on graphics and text and will invoice them when she has received it. The standard advertising at the top has already been taken away and we will now have control of it. Hopefully people advertising will stay & keep renewing making it a simple job.

3. Event feedback

- a. Cake sale revenues
 - i. Nursery £212.91
 - ii. Apple £125.30
- b. Children's quizzes - £82 profit. The event is primarily about giving the children a fun activity, not fundraising. Thanks to Jim for donating book tokens as prizes.
- c. Musical bingo - £1200 profit. Good profit and great event
- d. Easter egg - £355. Went fine, draw a bit wet with a downpour! Maybe less eggs donated than usual, but doesn't affect profits.
- e. Bollards - £745. They are up, people pleased & they look great. Do we need more? Maybe 2, as people can still do a U-turn in the gap in between. Agreed to get 2 more – Nessa will ask Linda to order 2 more.

Jenni waiting for various invoices – cake sale trips etc. Effie will follow up.

4. Upcoming Events

- a. Teracycle Hub – Juliet Brind update: these are recycling centres for things you normally can't recycle – e.g. crisp packets, cat food pouches. Bounds Green school trying to set themselves up as crisp packet recycling hub. You need to set up an account with teracycle, and the school benefits from money raised per kilo. People drop off packets and we send them to teracycle. Based on weight, we get points which are converted to cash for school. Once we are set up, individuals can send off things and tag the school as beneficiary. Lots of things available, cat food pouches, toothbrushes, baby food pouches. Needs to be a physical place to collect things in school for crisp packets, not for other things. 100 teracycle points = £1. Can we put a wheelie bin in playground, make a slot opening so not much can go through – talk to the kids and give them ownership. Effie agrees that we can apply, but has concerns children will put other things in the bin. We will organise the bin and tell parents about the option of sending things off directly. Will go for it and see what happens.
- b. Yr. 6 cake sale – this Friday, changed from last week to not clash with quiz. Ruth the only one here from year 6. Not sure if people know. Will send another text out.
- c. Phil the bag – starting 13th May. Shall we send a WhatsApp message reminding people before the weekend, to try and make the most of bank holiday decluttering? Suggestion we could flyer local homes. Decided against as not sure we would get the right things, maybe people can just ask family etc. and take ownership of ensuring it is the right stuff & bringing it to school. We are still alright to use the toilet in the school reception to store bags, Kyrie, Linda & Wanda know.
- d. 2nd hand uniform sale – Tuesday 7 May after school – Abby Swiers is running & Benita & Nessa are helping on the day. Whatever doesn't get sold will be going into Phil the bag.
- e. Quiz Night – 17th May, so far sold 24 tickets. Nessa a bit concerned about slow ticket sales, hopefully it will pick up nearer the time, it is a good fun event with food included in price. Catering booked, booked for 50 at the moment, we can change numbers nearer the time if necessary. We've invited the teachers – Nessa & Benita sent a lovely email, they may attend.
- f. Fun Run – Sunday 19th May – Fabian update: 120 people signed up, hoping to get 150 by the day, 200 is maximum amount. Need more volunteers – need another 6-8 volunteers. Action, if you can help let Fabian know! External first aid company, sending 2 people. Fabian – do we need to get people to sign a waiver in case of injury? Agreed that may be a good idea, will do when register and get running colour Certificates – Eleni will design. Do we need medal as well? No, will just do certificate. Will put Fabian's 'phone number on running colour in case anyone gets lost. Need another tent/gazebo for first aiders. £260 spent so far on council permission and first aiders. Sponsorship – do people who have entered realised they need to get sponsorship? Next week will be sending out forms. Money – can be given on website, brought on the day or given into school reception during the week after. Could we put a sponsorship form on newsletter? You can download it from website. Also, we will email participants directly, to give them instructions and will include a link to sponsorship form.

5. Environmental research group – idea share and way forward

Nessa and Benita are looking at options and ideas for things we can do to improve the environment and air quality in school – things like a moss wall etc. Will be talking to experts about things that we can do for various amounts of money. Jim thinks that Casper may be able to help with advice – Benita and Nessa, looking for advice about this – happy to take on the work but need help on what to do. Talking to Enfield council too. Please come forward if you have knowledge or work in this field.

6. Summer fair – Sunday 30th June

Broomfield are having a picnic with all primary schools invited on that day. We won't be changing our date, but will let them know about the clash.

- a. Allocation of stalls –
 - Bouncy castle – Laurel class

- Café- Magnolia
- Candy Floss – (last year Claire on her own, big queues) possibly get 2 machines but will need extra help
- Book stall – Ash
- Bar – Year 2
- 2nd hand toy stall – Mulberry
- Hotdog – Elm class
- Tombola – Hazel
- Face painting – Ruth & Leora
- Lucky dip – Cedar
- Jar tombola – Cherry
- Food – Maple

Decided not to do BBQ – concerned with issues of food poisoning and other health & safety concerns. We can make the money lost with other things & will offer hotdogs instead. Final stalls still need allocating.

- Theme – Thought of tying in to the Steve McQueen art project with Tate – he is photographing every Year 3 class in London. We could play on this idea, have children draw themselves and use it as brochure cover & bunting.
- Raffle prizes and advertisement for brochure. Could we use the money from sponsorship to get a prize for the raffle and make it really exciting? Will also ask for donations, would be great to have something like an iPad like we did at winter fair once.
- Brochure – ran out of time to discuss
- Food on the day – Food is being run by Maple class like last year, they will make something using the paella pans (probably not paella though!). Do we need more food options as we won't have BBQ?
- Talent show - ran out of time to discuss
- Castles boards – Tina gave advise on how it works - talk to our contact at Castles, he gives us money per board. We can put the sign up on the website, it is often tricky getting parents to sign up. Idea of a competition to see which class can get the most boards, but this may be unfair as rented properties or flats may not be able to get them. Nessa will talk to Castles.

7. AOB & Next meeting date

Benita – If anyone is considering resigning at the end of this academic year, please let Benita & Nessa know. This gives them time to recruit people.

Effie – Donna needs some goods, but teachers can't order from Amazon. She needs some dyes. Can we please donate them to the school? Happy to do that, Jenni will contact Donna & order them herself.

Next Meeting

Wednesday 5th June, 7.30-9pm Staff room