



## Committee Meeting - Agenda

6<sup>th</sup> March 2019 7.30pm-9.00pm Staff Room

### 1. Apologies

Adam Towney – Design & Promotion Team  
Beth Neil – Magnolia rep  
Effie Demetriou - Head  
Eleni Stathi – Design & Promotion Team  
Fabian Fausten – Spruce rep  
Jim Clarke – Vice Chair  
Jo Hodgins – Willow am rep  
Julie Harle – Spruce Rep  
Karen Mitchell – Sponsorship & Procurement Team  
Ruth Andrews – Cedar Class rep

### Attendees

Abby Swiers – Rowan rep  
Amy Clarke - Willow pm rep  
Ana Rubio-Hakansson – Vice Treasurer  
Benita Hexter – Co Chair – Chair of this meeting  
Casper Corden – Vice chair & Magnolia rep  
Jenni Dodsworth - Treasurer  
Juliet Brind – Media Team  
Kate Kuechel – Secretary & Elm rep  
Nessa Parkinson – Co Chair  
Nicole Pearson – Mulberry rep  
Rakhee Shah – Ash rep  
Tina Solari – Media Team & Maple rep

### 2. Minutes of last meeting

Agreed as accurate record

### 3. Matters arising from last meeting

- Confirming that the school are buying the bollards and we will pay them back
- WhatsApp communication - not seen anything from Effie yet about appropriate communication on WhatsApp etc. Jo Hodgins – Nursery rep – on his WhatsApp group he is the only one who can write & if people want to reply that have to individually message him. There was a discussion about whether that is a good idea. General agreement was to keep groups as they are, it's an open forum so people can respond. Maybe try and limit messages if they're not necessary e.g. not informing the group when a message has been forwarded – however keen on people using it if they need to. If people are finding the groups too much or at inconvenient times they can mute them and check in when wanted.

### 4. Event Feedback

- a. Cake Sales - nursery and reception – Jenni. £175 for reception and £232 nursery. Nursery did one in the morning too. Feedback on Reception cake sale from Beth - *a few parents buying asked if it was ok to do an IOU. Also, lots of pushing, a table nearly fell.* We shouldn't do IOUs, people have not asked in the past, so hopefully a one off. Need to have more tables and more volunteers if possible. Ask Effie to talk to kids about being respectful. Had a near miss, so need to be careful. Also, we should up pricing to 2 cakes for a £1.

- b. Film Night – Benita & Nessa £615 raised, with stock left for musical bingo. We over ordered some things as weren't sure about what we'd need. Too many sweets, hot dogs. We now have a license for the year, any film out on DVD release. Does anyone want to organise one for the summer term?  
Feedback, wine and pick and mix at back of the room – but difficult to move as not anywhere else for it. Could we have kids on mats at the front next time? Make more space. Capacity was about 160 and there was no more room. A lot of work went into it and it was a great night. Big thanks to Amy for her art work and Lucy for her amazing decorations. If we did it again, no need to dress the hall so much, unless wanted to! If anyone wants to take it on, the license is ready, it can always be more low-key. Nice to have an event that it is open for all and no one has to pay anything.
- c. Uniform sale – Abby Swiers & Louca Mai Brady. Made £54. Lots left over, will run again on a Tuesday. Some was less good quality, so put in phil the bag. On a side note, people have been bringing in Phil-the-bag, but it isn't until mid May.

#### 5. Upcoming Events – Spring Term

- a. Musical Bingo – 15<sup>th</sup> March - Ingrid, Sarah Wilson & Ruth Andrews. Sold half tickets already, great rate for Musical bingo. Juliet needs to get lights pat tested, would like to bring them in on the Friday, test and leave. Great art work from Adam, & it's finally working on the website. Great work on the website Tina! Volunteers needed to help set up. Can we get the hall for 5.30? Jenni, Tina, Simon, Paul, Benita available for set up. Great raffle prizes got by Karen.
- b. Easter Egg Raffle – 2<sup>nd</sup> April - Kate Kuechel. Will send a letter out on 19<sup>th</sup> March, and start selling tickets at drop off & pick up w/b 25<sup>th</sup> March. Need volunteers for selling, will send message out asking for help and co-ordinate a rota. Eleni has done some great artwork for the posters, thank you.

#### 6. Upcoming Events – Summer Term

- a. Children's Quiz – 25<sup>th</sup> & 26<sup>th</sup> of April – Benita running this, letters will go out before Easter holidays.
- b. Phil the Bag – 13th May – Abby organising. Some confusion about the date as it took us longer to book a slot than hoped.
- c. Adult Quiz – 17th of May - Nessa – Debbi still up for it.
- d. Arnos Fun Run – 19<sup>th</sup> May – Fabian. Has been booked with Arnos Park. It is up on FB, with a trickle of interest, but haven't properly put it out yet. Fabian wants to promote it by going around the classes and telling the kids, need to check with Effie. Hope that people get sponsorship for it. Will give kids an actual sponsorship form for them to collect money. Adults can get aligned with just giving, or give through the fob website – not certain on that yet. Will be an event shelter at middle of park. Invite people to bring picnic, and have cold drinks to sell. People at start and finish line, things to stick on tshirt so we know what distances they are running. Will cross people off as they finish. Limit to 200 runners.
- e. Summer Fair – 30<sup>th</sup> of June – Benita & Nessa

#### 7. Committee Updates

- a. Sponsorship & Procurement Team
- b. Media Team – all going fine
- c. Design & Promotions Team – need to work on merchandise. Can we send out a message via class reps about what people may be interested in buying? Need to have an idea of what people are interested in. Karen did some research, the cheaper the company the more you have to order. Are there any restrictions with the logo? BeBowes tshirt. Need to double check with Effie before we use it. We can add to the website and then people can pre-order so that we don't outlay too much. Doing lots of great work. Posters for fun run.

#### 8. Spending Plans

- a. bank balance – Jenni £5200. Paid £30k to the school. Invoice from school, is that enough for the charities commission? Only an issue if someone complains, we voted on it as a committee and we agreed to pay the school for it, so we were fulfilling our

promise. Ongoing issue of using money for specific things and having targets. Also, issue of cake sale money – asked Effie of details about planning for trips, are trips the right thing to fund with them? Getting a bit more info from the school confirming about what the money is funding, will add to newsletter.

- b. requests for funding – Effie
  - i. bollards – send effie a reminder,
  - ii. ipad pens – ?too expensive, not good value

9. pta-uk website - charges are coming in to place. Premium rate is £300 a year. We currently pay about £50 on a transactional basis, will go up to about £100. We can pass on transaction money? Or, if we get the premium rate, we can sell advertising space – can sponsorship team make £300 back? If we can sell £300 worth of advertising space, we will switch to premium. Otherwise we will stick with paying per transaction.

10. becoming a terracycle hub – Juliet Brind – based on an FB post she has seen – another school have set themselves up as a recycling centre for crisp packets. We would get money for it that can go to FOB. Very few places you can do it. Effie is ok with the idea, but there are practicalities about storage. Can do cat food pouches too, but need cleaning. Other things too, toothbrushes. Get points for what is recycled.

<https://www.terracycle.co.uk>

11. sharing minutes with all reps – Benita, where do we want our minutes to go? Are we happy for everyone to see them? It is nice to have them available. Will send them out to attendees, and continue to have them on the website.

12. merchandise – design and promotions team - Above

13. [parentkind.co.uk](http://parentkind.co.uk) log ins (school postcode N11 2HL) – Benita – Parent kind is the PTA organisations website, we are a member. Lots of info and resources on there, stuff on events and ideas. Found film license company through there, much cheaper than other options. FOB pays to be on there. You can join, using school postcode, for free.

14. fit & proper declaration forms – B – don't have them for all the committee that we should. Will email and send round to those who haven't done them.

15. AGM date – B – usually do AGM at beginning of school year, rather than end. Means you have to hit the ground running for new Chairs. The reason it was done late in the past is so all nursery children have started & reception and nursery parents can come. Is it a bad idea to change it? Won't have the pool of reception and nursery parents to join the committee. Parent kind advice – have it whenever you want. We will keep it as it is, but keep reviewing.

16. AOB

- a. Patricia – asked recently if we could raise money for a notice board – but there is one! Amy is charge of a make over. Patricia also asked, can there be a more open access whatsapp? For everyone – the feeling was that this may be over-kill.
- b. Nessa - communication with teachers – would love to have more of a relationship with the teachers. They get the news letters. Benita passes on all info to Effie – does this then reach staff in a way which is useful to them? Would love to have a more open dialogue with the teachers and encourage their involvement and participation in events. Could we get a teacher rep? who would be happy coming along B and Nessa to discuss with Effie and explore if there are opportunities for better communication and engagement

17. Next meeting date – Wednesday 1<sup>st</sup> May 2019 – 7.30-9 pm Staffroom – confirmed with Miranda and Kelly