



**Boxgrove Parent Teacher Association
PTA Meeting Minutes
Tuesday 4th July 2023 7.30pm Staff Room**

Welcome Persons Present:

Mary Chambers; Louisa Furniss; Nicci Sampson; Nick Griffiths; Nicholl Grove; Emma Sepassi; Marco Portinaro; Philip Harris; Marianne Webb; Sam Neatow; Pareesha Dos Santos

***Apologies for Absence**

Alison Fitch, Alix Blakeway

***ACTION points from last meeting**

- Family BBQ (MW)
- Mobile Escape Room Puzzles (School) – no more update on this so dropping it off the agenda.
- PTA Shed Sign & PTA Test Your Strength machine (PH) – Marco kindly made a sign for the PTA shed and it looks great in a child friendly font. Regarding the 'Test your Strength' machine we repaired the axle but it sadly still broke during the summer fair. It is going to be mended again ahead of Christmas fair.
- PTA Post-box/drawer – we now have a new post box on the left of the door as you walk into the office; key is kept with the lovely office ladies and the drawer has moved into a cupboard instead.
- Year 6 Leavers Yearbook payments (LF) – payments have all been made; 15 voluntary donations via PTA events website. Last year we had roughly 1/3 of parents paying towards the yearbooks. Really grateful to all the parents and support involved in this.
- Stikins offer (PH & AF) – we sent out the initials of the students so each student received free set of name labels, we get a lot of commission if parents use this company to order name labels so spread the word!
- St Peter's equipment loan (MW) – everything came back except the coconut stands; they are willing to reimburse or purchase new ones for us. They were very embarrassed to have lost these but Marianne will provide the details of what they need to replace so we can get new ones.
- Class Donations (School) – This idea was brought forward about giving the school a small amount of money for each class so that the teacher is able to purchase small items or materials that they need for the classroom without needing a funding request but that would make their classroom management easier. Philip states that we should make it clear that there is no minimum limit on funding requests and any classroom needs/stationery can be requested. The idea is to put in place a new policy in that; for any small items, up to £100 for classroom needs, the requester will receive a rapid turnaround from the PTA committee on authorizing the funds. The teacher can email the PTA directly with their request form and we will approve those funds rapidly without having to wait until the next meeting.

***Chair Report**

Thanks to

- other committee members

- those who organised, ran and helped at all events through the year; in particular Nicci, Emma and Nicholl, who did most of the heavy lifting for Christmas and summer fairs, and Svetlana, who has been amazingly supportive, and who e.g. dealt with Christmas cards/mugs by herself; to Mary Chambers; to all of the office staff; Pallavi who ran Painting and Prosecco again, Will for the fun run, Marco for his work on shed sign and TYS machine, and to all parents and friends who stepped up to run stalls and help out at various events. Apologies to anyone not named explicitly!

Outcome from summer fair - Marianne to discuss. For year as a whole: Louisa will update when accounts are complete, but I'm aware that we have raised in excess of £21k.

PTA has suggested that we could fund e.g. a tree or similar in memory of Mrs Winter. School is discussing this with family.

Louisa has completed charity funding return

Lynn now has access to uniform-shop bank account, which has enabled the HSBC account to be closed -- that process is underway. Marianne also has access to main PTA account in case Louisa or I are unavailable.

Stikins arrangement -- free samples were distributed to all parents, along with instructions for ordering with code for PTA to earn commission; samples for new intake to be requested in a few days.

Zones of Regulation posters, bid for by school leadership team, are now in place.

Sumup machines. At summer fair, two of these were problematic. One relied exclusively on a mobile 'phone connection; the machine itself seems to work fine, so the issue may have been poor phone connection in Kent Hall. --- The other one had a hardware error, and SumUp have replaced it -- with one that has a built-in receipt printer.

*Feedback on Events

- Summer Fair – profit approx. £7100
Meeting discussed heavily on the subject that it is still a real struggle gathering volunteers despite the efforts made – how do we get more people involved? Idea to have a separate, informal meeting to discuss this further and brainstorm ideas.
It is felt that parents seem to think that once they help once or put their name down to volunteer, that they get sucked into too much work that they can't commit to – which isn't the case!
For future summer fairs, it is proposed that we now go digital on selling and selecting raffle tickets; get more help from other parents to source raffle prizes and lastly, to break down the fair committee into smaller groups of responsibility so that it doesn't fall on only that same group of people. Mary Chambers suggested putting together a google doc where people can book on straight to just that activity and still having a project manager to oversee everything running smoothly.
Main focus out of this discussion was that we really need to find and change how it is done, move things around and spread some of the fundraising for other times of the year
ACTION: Current year organisers to reconvene and have an action plan on what to try and do to change

*New Events/Initiatives

None to discuss

*Funding Requests

- OPAL project – Mrs Blakeway
Play & learning and the aspect of play in learning; 1/5th of their time at school is playing so it is vital and important they have a good experience. The Head Teachers have wanted to reshape playtime for a long time. OPAL – the company – has a project that lasts about 2 years with the school. So far we have created a committee (including Mary Chambers) and it will include activities that Grovers and outdoor learning can incorporate into as well. This project focuses on how we provide resources and interactions for children during playtime. A lot of our resources currently are only PE resources but Alix has seen a lot of other bigger resources at other schools. First step of the project is storage so we need first to buy a large storage shed so that the children can self-select items during playtime. Alix has a video of one playtime at a school and it involved a huge stable type storage unit that the kids could access and put things away as well; other ideas include dressing up clothes. Also involves the children in tidying up and that has a set amount of time that the children have and know that they need to tidy up. This will enable the school to have a big reshape of how we currently have playtime and allow more access to all year groups to various resources during playtime. Also looking at large shipping containers/storage solutions that may work out to be £2k - £4k cost wise if a storage shed doesn't work out. The Head Teachers are on board with this and where to potentially place the container in the school (e.g. on the far field or behind the Staff room building, but has not been fully decided where yet). It will allow KS2 to play deeply not just KS1.
Committee thoughts – in principle we are onboard with the idea, it would be fantastic. PTA raised a query around health and safety. Mary explained that everything is going to be zoned and midday supervisors (who will be have more training as well) will be on hand during playtime. There is also an element to this that there will be enough equipment to avoid fighting over equipment.
Voted YES from the committee and ok with aesthetically pleasing and long-lasting container storage unit. Funding request to be expected in September.
- History Funding Request - £4000
Request to purchase real life replicas of particular history topics to help bring it to life for the students. E.g. Victorian telephone, artifact collection for years Y1 – Y5.
Voted YES

*Dates for Diary

- Family BBQ – Friday 7th July

*AOB

- Louisa – Funding – what happens with these funding requests that are approved; decision that Louise or Philip to confirm with Janet when we approve a funding request and for Janet to confirm the next steps
- Chairperson position required for next year as well as Events Co-ordinator as Philip and Marianne only have 1 year left as parents at the school
- Charity donation website – Nicholl's company allows for a percentage of her pay to be donated to a selected charity. Nicholl proposes that it might be worth sending out information to parents to let them know in case others have the same charity scheme at their workplace. Need to double check that Boxgrove PTA are definitely a registered charity on the particular website that provides this charity scheme for the workplace. ACTION POINT: discuss further at next meeting