

CHINGFORD C OF E SCHOOL
MINUTES FOR THE MEETING ON THURSDAY 7 JUNE 2018

In attendance:

Marc Fletcher – Chair
Graham House – Acting treasurer
Debbie Torrie – Communications and correspondence Secretary
Lisa Bond – Secretary
Nina Leuillette - Procurement
Sally Hobley – Procurement
Shelley Williamson
Kerry Friend
Claire Ford
Kelly Piper
Vikki Spencer

Apologies:

Malin Myrstad
Jon Rubidge
Jane Curry

Marc started the meeting by saying that he purposely didn't have an agenda for tonight. The reason for this is that he had decided that he was perhaps too involved in the daily running of the PA and was possibly not giving other members enough opportunity. As such, he suggested "going around the room" to hear from the members individually where they see themselves in the PA, what they would like to do and how they can contribute.

Vikki Spencer said that she would like to see a good structure in place with regular meetings to enable the PA to be effective. She has already joined up recently with Kerry to organise The World Cup Sweepstake and had other ideas including a family quiz night and "It's a knock out" type event which she would like to be involved in. There was some discussion about other schools and clubs which have already held quiz nights and possible venues such as the Social Club on Kings Road.

Claire Ford said that she will be a reception parent next year and so will be involved in the organisation of the summer fayre. She commented that she would like to see the planters at the junior site completed as they are currently only half-full of compost and looking barren. There was a general discussion about ways of stocking the planters such as each one being allocated to a class and possibly asking children to donate plants or a competition between the classes. The Allotment near the recycling centre has previously donated free compost to us but this had not been enough to fill the planters. Vikki said that she would ask the Royal Horticultural Society for donations and there is also occasionally a reasonably priced plant sale at St Ann's Hall. **[Action Vikki]**

Kerry said she is eager to get involved where she can, not necessarily leading events (as she did the last Christmas fayre) but helping others to organise events. She had an idea for a roller-skating party and said the cost of this was £750 as opposed to the ice rink which was significantly more. Local sponsorship could be obtained and this should easily cover the cost. Another idea was a jumble sale which could be promoted by estate agent boards. There was a general discussion about the jumble sale trail which was cancelled due to lack of interest but

most of the group felt a jumble sale at the school would be well received. Another idea put forward was that of a Teach-Rex to help the children with their imaginative writing. Kerry also suggested a magic show or entertainer for the infants. The infants had an animal man visit in the past instead of a disco but this seems to have stopped and nobody really knew why. Vikki said that she would ask Ms Lampard the reason for this in the hope that it could be reintroduced or an alternative put in place, depending on Ms Lampard's reasoning [**Action: Vikki to speak to Ms Lampard**]

Kelly is happy to do what she can although she has less time in the winter months to volunteer and so she wouldn't, for example, be able to lead the Christmas fayre. She is currently organising the school camping. Kelly's idea of an outdoor screening event was well received. She has a friend at Secret Cinema who would be able to help with the supply of equipment. The group discussed whether this would be weather dependent and the possibility of using the school hall was raised, however, Kelly explained that the equipment may be too large for indoor use. This led onto a conversation about holding the event elsewhere and Claire said that she could look into using Pimp Hall Park and making it a public event. [**Action: Claire**]

Sally is keen to get involved where possible. Her view was that we should try to come up with events which are low maintenance but high return given the number of events which are organizing. Her idea was a race night at the Social Club which could be a family event or adults only. Sally explained that she and Nina work well as a team and would be happy to take on the procurement role.

Sally also mentioned the idea of a nature trail or egg hunt at Connaught waters, a successful event previously organised by Tracy Gascoigne.

Debbie confirmed she has been the communications secretary for the last four years and was previously a governor before that. She updates the school website pages, creates the newsletter every six weeks and monitors the gmail account. She explained the procedure for publishing to the PA page on the school website. Firstly, it needs to be approved by the school and then the committee prior to being published. This is a different requirement to that of the new PTA-Events page which does not require pre-approval from the school. Pre-approval from the school is required for photos and anything sent out via ParentPay. Any person wishing to organise and/or promote an event is firstly required to send an email to the PA detailing the event. This will then be discussed by the committee. If approved, the Committee Chair (if required) will approach the school for permission and seek approval for use of the school grounds should the planned event require hosting on the school premises. The event organiser then sends the school correspondence to be circulated via ParentPay. NOTE: It will still be at the discretion of the school to distribute or reject any correspondence.

Nina explained that she will be a reception parent next year and so will be involved with the summer fayre at that point. She asked about her role as a procurement secretary and whether that still stands. She said that she was new to this role and would appreciate some guidance. There was a group discussion of what the role of procurement involves and Marc confirmed that it is for the group to decide as we really only need two official roles; a chair and a treasurer. Any other roles are to be agreed by the committee. Everybody agreed that having the same two people on procurement for every event is beneficial, for example, knowledge of the role, relationship building with outlets etc. It was agreed that both Nina and Sally would work as a team on procurement going forward.

Lisa explained that she cannot lead on events due to other commitments but is enthusiastic to get involved where she can. Her husband, Dan, is also a governor at the school. Lisa likes the idea of an Egg Hunt like the one held previously would be a great idea as it needs minimal input and has high returns. Lisa's idea was selling ice-lollies at the school again which had happened historically but then stopped. The reason for that was unclear but a possibility was raised of the healthy eating campaign. Again, the reasoning behind this needs clarification as there is an ice-cream van which stops outside the infants most days and has huge queues. **[Action: Vikki – please add to your list when speaking to Ms Lampard]**

Shelley was enthused by all the ideas so far and said that it is important that we plan ahead for the coming year to avoid individuals becoming over-stretched and feeling burdened. There was a general group discussion about the school disco and slight confusion over planning and communication of it. The result was that it required somebody to lead the event last minute and as it was the day before half-term and very short notice, therefore, nobody was available to do this and so Marc and Shelley had to. It was agreed that events should be spaced out for financial reasons and they needed to be planned properly with the requisite number of volunteers in place prior to the event to avoid a last minute scramble. Shelley said that we needed to put slots down and ensure that people are not stuck on stalls all day as there is a history of doing this which puts volunteers off. Kelly said that asking volunteers to help in a support role (i.e. helping the lead person rather than running a stall) may give some people the confidence to come forward, who wouldn't otherwise volunteer, as it would be less daunting. The group thought this was a good idea. Marc then said it would be a good idea to have a list of volunteers with two columns, one with people who are happy to spend the whole day at the event and the other people wishing to help out in a support role on a timed slot basis.

Nikki suggested a list of first aiders as well. Kelly confirmed that she and her husband, Stephen, will hold a pediatric first aid certificate as of next week. Kelly volunteered to compile the list once she has finished her course. **[Action: Kelly]**

A short discussion took place regarding the bouncy castle at the last summer fayre and how hard it was for the volunteer left to run this. Marc said that he was in discussions with the company who supply the barriers for fireworks night to use them for the bouncy castle for the summer fayre. This will help the volunteer on the day to control the queue and manage numbers. It was confirmed that Jonathan Wing is also bringing a small bouncy castle to the event for the younger children.

It was confirmed that all members of the committee need a DBS from the school. Some members already have it and so it may only be a handful of committee members who need it. Marc said that he may be able to use our charity status to get a reduction on the fee. Graham thinks we need to go through the school. Graham said that a list of all the new committee members should be emailed to Julie (Ms Lampard's PA). **[Action: Lisa]**

Graham, who arrived slightly later in the meeting, said that he has purposefully stepped back as treasurer this year because of his fluctuating work commitments, although he is happy to mentor somebody until they are comfortable in the role. He would still like to be involved when he is able to. A replacement for this role has still not been found and although it was hoped that the role could be shared, Marc confirmed that one of the prospective parents had decided not to take this on and so contact needs to be made with the remaining parent to discuss the terms of the role. **[Action: Marc]**

There was a general discussion about the PTA events website including the auction, auction prizes and the staggered end dates of the lots. Vikki also mentioned a glitch in the sweepstake section which Marc has since fixed but we need to be careful when taken bookings that we are not missing orders if the system is updated.

Shelley queried the role of 100 Club secretary. Kerry and Vikki are currently planning on doing this jointly and wondered if Jon Rubidge would be happy for them to take over on this role. Again, it was discussed that it was down to the group to decide which roles are chosen for its members. Debbie explained that as there were originally only six members everybody was given a role until Marc and Lisa joined, they were the first to become members without an official role. **[Action: Mark]**

PTA Events and Facebook page

Nina suggested Shelley should be given the role of sponsorship given her successful track-record of securing sponsorship for past events. Regarding the advertising of events, Debbie explained that Carmela did this in the past this via Facebook. Marc highlighted that the PTA events page has 200+ members and is growing. This combined with the Facebook page and Parentpay should ensure we capture a wide audience. Kelly asked what the ultimate goal of the PTA events page is, will it eventually overtake the Facebook page? Marc said the purpose of the PTA-Page is to act as a "single point of reference" for parents, Facebook and the PA page on the School website would act as conduits and direct parents and the community to the PTA-Events site. The Facebook page would remain as it is useful for sharing events with the local community and this will continue, likewise the PA page on the school website. The PTA events website is for both parents and the community. Everything is monitored and authorised before it goes on. The Facebook page will obviously remain a private group. Marc confirmed the loft conversion specialist currently advertising on our PTA events page is currently signed up with the website direct. If we upgrade at a cost of £299 we could organise the advertising directly and receive the profits. Everybody was interested in this and Graham wondered whether it would be worth gauging the level of interest of advertising before signing up. Another benefit of the upgrade is that logos of the supporting companies would be printed out on event tickets.

Lisa asked for an update for the classical concert. Mark confirmed the details and said bookings have been made via the PTA events page. Lisa said that she had agreed to help Malin promote this event and will print off some flyers for Debbie to distribute at church this week and will take some to Enterprise House and shops on the High Street this coming weekend before the Chingford Festival. **[Action: Lisa]**

Marc said that he is currently heavily involved in the organisation of the summer fayre and that once this is over he intends to pull back after this event, reassess and concentrate on managing the structure of the group. As he has an extensive knowledge of I.T and media and now that the PTA page is up and running he would like to improve communications generally. He would like to implement a social media strategy for sponsors/supporters of the school to ensure they are benefiting fully by including photos/recognition on the PTA site and to ensure they are thanked after events. Debbie pointed out that her role in communications did not overlap with this and so she should continue to monitor the gmail account. Everybody agreed that it was important to be clear about who was doing what and that both roles were essential. Shelley asked if she could add to the newsletter with details of upcoming events and it was agreed that a deadline would be set by Debbie to enable everyone to send her details for the next newsletter.

Kelly asked what the procedure was for parents wishing to organise an event. If a parent would like to hold an event he/she does not need authorisation from the school, but it does need to be agreed by the PA. If the parent would like the school to promote it then the school would need to authorise it. Typically the chair will check with the school to confirm the event can take place on the school premises and doesn't clash with any clubs planned in the building.

It was agreed that Marc would compile a list of proposed events from the suggestions above and everybody could add to it or make suggestions. He will also try to set out a timetable for upcoming events. **[Action: Marc]**

Nikki mentioned that highly sought after attractions such as go-karts need to be booked far in advance so it would be helpful to have dates.

Spending

Kelly asked for historical examples of spending. The Parents' Association have funded the sensory room, tablets and subsidised trips to name a few. Shelley said that many parents, including herself, hadn't realised that the PA were contributing £5 per child for each trip.

Lisa suggested that we revisit the wish-list produced by the school and consider it now that we have many new members. **[Action: Lisa]**

Nina mentioned the need for a sports kit, as our children seemed to be the only ones without a proper kit when representing the school at competitions. The possibility of a school bus was raised as well.

Shelley raised the point that the junior children are receiving more funding generally than the infants. Claire suggested repainting the infants playground.

Marc also said that Dan Bond was meeting with Mrs Lampard and Mr Bygrave and will be organising three working weekends over the summer holidays to include completing outstanding DIY jobs, painting, clearing and tidying. An SOS will go out to the parents about this.

Year 6 year book

Marc will be doing this and putting in a portrait print of each child. He said that historically the books have been partially funded by the committee but that the cost was minimal and, therefore, he believes it should be fully funded this year.

Nina raised a point about sales at the junior disco. She said that glow sticks etc. were expensive at the event and queried the thought process behind this. It was agreed that the revenue was raised through tickets and we should reassess the pricing policy for future events.

It was agreed that the Committee Whatsapp has a lot of traffic on there again and email should be used for ad hoc ideas and suggestions. It was agreed that meetings should be held every six weeks and a doodle poll would be set up for the next meeting date.

Dates for the Christmas fair were discussed. It will either be 1, 8 or 15 December. St Mary's Christmas fair date should be released soon and we need to avoid that.

Date of next meeting: TBC (in September)