**Minutes of PTA Meeting**

**21st September 2017**

**Present:**

Lisa Gill Emma Morrison Karen Leonard Katherine Sargeant Kirsty North

Rachel Bell Claire Ing Izel Botha Mel Coooper Jo Bibb

Gemma Warren Sarah Crawforth Nicky Barker Hannah Hutcheson Mandeep Harash

Mandeep Singh Kate Windard Mel Hailstone David Davies Miss Elliott

Mrs Reid Mrs Ford Mrs Brooks Mrs Cullen Mrs Henson

**PART 1 – AGM MINUTES**

1. **Governors Presentation**

Mr David Davies, the schools Local Authority Governor gave an overview of the Governors roles and responsibilities. The Governors consist of a mix of staff, parent, community and local authority representatives who work together to support and challenge the School, ensuring a consistently stimulating and safe environment for your children to learn. For further details please visit the school website and enter the “Who’s Who” section, selecting “Governors”.

1. **Agree Previous Minutes**

The minutes of the last AGM were agreed as a true record of the meeting.

1. **Chairs Report**

Good evening everyone. I think most of you know me, but for those who do not, I am Lisa and I am the outgoing Chair. Before I officially sand down, I would just like to congratulate everyone on the achievements we have made this past year. Through working closely with Sarah, our fantastic Head Teacher and the amazing Teachers and LSA’s we have provided the school with those little extras that have both delighted and enhanced our children’s learning at Heather Ridge. None of this would have been possible without the support of all of you, the parents, who by giving up your time, make donations and coming to events have raised much-needed funds, so thank you. I would also like to thank the Class Reps for their important communications and reminders to their classes. Jacques and Mark for the financial brilliance and fast counting skills. I would like to thank Karen for all her support, constant communications and organisation, as well as taking all the minutes at every meeting. Thank you to Katie and Emma for being fantastic Vice Chairs, for organising events and supporting me. Thank you to Izel for co-ordinating the swimming lessons and making sure they ran smoothly. Thank you to Denise for creating such a memorable Year 2 Leavers Book. Thanks to Caroline and Mandie for their fabulous cake donations and lastly to Rev Larry for the use of his meeting room. Thank you.

1. **Treasurers Report**

The annual reporting for the Charities Commission for Financial Year ending April 2017 is complete and currently undergoing external auditing. This will be made publicly available once it comes back from the auditor.

Looking at the last 12 months (October 2016 to September 2017), the Charity managed to raise **£9,700** for the school! Some of these activities included:-

* Summer Fair: £3,364 (we have had confirmation that this will be raised by £573 by Barclays making it a grand total of £3,937)
* Christmas Fair: £3,209 (this includes a £500 donation from Starbucks)
* Splashtime: £716
* Shopping/Pamper Evening: £518
* Quiz Nights (x2): £444
* Mother’s Day Tea Towels: £303
* Christmas Cards £245
* Coffee Morning & Crafts: £235

We would also like to thank all the sponsors, which includes parents and staff (yes, you all are PTA members!). Just to mention a few companies: Sainsbury’s, Bridges, Mehdi, Barclays and Starbucks. During the last 12 months, we have donated **£8,523** to the school. This includes:

* £200 per year group;
* Books;
* Builders sets for Year 1 and Year R (x2);
* Coach Trips (Alice Holt, Bird World, Bournemouth, G-Live, Leeds Castle, Milestones);
* Duckling Hatching Kit;
* Flower Table for Mr Fuller;
* Forest School;
* Mathletics;
* Oscar Night resources;
* Pool cover and vacuum;
* Shelving for Year R;
* Welly Racks;
* Aprons for Year R;
* Year 1 role-play equipment.

Over and above this, we have set aside **£10,000** for the “Big Fun(d) Project”. This amount can be used by the school for any big (fun) projects. To conclude: financially the Charity is in good standing with a current free reserve of £4,157 (as of 21 September 2017).

1. **Review of Current PTA Vacancies & Class Rep Roles**

Lisa gave a quick overview of these roles, with these being voted upon at the PTA Meeting following the AGM.

**PART 2 – MEETING MINUTES**

1. **Head Teachers Welcome**

Firstly, I would like to welcome everybody to the first PTA meeting of 2017. It is so lovely to see many new and familiar faces here tonight and we warmly welcome you to Heather Ridge. I would like to welcome my teachers and thank them for being here tonight and supporting the school and the PTA. I am extremely lucky to have such a dedicated team.

The PTA, is run and organised with volunteers and helpers who offer their own time and work hard to make the PTA what it is today. We are very keen to encourage new parents to get involved and support in whatever way you all can. We appreciate that time is precious but as the saying goes “many hands make light work”. The role can be demanding and stressful at times but hopefully very rewarding.

We have an amazing PTA who are extremely proactive and dedicated and have help to support the school in so many different ways. They have worked tirelessly to raise addition funds for the school so that we can offer extra fun, exciting and stimulating learning experiences. I know that the teachers and all staff are extremely grateful for all that they have done throughout the year and I would like to take this opportunity to thank them.

Some of the projects that they have supported are:

* New furniture for Year 2 reading areas in the classroom;
* The living eggs program in Year R - ducklings this year;
* The Oscar Night for Year 2;
* Coach contributions for school trips: always pay for 1 coach;
* New bridge for playground 2000;
* Books for the library;
* New outdoor equipment for Year R and Year 1;
* Continued support of the swimming pool- this year a new cover was purchased!

As you can see the PTA are totally committed to raising funds and as usual we are blown away by how much money they have raised. So, here is to the next academic year, may it be as successful as the last if not better!

1. **Nomination & Appointment of New Posts**

**Chair: Izel Botha**  
Proposed: Sarah Elliott

Seconded: Emma Morrison

**Vice Chair: Emma Morrison**

Proposed: Lisa Gill

Seconded: Karen Leonard

**Treasurer: Mark Jennings**

Proposed: Jacques Botha

Seconded: Emma Morrison

**Vice Treasurer: Jacques Botha**

Proposed: Emma Morrison

Seconded: Karen Leonard

**Secretary: Karen Leonard**

Proposed: Emma Morrison

Seconded: Sarah Elliott

**Vice Secretaries:** **Mel Cooper & Claire Ing**

Proposed: Izel Botha

Seconded: Emma Morrison

**3. Class Reps**

The following all volunteered to under the role of class reps:-

Jellyfish Mark Elvin and Emma Morrison

Dolphins Lisa Bolderson

Sharks Rachel Bell and Mel Cooper

Turtles Joanna Michael and Rachel Bell

Starfish Mel Hailstone and Preety Hanzra

Seahorses Nicky Barker and Mandeep Harash

**4. Round Up of Autumn Term Activities**

**Red/White/Blue Day**

David Davis gave an overview of this Charity Day, which has been run at Heather Ridge for the last few years. This event is organised by three service charities and helps to support family members of those who serve in the Armed Forces. On Friday 13th October we would like the children to come dressed in Red, White and Blue clothes (any combination or even just one of those colours is fine) and ask if the children can bring a donation of £1 to go towards the Charity. David has been liaising with local armed force regiments to come into school bringing equipment, clothes and vehicles to show the children.

**Quiz Night**

Izel proposed to postpone this to February 2018. Date to be confirmed at next meeting.

**Second Hand Uniform Sale**

Again, we will hold this in conjunction with the parent conference days on 18th and 19th October (1.00-5.00pm and 5.00-8.00pm respectively). Katie Chapman volunteered to organise a table and honesty box in the library area.

**Pumpkin Hunt**

Mel Cooper volunteered to co-ordinate this event on Tuesday 31st October. Karen to liaise with Mel on last year’s arrangements.

**EcoKids**

Emma Morrison has organised a collection date of 1st November and will circulate the collection bags prior to half term.

**Shopping/Pamper Night**

Lisa Gill is arranging this popular event for Friday 10th November. Stalls are being pre-booked and awaiting confirmation/payment. We have a few spaces available, so if you know anyone who may be interested please let her know. Details will be put on the noticeboards shortly and tickets for sale via class reps at £3 in advance or £3.50 on the night. Update at next meeting.

**Christmas Cards**

Karen and Mel will organise this for 2017 and will liaise with the School for workshop dates and volunteers. Update at next meeting.

**Christmas Fair**

Izel Botha and Katie Chapman have agreed to be the Event Organisers this year. Had a brief discussion on Santa Gifts and agreed to go ahead and purchase Christmas Books as such a good deal. Further updates to be issued by Izel shortly.

**St Peters Carol Concert**

Sarah Elliott will update at the next meeting with further details.

**Christmas Disco**

This will be held on Friday 8th December, YR 3.50-4.50pm and Y1 5.15-6.30pm & Y2 6.45-8.00pm. The usual DJ has been booked. We still need to find volunteers to co-ordinate at each event. Update at next meeting.

**Theatre Trips**

Karen updated that we have tickets available for Robin Hood at Woking Theatre on Wednesday 13th December at 7pm priced at £21.50 each. It was also suggested to look at Camberley Theatre and Karen has secured tickets for Peter Pan on Saturday 16th December at 5pm priced at £19.00 each. It was agreed to purchase 60 tickets for each panto and these will be available to purchase via the PTA website, posters to be put on the noticeboards giving further details.

**Tea Towels/Canvas Bags/Aprons**

Karen will organise for self-portrait canvas bags to be ready for Mother’s Day 2018. Update at next meeting.

**PTA Newsletter**

Izel will continue to issue these, with the next one being before half term.

**5. AOB**

**Leavers Jumpers**

Emma mentioned that some Year 2 parents would like to organise for leavers hoodies for July 2018. These will be organised separately to the PTA. All agreed that this idea sounded nice and happy for them to proceed if interest is there.

If you have any new ideas for fundraising, please let any of the PTA Committee members know.

**Date of Next Meeting: Thursday 2nd November 9am – School Hall**