

Loddon Primary School PTA
Committee Meeting
10th January 2019 @ 7:30pm
The Parent Hut, Loddon Primary School

MINUTES

Attendees

| | |
|-----------------|--|
| Chairpersons | Darren O'Connor, Hannah Milway |
| Treasurers | Sarah Anstey, Saaima Ashraf |
| Secretaries | n/a |
| Other Committee | Sarah Phillips, Rachel Shaw, Kam Bhogal, Chris Poston, Mora Yang |
| Other Members | n/a |
| Apologies | Rai Richardson (Co-secretary), Natalija Radosevic (Co-secretary), Katie Richardson, Amy Routh, Eleanor Gunbie, Jo Taylor |

Action points in red

Updates since the meeting indicated in blue

1. Welcome by Chairperson

The meeting was opened with a welcome.

2. Committee Members Present

9 committee members attended this meeting.
The quorum of 8 committee members was met.

3. Apologies for Absence

Apologies received from those committee members marked above.
It was agreed to offer the opportunity to step down from the committee to Amy Routh, Eleanor Gunbie and Jo Taylor.

- Action – Add a motion to next meeting (Wednesday 27th February) agenda to remove any committee members who would like to stand down [Darren] Update – Amy Routh and Eleanor Gunbie have confirmed they would like to step down from the committee at next meeting

4. Approval of minutes of the last meeting

The minutes of the last meeting were approved as an accurate reflection of that meeting.

5. Financial Update

See also separate pdf (20190110 ACCOUNTS_YE 31.08.2019) for financial update shared.

- Results to date for 2018-19 incl update on later Autumn events

Sarah A and Saaima presented a new look Financial summary. The first tab now has a P&L format down the right hand side with events listed chronologically. The second tab shows performance by term with Last Year comparatives.

Pleased to announce we have raised a brilliant **£5,098 in distributable funds** this year with £5.9k available to distribute after buffers and brought forward balances taken into account.

Autumn term events (excl uniform sales) raised £4.5k in 2018 vs £3.4k in 2017.

Autumn Event- Disco

2017 Income £1,238.25, Profit £916.26
2018 Income £1,682.66, Profit £1,124.89

Had 306 children attend with similar proportions in both paying in advance.
174 Lower Disco (60% in advance, 64% participation), 132 Upper Disco (55% in advance, 73% participation)

Sweets/accessories broke even but lots of stock left over. Sweets used at Xmas Event. Sign-in process and door management (keeping parents out, children in) raised as issues to review for next time. Feedback to be taken into planning meeting next week for Spring Disco.

Autumn Event- PJ Party

2017 Income £197.40, Costs £28.56, Profit £168.84
2018 Income £185.00, Costs £56.33, Profit £128.67

64 children attended (1 no show) with a great turnout from each class. Signup and volunteer plan went well. Spent more in costs in 2018, possibly due to higher attendance but also suspect 2017 party may have used craft materials left over from a previous event.

Left over ingredients from party were donated to Bethany Cooke for Year 5 activity or used at the Xmas event.

Autumn Event- Raffle & Xmas

Dec 2017 Income £1,470.80, Costs £89.83, Profit £1,380.97
Dec 2018 Income £1,632.05, Costs £185.42, Profit £1,446.63

Salvation army and school performances a highlight. Lots of volunteers came together to help deliver the event. Stall profits were £201 of the £1,446. £91 of that from Sweet tombola which used left over sweets from the disco. Stalls were agreed to have added ambience and much-needed activities to the event and therefore worth doing.

- Action - Request to amend financials sheet to add details of participation, ticket purchases for easy comparison next year. [Saaima] – Done and captured on the latest financials

- Update on Co-Op Cause & MGL offer

Co-Op Local Community Fund

The Loddon cause went live in November 2018 under Co-Op's Local Community Fund. Co-Op members can select causes to support and 1% of their Co-op branded purchases will then support the cause. Progress can be tracked at anytime on the dedicated cause page (<https://membership.coop.co.uk/causes/20252>). Current fundraising runs from November 2018 to November 2019 with payments to the PTA in June 2019 and November 2019.

Details about the scheme were promoted on ParentMail (15Nov18) and regularly on our facebook page. Current tracker has £294 raised already in less than 2 months.

- Action - Co-op invited us to visit our local stores from 13 January to discuss additional support that may be available to help promote our cause. Also good opportunity to ask if other support available e.g. easter eggs [Saaima]
- Action – Add Co-op cause to our website as way to support PTA [Rai/Natalija]

Estate agent cashback support/sponsorship

MGL approached us about supporting the school. A direct cashback scheme was proposed and agreed for referrals of sales or lettings. Has been promoted on ParentMail (1,150 messages) and Facebook (176 unique views in first week).

MGL sponsored Hillside Xmas event (tree and cash) and offered them the same cashback deal. We asked MGL to sponsor our Xmas event but that was declined.

MGL have requested to display a board outside school (they already do at Hillside stating they sponsor the school). We would not advocate doing this without an advertising fee charged and given no funds yet raised not quite correct to say that they are sponsoring us yet.

- Action – Offer option to sponsor Table Top Sale with board outside school that day for £100. Attractive event to sponsor given community event not just school audience [Saaima] Update: Offer for weekend board was negotiated but declined. MGL would prefer a longer time period (6-12months) for display

Prospect Estate agents and Davis Tate Woodley also offer £250 cashback for referrals from school communities. Waiting for artwork from Prospect. Should add all 3 as options on the PTA website.

- **Action – Add estate agent cashback to our website as way to support PTA [Rai/Natalija]**

▫ Approval of spending on:

- Heavy duty uniform rails made

Second hand uniform sales have raised over £400 already this year.

Sarah A has kindly fashioned some stronger wooden rail supports. These are to help mobilise the second hand uniform rails to make it sturdier on display and easier to transport (so that, for example, we could site the uniform sale in the hall/outside)
Cost £25/rail and two to be prepared (one girls, one boys)

A motion to approve a reimbursement of £50 to Sarah for two rail supports was agreed by those present.

- Charity Collection Buckets (initially for TTS entrance donations)

PTA is looking to purchase a few charity donation buckets. These will be initially used at the table top sale but can be used at other events. Cost approximately £10 each.

Chris is able to source some for free from a mis-printed batch.

- **Action – Chris to source 5 charity donation buckets [Chris] Update – Chris has acquired 3 buckets for use at Table Top Sale (TTS). 2 more possibly to follow.**

6. PTA Constitution

▫ Background of current constitution

Original PTA constitution was amended on

- 6 Oct1993 and
- 19Sep2007 to the NCPTA Standard Constitution and
- Sometime [See update] in 2016 to the PTAUK Standard Constitution (but not recognised by Charities commission as they have no record of it being filed with them)

Update: [Saaima] PTA UK constitution was adopted at AGM on 19 Sep 2016. Minuted but no copy of signed constitution on OneDrive. Not clear why Charities Commission have not recorded this.

ParentKind (as the NCPTA and PTAUK are now called) published their latest standard constitution in 2018.

As far as the Charities Commission is concerned we are still governed by the NCPTA 2007 constitution. The copy we have is a poor photocopy/scan and barely legible. It is less comprehensive than the latest ParentKind constitution and does not benefit from the same guidance notes.

Agreed that it would make sense to update our constitution to a document we can readily refer to. This requires a General Meeting (EGM or AGM) with at least 30 members present (based on current committee membership count). Agreed in the meeting to wait till AGM to do this.

▫ Key points

Sarah A kindly circulated copies of the constitution to officers with a summary of key points. Some highlights to be aware of.

Membership

PTA Members

PTA Committee Members

PTA Officers (Treasurer etc)

- All parents, guardians, carers of current pupils & any teaching and non-teaching staff currently employed by the school are MEMBERS of the PTA
- Committee members are those elected at the AGM or co-opted in the year. All serve until the next AGM unless they resign.
- Officers (Chair, Secretary, Treasurer) must be committee members

The number of committee members is important as it determines the quorum number needed at a meeting for decisions to be taken.

- At a committee meeting quorum requires half (rounded up) of the committee members to be there (currently 8 based on our committee of 15)
- At a general meeting (AGM/EGM) quorum requires a number equal or above double the committee membership to be there (including from the wider members pool) (currently 30 based on our committee of 15)

As such it is important that committee members can attend most committee meetings.

All committee members are considered trustees of the PTA charities property & funds and as such at least one committee member should be on every sub-committee for PTA fundraising or activities.

An AGM (Annual general meeting) or EGM (Extraordinary general meeting) has certain specific requirements;

- 21 clear days notice should be given and this needs to include date, time and agenda.
- All members of the PTA are invited
- To meet quorum we need the number of members present to be equal or above double the number of current committee members. Based on our current committee membership of 15 means we require 30 or more members at the next AGM (scheduled for Monday 23 Sep 2019)
- Committee will need to be re-elected at the AGM

▫ Implications and discussion

Given that all committee members are considered trustees of the PTA it was agreed that all committee members be added to the Charities Commission record as such. Current trustees can be viewed [[here](#)]

Recognised that it wasn't clear at the 2018 AGM that committee members had that responsibility. Agreed to offer each committee member an opportunity to step down if they would prefer not to continue on the committee.

Same request was made to those at the meeting to gauge who is happy to be added as a trustee and continue as a serving committee member

- Sarah Phillips, Rachel Shaw, Sarah Anstey are already trustees and confirmed they are happy to continue
- Amy Routh and Rai Richardson are already trustees but were not present at the meeting so need to confirm they are happy to remain
- Darren O'Connor, Hannah Milway, Saaima Ashraf, Kam Bhogal, Chris Poston and Mora Yang confirmed they were happy to be added as trustees.
- Natalija Radosevic, Eleanor Gunbie, Jo Taylor and Katie Richardson were not present so will need to confirm if they are happy to be added as trustees

The AGM is being held in mid September. The agenda should be circulated before the end of the Summer Term and ideally available in June in order to be included in the welcome pack sent to parents whose children will join Reception in September 2019.

The quorum of 30 members might be tricky to achieve given recent meeting attendance. Discussed that if every member attends and brings a friend or if teaching staff were asked to come this would help ensure we achieve quorum and could pass all the required motions.





Might be worth doing a SignUp or similar registration in the Autumn term so that we know who plans to attend.

Might also be worth establishing soon who intends to stand for officer positions – if all positions have candidates available this may encourage more people to come forward without concern that they will be drafted into an officer position!

- Action – Add adopting the latest ParentKind constitution to the agenda for the AGM on Monday 23rd September 2019. [Darren]
- Action – Ensure AGM agenda is set by end of May half term to allow it to be published in the welcome pack for new Reception parents in July [Darren]
- Action – Ask all existing committee members whether they would like to stay on as committee members now that they are aware that this position is considered a trustee of the charity. [Saaima] Update – Done with minutes communication. Amy Routh and Eleanor Gunbie have confirmed they would like to step down from committee.
- Action - New trustees to send their personal information to Sarah A for sole purpose of registering on Charities Commission (data not to be retained in accordance with GDPR). Required info is full legal name, Residential address, Email Address, Phone Number and details of any other charity you are a trustee of [All]
- Action – Add the continuing committee members to the Charities Commission log of trustees [Sarah A] Update – Done.
- Action – At the next committee meeting establish who intends to run again for an officer position in 2019/20 so that we can publicise/recruit positions well in advance of the AGM [Darren to ensure in agenda]
- Action – Job descriptions to be prepared to explain roles of officer positions and committee members and circulated ahead of the AGM (possibly put on website for ease of reference). Camilla sent a draft on the 2018 AGM Minutes. [Sarah A]

7. PTA-EVENTS

ParentKind endorse PTA-events as a web based PTA management System designed specifically for PTA's. <https://www.pta-events.com/#features>

| | | |
|--|---|--|
|  EVENTS List all of your events and event information on your PTA Events website. |  TICKETS Sell tickets / bookings / tea-towels / Xmas cards / school uniform or club clothing. |  PAYMENTS Easy integration with Paypal, Stripe & GoCardless (Direct Debits) to keep you in control of your finances. |
|  ONLINE AUCTIONS Auction items to increase your fundraising and engage with your target audience. |  TASK & VOLUNTEER MANAGEMENT Add unlimited tasks and easily recruit customers to volunteer to help with your events. |  FILE MANAGEMENT Upload files / meeting minutes and store online so they can be easily accessed by your customers. |
|  NEWS Add news articles with our easy to use Content Management System. |  REPORTING Extensive financial reporting, sales reports and event attendee information. |  ATTENDEE INFORMATION Ask unlimited questions of varying types to ensure you know all you need to about your event attendees. |
|  PAGES Add pages with our easy to use Content Management System. |  COMMUNICATION Communicate with your event attendees, committee, volunteers, customers as well as class / year groups |  NEWSLETTER Send out your organisation newsletter to all customers who've signed up for it |

Over 600 PTA's already using it. Some examples;

- <https://www.pta-events.com/langton-green/> have an event coming up on 19January for which they are selling tickets
- <https://www.pta-events.com/downley/> have enabled password protected access to their page so only registered users can access
- <https://www.pta-events.com/hawes-down/> have a basic account without advertising. They display a fundraising thermometer graphic on their page

- <https://www.pta-events.com/thehayes/?event=local-advertising> have a premium advertising supported account with lots of stats on tickets sold, registered users etc which would help attract advertisers
- Action – All committee members to familiarise themselves with PTA-events website/example pages ahead of a vote on implementing this [All]
- Action – speak to a PTA who are already using the website to get direct feedback [Saaima/Sarah A] [Saaima] Had some helpful feedback from The Hayes. Parents have adopted the online systems well. Some oddities in how events created but straight forward once you've started using.

On Registration your own dedicated website is created, which we can essentially use as a one-stop-shop for ticketing events, distributing newsletters, event pages, managing volunteers etc etc. Users would register with us to sign up for events, buy tickets. We could also restrict access to registered users only as Downley (above) have done.

Adopting this would help us reduce cash handling, office admin. We can add questions to capture permission for children to attend events to avoid need for separate paper forms. We can capture allergy information, emergency contacts etc. Registered users would also know that they have successfully signed up.

The site is free to use and integrates with PayPal, Stripe and GoCardless to facilitate online payments. There will be a cost to use these payment services.

From the PTA-Events signup email;

Your organisation will need to set up a PayPal or Stripe (recommended) account to take payments online. Our platform is currently integrated with PayPal and Stripe because they offer the best rates for securing credit card transactions.

PayPal will charge you a transaction fee of 3.4% + 20p per transaction when on their business rate and 1.4% + 20p per transaction if you are on their charity rate.

Stripe will charge you 1.4% + 20p when on their business rate and 1.2% + 20p per transaction on their charity rate.

PTA Events do not add any further fees.

If you opt for PayPal then immediately apply for their charity rate as it can take a while to complete. You can choose when setting up an event whether you pass this fee on to your customers as a compulsory booking fee, voluntary fee (added by default but customer can remove) or no fee as you've swallowed the fee into the ticket / product price.

Premium account costs £299/annum with option to add specific business sponsors we choose. Key comparison of the two options

| FREE | £299.99 <small>year</small> |
|--|--|
| <input checked="" type="checkbox"/> Unlimited events | <input checked="" type="checkbox"/> Unlimited events |
| <input checked="" type="checkbox"/> Unlimited tickets / products | <input checked="" type="checkbox"/> Unlimited tickets / products |
| <input checked="" type="checkbox"/> Unlimited tasks | <input checked="" type="checkbox"/> Unlimited tasks |
| <input checked="" type="checkbox"/> Unlimited auctions | <input checked="" type="checkbox"/> Unlimited auctions |
| <input checked="" type="checkbox"/> Unlimited sponsors | <input checked="" type="checkbox"/> Unlimited sponsors - Generate extra revenue |
| <input checked="" type="checkbox"/> Unlimited business directory | <input checked="" type="checkbox"/> Unlimited business directory |
| <input checked="" type="checkbox"/> Unlimited classes / groups | <input checked="" type="checkbox"/> Unlimited classes / groups |
| <input checked="" type="checkbox"/> Unlimited emails | <input checked="" type="checkbox"/> Unlimited emails |
| <input checked="" type="checkbox"/> Unlimited FAQs | <input checked="" type="checkbox"/> Unlimited FAQs |
| <input checked="" type="checkbox"/> 100mb file storage | <input checked="" type="checkbox"/> 100mb file storage |
| <input checked="" type="checkbox"/> Memberships | <input checked="" type="checkbox"/> Memberships |
| <input checked="" type="checkbox"/> Subscriptions | <input checked="" type="checkbox"/> Subscriptions |
| <input checked="" type="checkbox"/> Payment plans | <input checked="" type="checkbox"/> Payment plans |
| <input checked="" type="checkbox"/> Ticket Scanning (Small fee) | <input checked="" type="checkbox"/> Ticket Scanning |
| <input checked="" type="checkbox"/> Pay with PayPal account & Credit / Debit cards | <input checked="" type="checkbox"/> Pay with PayPal account & Credit / Debit cards |
| <input checked="" type="checkbox"/> Stripe credit / debit card payments | <input checked="" type="checkbox"/> Stripe credit / debit card payments |
| <input checked="" type="checkbox"/> GoCardless debit debit payments | <input checked="" type="checkbox"/> GoCardless debit debit payments |

Discussion:

Agreed that online payments and dedicated page is worth looking at. Given this platform already endorsed by ParentKind and setup around PTA's makes sense to use this. Plan to work towards implementing this year (after necessary checks).

Sarah A set us up with a provisional account to look around and see the admin options etc (email 19Dec2018). <https://www.pta-events.com/loddonpta/>

As it's a webpage & we are capturing peoples details we need to comply with GDPR & sign a DPA agreement with PTA Events before we can proceed. These agreements can be found in ADMIN / SETTINGS once logged in

- Action – DPA agreement to be reviewed with a recommendation as to whether we can sign up to this or not [Darren]
- Action – One specific question around making it clear how users can unsubscribe/delete their data easily. PTA-events terms to be examined to ensure this can be easily done [Darren]

Query raised about how the additional Paypal/Stripe fee cost would be handled when charging for events. Website offers option to swallow cost, add on as a compulsory or optional ticket element. Recognised that the current admin cost for both the School Office and PTA is not insignificant and this would be reduced by going cashless.

Query raised about cost of cancelling an event. Paypal fee charges would not be refunded according to their standard terms. Agreed this would be a very rare occasion and the Paypal fees incurred could be covered from PTA funds if necessitated.

The premium £299/annum option offers an opportunity to promote local businesses and raise additional money for the PTA. Would need to cover the £300 at a minimum if an exclusive advertiser was found or share cost between 3 or 4.

- Action – Approach MGL Property to see if this method of advertising their business would be of interest [Saaima] Update- Haven't discussed exact ££'s yet but MGL have indicated they could be interested. To discuss again once we are nearer to setting up and MGL are more established.

8. Upcoming Events Update

Table Top Sale – Sunday 27th January @ 2pm

Sub-Committee: Sarah Anstey, Rai Richardson, Saaima Ashraf

Banner up on Silverdale Road. Expensive (£45) but can be cheaply amended for a future event and other supplier options available with more notice.

Poster shared on ParentMail, PTA Facebook page, local Facebook groups and physical leaflets shared in local churches and guide groups etc

Over a dozen tables signed up for. [Update – 22 Tables booked as at 18Jan \(3 for PTA\)](#)

Sarah A working on a layout plan.

PTA will run refreshments (tea, coffee, cake) and second hand uniform

Sellers arrive from 1pm and buyers from 2pm

Requested security access to school from 12noon on day of sale.

Some unusual/unexpected sellers have applied for tables (SlimmingWorld, UtilityWarehouse)

Agreed that this is ok for this time as long as the business is legitimate and stall fee paid.

- Action – Sign to be displayed at entrance and in hall to the effect of "School does not endorse any of the stall holders present today" [Sarah A] [Update – Done](#)

Storage for donations discussed. Agreed to use the group room annexed to one of the new classrooms. Noted that the new classrooms have an opening event two days later on 29th so need to be left in pristine condition.

- Action – Ensure classrooms left in pristine condition before 29th Jan opening event [Sub-committee] [Update – Done](#)

- Action – if required book meeting room on Friday to store supplies needed for ease of setup on Sunday (worked well for Xmas Event) [Sarah A] Update – N/A
- Action – PTA to lend school hot water urns and tea/coffee dispenser thermos for the opening event [Kam to coordinate] Update – Done

As an aside it was noted that storage is a reoccurring issue. Next year the classrooms we used for hamper storage will be in use. Current PTA cupboard is quite full and current shed is in a grim state (wouldn't want to store donated items there).

Agreed that it may be worth looking at upgrading the shed.

Noted that a parent works at Maersk and may be able to help source a small container. Noted that we may be able to do a shout out on Parentmail/Facebook to see if any parents or community could help.

- Action – To add to agenda for next meeting to review funding for a new shed [Darren]
- Action – Sarah P requested a walkaround to familiarise with the current shed ahead of that review [Sarah A]

Update - Have measured shed and added pictures. See attached pdf "PTA Shed"

Film Night – Friday 8th February [POSTPONED]

Sub-committee: Saaima Ashraf, Hannah Milway, Chris Poston

Saaima shared some research done on licences and practicalities. All saved on One Drive for future reference.

- Capacity for hall believed to be 200 (based on an estimate from Ron)
- An appropriate premises licence for a chargeable film night is not in place so we would need to make an application.
- Film licencing is complex and varies depending on audience, film agency, entry charge, etc.

Recommendation from Saaima to delay the film night as the planning needs to be looked at in more detail by a sub-committee before we commit to publicising an event. Postponement agreed by those present.

Sub-committee agreed as above. Date to be finalised after sub-committee have met but likely to be first half of Autumn term. Hall bookings not yet confirmed for that term so should be able to find a suitable date.

Recommendation to make the event a bigger fund-raiser with theming, stalls, food, fancy dress, raffle etc to raise more money. Need to ensure film is not too skewed towards girls/boys. Greatest Showman/Circus idea received well.

Showcase Cinemas and Butterkist have been approached for sponsorship.

Update – Butterkist are not able to support PTA on this occasion

- Action – Sub-committee to meet to go through the planning documents and decide a suitable structure for the event (charging/not charging, advertising/not advertising, etc) to determine what licences required and next steps [Saaima/Hannah/Chris]
- Action – Sub-committee to report back at next meeting as to when to schedule – probably late September/early October [Saaima/Hannah/Chris]

Spring Disco – Friday 29th March

Sub-committee: Sarah Anstey, Rai Richardson, Mora Yang, Chris Poston

Meeting on Monday 14th January to start planning for next event

Class Tea-towel for Mothers Day/Spring term (HM looking into)

Hannah to chase ClassFundraising as they have sent an example tea-towel but not answered queries.

9. PSA Parent Hut Refurbishment – Easter 2019

Parent Hut refurbishment planned for Easter 2019 and was previously discussed at PTA meetings in April 2018 but not minuted.

Kam has worked through a plan to overhaul the main Parent hut space to a max budget of £400. This includes carpets sourced from Tapi carpets with a generous 50% off.

Planned upgrades are;

- Coat pegs in the foyer area next to the welly store
- Carpet to be changed for one that is more neutral
- Repaint walls in a lighter stone colour (Paint to be sourced from Green Machine/recycling centre for around £2/litre)
- Extra seating (given some chairs broken)
- Activity tables for children
- Bean bags for a reading area for children
- The carpet panels on the lower walls to be covered with chalk boards/magnetic boards
- Lego station
- Ikea Kallax toy storage

Recognised that we may be able to make savings by shout out to parents/community on Parentmail/Facebook and approaching Ikea for a discount.

Those present unanimously agreed a motion to reimburse Kam up to £400 for Parent Hut refurbishment project.

- **Action – Kam to approach IKEA about discount for this project [Kam]**

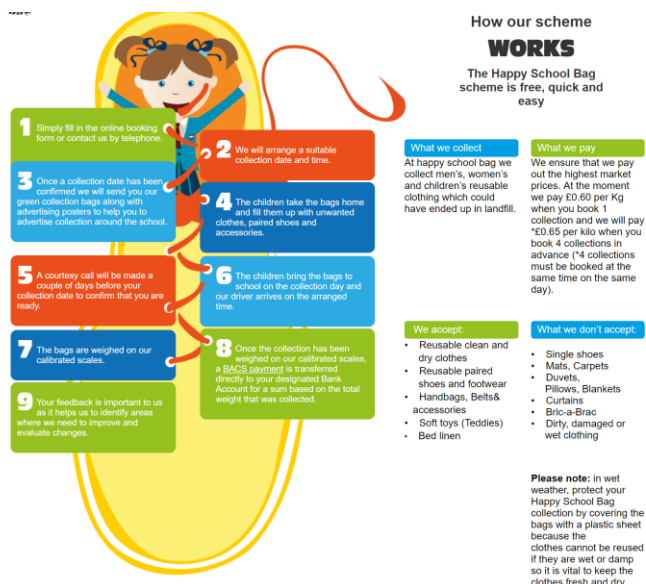
10. Textile Recycling Cashback Schemes

Rai flagged that other schools are raising money by collecting unwanted textiles.

Three schemes that committee members aware of are;

- Happy School Bag (<http://www.happyschoolbag.co.uk/>) £0.60/kg for one off collections, £0.65/kg if 4 collections committed to at once. Payment same day as pickup
- Bag2School paying £0.40/kg
- Genie recycling paying £0.50/kg but payment only after goods have been processed and acceptable as suitable. Min 10kg

Sarah P and Rachel have seen similar schemes at other schools they have worked at and agreed it is a useful way to raise funds



Happy School bag infographic

Query raised to whether there are commitments or costs associated. Website blurb indicates that it is a cost free programme.

No date agreed for an event. Estimate 600 bags required if we do 1 per child (560) plus extras for staff.

- Action – [Rai] Contact HappySchoolBag and enquire about;
 - the leadtimes to get a collection date.
 - How many days we need between receiving the bags and the collection date
 - Logistics – do we collect bags in playground/car park
- Action – Once date booked consider having school hall booked also to keep donations dry

Update [Saaima] – I noticed on the booking enquiry form it asked “Do the children all have permission for photographing at the school for Happy School Bag?”. There is a no option but again need to ensure that any photography complies with school procedures.

Also note Aldryngton PTA have their Bag2School day booked for 29 March 2019.

11. Dates for Summer Disco & Summer Fair

Summer Disco agreed as **Friday 14th June 2019**.

Summer Fair provisionally agreed as **Saturday 29th June 2019**, 2pm-4pm with all day access to site for setup/cleanup.

- Need to ensure no clash with Laurel Park FC Fun day (last year held on Saturday 30 June 2018) as that will clash with a lot of parents/children
- Noted that East Reading Fun Day is 23 June 2019 in Palmer Park
- Need to ensure we publicise as soon as possible so that other local schools avoid clashing with us
- Action – Check with Laurel Park FC about the date of their fun day [Saaima] Update – It IS on Saturday 29th June 2019! Our event has been rescheduled to Saturday 22nd June 2019. Note Aldryngton event is 28th June.

Agreed that it makes sense to setup a sub-committee to start planning the Summer event ASAP. Also agreed that PTA committee could work as a steering group and then delegate certain activities, e.g. refreshments, e.g. games etc to groups of volunteers to plan and run

Sub-committee for Summer Fair; Hannah Milway, Sarah Anstey, Rai Richardson, Chris Poston, Mora Yang, Saaima Ashraf

Update – first planning meeting to be evening of Wed 6th February. Michala Morgan Jones has joined the sub-committee.

12. AOB

SurveyMonkey survey of parent/carer ideas for fundraising

Draft survey reviewed on paper by committee members present.

Amendments made and commented on attached pdf to expand on previous projects etc

Agree to wait until we get the School council ideas back before publishing the survey. Don't offer parents the opportunity to select/vote on the school council ideas – just list them to give an idea of the types of things that might be appropriate.

- Action – SurveyMonkey survey to be amended based on committee feedback [Rai/Natalija]
- Action – School council ideas to be fed into Rai/Natalija for incorporating into survey in next 2 weeks [Rachel] Update - done

Second Hand book sales

Suggested by a reception parent.

Idea to ask for donations from parents/children to be brought in and sell in a similar way to second hand uniform. Agreed that could be a nice idea but requires a volunteer to run it and storage for the books, neither of which we have.

Could possibly work as a day event (MUFTI day, bring a book, book sale or swap later that day, remaining books donated to charity) as that wouldn't require storage.

Agreed to park this until we have a volunteer to run it.

Update – Mora has expressed an interest in running this event and will be putting together ideas/plan to present back for next meeting.

PTA presence at Reception Parents welcome meeting

Saaima enquired as to whether we could be at the Reception Parents meeting in July with a view to recruiting PTA members/selling second hand uniform. Parked for moment as date not yet set

Database for regular stallholders, Happy helpers

Query raised by Saaima as to whether there is a way to create a database of stallholders, parents with skills/resources etc that we could reference when planning an event like Xmas or Summer fair.

Darren advised that this is a No.

Committee agreed that this is tricky under GDPR.

Current data about events is held on password protected access to OneDrive which is deemed ok. Discussion around personal data aspect resulted in recommendation to keep any notes about helpers at events factual and avoid putting email addresses/phone numbers.

Creating a database may be possible under PTA-events system when each user has option to confirm they are happy for their data to be stored there and has direct access to remove themselves.

Good practice to tell parents that if they sign up to events or contact us we hold data about them etc etc

- Action – Source a GDPR disclaimer from either what school use, other charities use or ParentKind recommend and ensure this is circulated annually as a reminder [Officers]
Update – [Saaima] Have downloaded the ParentKind GDPR factsheet for reference and attached with minutes. Have found a privacy notice sent from another local PTA.

13. Date and time of next meeting

Next meeting scheduled for a Wednesday to help ensure more committee members can come.
Date of next meeting **Wednesday 27th February 2019 at 7:30pm**

14. Close Meeting