

Loddon Primary School PTA

Committee Meeting

27th February 2019 @ 7.30pm
The Parent Hut, Loddon Primary School

Attendees:

Chairpersons:	Darren O'Connor and Hannah Milway
Treasurers:	Saaima Ashraf and Sarah Anstey
Secretaries:	Rai Richardson
Others:	Kam Bhogal, Mora Yang, Mrs Phillips, Mrs Shaw, Katie Richardson, Rachel Cripps
Apologies:	Nataljia Radosevic, Mora Yang, Chris Poston

1. Approval of minutes of the last meeting

Yes all officers approved the minutes.

2. Financial Update

Table Top Sale raised - £644 (£300 on cakes)
Distributable funds £6,780

3. Motion to Remove PTA Committee Members.

- A motion will be called to vote on confirming committee members requests to step down and removing them from the PTA Committee.
 - Amy Routh and Eleanor Gundbie have requested to stand down and the committee voted to let them.

4. PTA Officers for 2019/2020.

- 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 will be stepping down as Chair in September, as he is unable to commit time to helping with events. Darren will stay on as a committee member and on IT and Legal issues is happy to advise, but as was his fear initially at the start of the year his work commitments means he is not available for Events or Sub-committees. Darren is well aware that the other committee members are doing fantastic work and he is unable to support them.
 - Saaima has offered to stand as Chair
 - Hannah to step down from Co-Chair position in September, but plans to stay on the committee.
 - Other officers to confirm their intentions for 2018/19 at the next meeting.

5. PTA EVENTS

- Update on GDPR & DPA from Darren around this site
 - Stop using one email address & password for PTA One Drive account log in
 - Give permission to the others via a subfolder to all.
 - Current treasurer to officially write to past treasurer to request the past documents folder, so that the current PTA can dispose of it appropriately.
 - Files in parent hut need to be looked over by the treasurers.

- Privacy Policy
 - School policy needs to be reviewed by Mrs Phillips with respect to data protection and the PTA having access to class lists for PTA events.
 - PTA policy to be updated following the comments made during the meeting. Once its been finalised it will be added to the Loddon website.
- Motion to proceed with PTA Events, trial the free version before looking at those that we need to get sponsorship for.
- Agreement to start process of registering for charity account with PayPal
 - General consensus received to progress with registration and communications on how to use this.

6. Review Survey Findings/School Council Suggestions

- Review the current results of the parent survey to establish the PTA's next fundraising target
 - Results of 22 parent replies were presented at the meeting. Many have commented on playground equipment, more books and swimming pool shower facilities, which was similar to what the school council results were.
- Next Steps
 - Rai Richardson to send the school council and parent feedback table to Mrs Shaw for the school council to come up with a top 5 -10 items.

7. Upcoming Events Update

- Spring Disco – Friday 29th March
 - Sign up is under way - Good volunteer numbers to date
 - Teachers to confirm commitment
- Mother's Day – Class Tea-Towel (HM looking into)
 - No update
 - Potentially look at organising a cake sale and maybe an ice cream van for the last day of term.
- Summer Disco – Friday 14th June
 - No update
- Summer Fair – Saturday 22nd June
 - Sub-committee is meeting up for second time next week.
 - Potentially discussing timings of 12-3pm with 2x 1.5h volunteer slots
 - Requirements are for 50/60 volunteers per shift in order to give those involved a chance to take part and enjoy the event also.
 - Looking to approach the clubs run in the school to offer a stage and an opportunity to showcase what they have been learning.
 - Site walkaround to be held with Mrs Phillips on Thursday 28th at 3pm

8. PSA Parent Hut Refurbishment – Easter 2019

- Rainbow carpets have come back with a quote of £960 to put carpet in the hut and the hallway of the hut. This is way too much.
- Kam is to look at Ashbey Carpets and Tapi Carpets as alternatives.
- Also consider carpet tiles as there may be less off cuts this way.

9. Clothes Recycling Cashback Schemes

- No update

10. Second hand book sales

- Mora has kindly stepped in to handle this going forwards. Mora not present at the meeting, so will wait for next meeting for full update.

11. AOB

- Film Night update
 - Too many variables to take into account such as charge/ not charge / donation based event or not.
 - Sub-committee is to meet to discuss going forwards.
 - Looking at September/October

- TerraCycle
 - Waste not usually recycled via the usual waste channels. The school would become a collection point, then the collected items would get sent off or collected and PTA gets money based on weight. In general the school is always interested in reducing waste, but just need to select an item that will work well for the audience. Items the school could consider include: pens, pencils & erasers; crisp packets; biscuit packs etc.
 - Rachel Cripps is to keep in direct contact with Mrs Phillips and delve into the scheme deeper.

12. Date and time of next meeting

- Wednesday 1st May 2019

13. Close Meeting