**TEMPLEWOOD SCHOOL ASSOCIATION**

**MINUTES OF MEETING**

19 September 2017

**Attendees**: Michelle Nichols, Gavin Lovell, Dee Williams, Tracy Wright, Mrs Spragg, Mr Westwood, Mrs Mason, Nicola Stewart, Lynsey Slack, Julie Perry, Emma Davie Gill, Fiona Davies, Caroline Rowland, Melissa Hudson, Hayley McShane, Shaun Nichols.

**Apologies**: Viv Owen, Simona Cairo, Kit Lau, Beni Choudhry.

**Actions from Previous meetings**

1. Forest school progress update – Mrs Spragg advised that Mrs Martial has started the 1-year training. She will soon be doing a 6-week cycle with nursery class. *Action: The TSA would like to know what has the money been spent on so far and how much?*
2. Lettings policy to be updated – the lettings template has been updated and should be used by all TSA events using the school. *Closed*
3. School to think about the next funding targets\development of the school premises (Support Plan). Mrs Spragg advised that the school will be doing an audit on requirements so that there are less ad-hoc requests for funding. Michelle and Gavin have started to compile a list of TSA/parent suggestions for activities/items that could be TSA funded or assisted with by parents with relevant skills. Michelle and Gavin have a mtg with Mrs Hollingsworth on 26th Sept to discuss. *Action: list to be circulated to class reps to gather more parent input and to audit available skills.*
4. School crossing patrol officer to be researched – Mrs Spragg advised that the school has a road safety week every year. *Action: information on Road Safety Week be added to the school newsletter*.
5. Status on proposals for nursery and reception canopies. Mrs Spragg advised that this is still being discussed by the school Senior Leadership Team.
6. Costume hire suggestion – this is now several proposals:
7. The TSA maintain a ‘wardrobe’ of costumes (Word Book Day, Halloween etc.) that parents can hire. It would require storage space at the school and volunteers to manage it. *Action: Mrs Spragg to find out if the school has any storage space.*
8. Parents could ‘advertise’ costumes on facebook.
9. The TSA invests in a set of approx. 30 costumes that are linked to school topics/trips (e.g. cloaks for the Great Fire of London, or Celtic Harmony). *Action: Fiona will look into this.*
10. School council have requested large garden games – *Action: Mrs Spragg to ask School Council for a ‘wish list’ of games*. Funding to be discussed once TSA have the list.
11. Wet play funding – are more games for wet play still required? *Action: Mrs Spragg to check this.*
12. Feedback on £200 class budgets - the TSA would like to hear how the budgets were spent so this can be fed back to parents. Nursery spent it on willow dome. Reception on an indoor water table and road signs. *Action: Mrs Spragg to check on other classes*

TSA would consider doing this again and would like to know what would be the next items that each class £200 would be spent on. *Action: Mrs Spragg to ask class teachers for their next desired ‘extra’ item.*

1. TSA funding for a replacement for Mrs Stott at Weds singing assembly – the singing assembly has currently been replaced by a ‘philosophy’ assembly. *Action: Mrs Spragg to check on status of restoring singing assemblies.*
2. Alternatives to current private music lessons - Mrs Wiley has offered to run a workshop for teachers on how to utilise the school’s music instruments. This and storage of instruments to be discussed by SLT. *Closed.*
3. First aid training for TSA volunteers at events – all teachers have first aid training and some TSA volunteers but these people are not always at TSA events. It was agreed that first aid training for regular TSA volunteers is a good idea. Michelle has costs from Red Cross: Uncertificated course 10-2.30 up to 15 adults £300 + VAT. *Action: Michelle to look into cost of other First Aid providers.*

*Action: Michelle/Gavin to find out which parents have current first aid training*

**Headteacher’s report**

The school would like to have a pantomime company come in this year at a cost of £450. The committee agreed to fund this. The panto will be Jack and the Beanstalk.

**Treasurer’s report**

The current balance is £5585.

This does not yet include the Film Night proceeds.

**TSA Events**

Halloween Disco

Monday 30 October 5-6.30pm. It is planned that this will be a disco in the hall and arts/crafts in the restaurant for all years, Nursery – Y6, and with the proposal that only Nursery parents stay due to space considerations. TSA volunteers would supervise with numbers of volunteers dependent on number and age of children attending.

Concern was raised about un-accompanied younger children in an atmosphere/event that would be different to the recent film night (where children of all year groups were unaccompanied / supervised by TSA volunteers). Various suggestions were made about possible arrangements to alleviate this concern. *Action: Michelle to review and let the Committee know if changes to the planned format will be made*.

Mr Westwood, Hayley and Emma volunteered to help out.

Xmas Party

Saturday 2 December 3-6pm
Santa’s gifts already purchased – 10 books from £10 from The Works. Ark Farm – Living Nativity (farm animals in playground with hand wash station) will be hopefully booked ASAP.  An idea is for each class to create a craft which can be sold at the Christmas Party: Ideas such as wrapping paper, Christmas cakes, Tree twig decorations, Reindeer Fudge, Snowman Mugs, Pomanders, Snowman Sock Ornaments, T-light Jar.

*Action: Michelle will arrange separate planning meetings for both Halloween and Christmas if anyone else would like to volunteer please email Michelle (**tsachair@templewood.herts.sch.uk**) or call 07525 205776*

Wreath Making

The idea is for this to be a community event open to the public. The ticket cost would be £25-£35 per person and this includes all materials for the wreath, a glass of mulled wine and a mince pie. There would also be a raffle and bar. The feedback from the committee was that this activity was too costly so close to Xmas. *Action: Michelle will look into options to bring the cost down (e.g. donations of materials), and gather feedback on cost from wider audience.*

Non –Uniform Day

Not linked to Xmas party tombola/sweetie jar hoopla this year. Theme and date TBD. £1 per child

Race Night, Parents craft workshops, Beer Festival

Not covered due to lack of time. To be discussed at next mtg.

**Any Other Business**

* Outdoor Learning Area – Mrs Hollingsworth is looking at this. There may be a request for a working party to do some tidying up before any plans are made for additional development.
* TSA Communications – emails from Class reps will continue to be used to send out information. The same information will also be posted on the TSA Facebook page (<https://www.facebook.com/groups/tsapage/>). The school Monday newsletter can also be used to send out TSA news/information (deadline for content is midday Monday).
* New curtains for hall – this is a proposal following film night. It was agreed that better curtains would be useful for events and school plays. This has not yet been costed. Michelle will be looking at getting volunteer help and donations to keep the costs down.
* Windows and exterior decoration – a Reception parent with experience in listed building consent is being put in touch with the governors. The TSA would like clarification for parents on what the current situation is. *Action: Mrs Spragg to ask Mrs Hollingsworth to get an update and communicate it to parents.*
* DBS checks for TSA volunteers - Michelle has re-checked and there is no need for TSA volunteers at one-off events to be DBS checked, as per guidance from PTA.org: <http://www.pta.co.uk/running-a-pta/managing-your-pta/faqs-dbs-checks.aspx>. *Action: Michelle to follow up with the head asap for clarification from the schools point of view along with further clarification on the adult to child ratio.*

**Date for next meeting**

Since the Sept meeting a planned next mtg date has been set for November 7th, time tbd.