

Echelford PTA Meeting Minutes

Friday 30th November 2018

9am

Echelford Community Room

Attendees: Alison Cornwell (Co-Chair), Danny Blackwell (Co-Chair), Catherine Cook (Secretary), Lauren McBride (Treasurer), Maria Houghton, Sarah Griggs, Carrie Robins, Sharon Hazell, Matt Williams, Lauren Paver, Miss Code.

Apologies: Zoe Braidford, Livia Maddison, Gwyneth Johnson, Annalea Gratton.

Agenda Item 1: **Recap AGM info**

Sign in sheet completed, introduction and welcome by Alison.

Recap of information from AGM of 21st November. Committee members elected were Alison Cornwell and Danny Blackwell as Co-Chairs, Catherine Cook as Secretary and Lauren McBride as Treasurer.

Profit from the events run in 2017/18 amounted to just over £10,000, and funding promised to the school for 2018/19 includes £5,000 for the library redevelopment, £350 for anti-bullying drama workshops and £1,500 for the Story Sack Project.

Agenda Item 2: **Upcoming Events**

Popcorn Club (7th December)

Leads: Maria Houghton and Catherine Cook

Maria confirmed numbers for each session, almost up to 200 in total. Tickets to go home with children on 4th December. Miss Code to check if we can get into hall from 2:30pm to set up, and for Mr Gent to move dinner tables to gym. Miss Code confirmed that teacher attendees will be herself, Miss Green, Miss Dubey and Mrs Johnson.

Wreath Making (5th and 11th Dec)

Lead: Catherine Cook

Catherine confirmed 10 attendees for session on 5th and 5 for 11th. Catherine to ask Zoe to liaise with Becky the florist on 5th and Maria on 11th – to set up refreshments and collect money.

Wine & Cheese Night (12th Feb)

Lead: Zoe Braidford

Zoe was unable to attend the meeting but sent a message that she has this event in hand. We discussed whether this would be a BYO wine or if the PTA would provide it. Catherine to check with Zoe regarding this and ticket costs.

Echelford Passport event (24th May)

Lead: Zoe Braidford and Sarah Griggs

Sarah confirmed that she and Zoe are in process of organising this event, whereby 4 or 5 nationalities are represented, and children visit the displays to find answers to questions in order to receive a passport “stamp”. Planning still ongoing.

Quiz Night (26th April)

Lead: Catherine Cook

MissCode to check if Mr Lockyer is able to host again. Catherine to look into running a raffle and also to contact Explore Learning to Staines to see if they are willing to sponsor the event and provide a cash prize, or to come up with another first prize.

Agenda Item 3: **Events to Plan**

January Fundraising (22st Jan to 1st Feb)

Lead: TBC

Discussions at the AGM led to an idea to raise funds in January by having children take home a sheet printed with their house logo which they cover by sellotaping (any) coins on.

The plan is to run the competition at the same time as the Pringle Pot challenge has taken place previously, so Monday 21st January to Friday 1st February. We would look to provide a prize for the winning house (not class), and this would need to be something that could apply for 200ish children.

Year 3 & 4 Event (31st Jan)

Lead: TBC

Alison had put feelers out for the type of event that Year 3 and 4 children might like to attend that's specific for them, and a quiz night similar to that run for Year 5 and 6 was popular. We could use a similar format and involve the audience again to make it an inclusive event. This event and that below will be run on a Thursday so that not all events are held on a Friday.

Year 1 & 2 Event (7th March)

Lead: TBC

The idea is to also run an event for Year 1 and 2 children (and possibly families), and 7th March was suggested, however on looking at the calendar it seems that this is World Book Day, so the date may need amending. Class Reps for 1 & 2 are to ask parents for event ideas, such as bingo, in the first instance and decide what to run based on feedback. The plan is to run a similar event at the same time each year.

Summer Fair (28th June)

Lead: TBC

Planning for the fair should start in January to make the most of the time to book and buy items.

Suggestion to provide class reps with a list of stalls, and they choose which ones their year group will run. The PTA will provide and source all equipment and logistics, but the reps will be responsible for organising the helpers to man the stalls. A move towards more children's stalls is preferred, and also to drop Lucky Envelopes and reintroduce a Chocolate Tombola. Anyone is welcome to come up with stall ideas to be considered for the final list.

Agenda Item 4:

Promotion of Events

Discussion of a PTA Facebook page was raised again, and Miss Code is to revert with the school's decision on us using this to promote and remind parents of events.

Agenda Item 5:

Use of Funds We Have

Multi Use Investments

Ideas suggested include large plastic jugs, gazebos, popcorn machine and a wireless cutting machine for labelling bottles/baubles/other materials, etc (example at Hobbycraft). The latter could be used to create designs on products to sell at school events.

Future school plans

Miss Code passed on a request from Miss Dubey for the PTA to pay for the coach for the KS2 choir to participate in the Voice In A Million Concert at Wembley in March - £391.97 (£360 for coach and £31.97 for parking).

Previous ideas mentioned have been a sensory garden, upkeep of the trim trail and the pond, providing AstroTurf and redevelopment of the bike shed area by the KS1 playground entry.

Agenda Item 6:

Year 6 Leavers

Jumpers and Books

Lead: Sharon Hazell

The PTA will coordinate the ordering of the Year 6 Leavers jumpers and books, since Alison, Danny and Sharon have children in Year 6. Letters out to parents have been drafted, and Miss Code will check with school regarding gaining consent for details

to be included. The letter may also contain details of the event taking place to celebrate end of SATS (below).

End of SATS event (17th May)

Lead: TBC

Lots of ideas suggested for an event for Year 6 to celebrate the end of SATS, including pizza and movie night, laser tag, games night, roller skating, etc. Need to look into something that would be suitable for both sexes, can be enjoyed by everyone for a decent amount of time (rather than 10 minutes each) and isn't a health and safety hazard!

Agenda Item 7:

Any Other Business

Book Hedgehogs

Danny spoke about a hedgehog she had made from a book as a reading buddy for her son, and that everyone in his class now wanted one! This could be a good thing to perhaps tie in with World Book Day, where hedgehogs could be made in advance and children can "adopt" and name them for a small fee. Miss Code is to check what happened to all the old books that came from the library before it was refurbished.

Christmas DVDs

Catherine reminded everyone that Reception and KS1 DVDs can be ordered at the shows or up until 7th (Reception) and 14th (KS1) December. KS2 DVDs are not available to order at the shows, all orders should be placed in the PTA box by 14th December.

It was remarked that it would be nice to provide attendees of the KS2 evening shows with festive nibbles, as we did two years ago. However, that time Tesco provided all the food for free and sponsored the event. Sarah Griggs is to speak to Tesco to see if they are able to assist.

Christmas 2019 Events

It was agreed that it would be good to run a scaled down Christmas fair in 2019, perhaps with Christmas crafts (such as decorating baubles) being available for a small fee after the Reception and KS1 afternoon nativity performances. Craft items and/or prizes can be bought in the January sales from Baker Ross, Hobbycraft etc. One of the most popular Christmas stalls is No Parents Allowed, so we could look to run this either at the craft fairs or as a standalone event whereby children pay a set fee in advance (which the PTA can then use to purchase bulk items) and then they come and choose and wrap. Possible call it Elfridges?

Catherine spoke of the Christmas tree fundraiser that Clarendon School is running this year, and that it could be an option for Echelford. It will be interesting to see how Clarendon fare and whether people are willing to buy trees without having seen them. If successful, we could run the ordering system, and when people collect their trees we could provide refreshments, crafts, etc.

PTA Cupboard and Garage Clear Out

The cupboard and garage are in dire need of a sort out and clearance. We are to decide on a date to go into school, a weekday and/or a Saturday to sort the cupboard first. Anything to be thrown away can be moved to the garage until further notice.

We need to dispose of the old fridges in the garage that are no longer working. Sarah to speak to her contact to see if they can collect.

PTA Christmas Social

A social evening has been set for Tuesday 11th December from 7/7:30pm at the Kings Fairway. Catherine is to contact them to reserve an area. Details to be included in newsletter of 7th December.

Next meeting date

Next meeting confirmed for Friday 11th January at 9am in the Community Room.