

## PTA AGM Minutes – 19<sup>th</sup> March 2019

### Attendees

**Teachers:** GM, PM, NS, AD

**Chair:** AS

**Secretary:** NA

**Parents:** KDW, JM, NB, LW, IR, GS, EG,

**Apologies:** ZH, ZT, CW, HB

**Previous minutes:** (AGM 2019) minutes approved.

### Actions list

Meeting Date	Action	Member	Action – complete/ongoing
05/02/2019	Coordinate the appointment of new trustees.	ZH	Ongoing ZH to update
05/02/2019	Collate the debrief info from Christmas fair and pass it on to 2019's coordinator.	KF	Ongoing KF to update
05/02/2019	Organise producing a whole school tea towel.	JM	Pack has arrived. AD will look to progress it within school
05/02/2019	Purchase class set of ocarinas	AF	Complete
05/02/2019	Organise skipping workshop	AD	complete
05/02/2019	Get prices for basketball hoops	AD	Ongoing
05/02/2019	Look into installing Little Free Library	MB	Ongoing
05/02/2019	Speak with the head at Adel primary school regarding plans and costs of an outside classroom.	LW	Complete. LW will forward plans to school / PTA
05/02/2019	Set up fundraising page for 3 peaks walk.	CW	Ongoing
05/02/2019	Chase signatures for class reps sheet.	ZT	Completed
05/02/2019	Organise Mothering Sunday Hyacinths.	JM and AD	Completed
05/02/2019	Send timetable to PTA to populate with helpers.	AS	Ongoing – AS to find volunteers to decorate pots
05/02/2019	Organise Easter Chocolates	ZT	Completed
05/02/2019	Representative from "School Diner" to come in to next meeting	JM	Completed – see below
05/02/2019	Look into whether school can raise money from recycling batteries.	JM	Completed – see below

Item	Actions
<ul style="list-style-type: none"> <li><b>School Diner (20 mins) JM</b></li> </ul> <p>Currently running at Chapel Allerton primary school as part of Leeds food festival. The festival is wanting to branch out of the city centre, to the suburbs. First year they Raised £400 - 500 for the school over Friday night and Saturday. It's now in its 6<sup>th</sup> year and last year they raised over £1,000 for school (over Friday Saturday and Sunday), 17/18/19<sup>th</sup> of May is when it's next running at Chapel Allerton primary school. Friday opens 5pm-7/8pm. Saturday/Sunday 12pm-5pm. There are other activities going on as well as the food, dance lessons, then crafts and a vintage market. They provide porta-loos and doormen.</p> <p>Proposed date for St chads is <b>28<sup>th</sup> 29<sup>th</sup> September</b>, to coincide with the cycling event.</p> <p><b>GM</b> – made us aware that there is a school letting on the Saturday, also on the Friday night it's when y6 will be returning to school from RobinWood residential</p>	

<p><b>GM</b> will speak to the head teacher of Chapel Allerton primary school</p> <p>Advertising – banners go up a few months before. They expect around 2,500 through the doors over the weekend.</p> <p>Entertainment – they provide entertainment such as circus skills workshop, Leeds United youth team coaches running a football skills session, face painting, crafts, little Leeds bookshop provide story time sessions, vintage market stall/ artist market.</p> <p>Fundraising – voluntary donations on the door</p> <p>Duration – Open to the idea of a one day event if that’s what we would like to start with.</p> <p>The west park residents association are also keen to get involved with this event. <b>JM/LW/KDW/IR/NA</b> – will help coordinate</p> <ul style="list-style-type: none"> <li>• <b>JM - Recycling – Terra cycle</b></li> </ul> <p>Terra cycle recycle numerous different items, eg contact lenses, bread bags, toothpaste containers, Ella’s pouches, pet food, and crisp packets. It’s worked on a weight basis, specific weights are converted into points, which in turn are converted into money. Issues would be where we store items, and being selective over what we recycle.</p>	<p><b>GM</b></p>
<p>We are going to start with one product - tooth brushes. Ikea recycle bins could be purchased to collect items in. <b>JM</b> to get further details</p> <p>Another company also runs a <b>battery recycling</b> scheme. <b>JM and PM</b> will liaise with eco warriors regarding advertising this in school.</p>	<p><b>JM</b></p> <p><b>JM PM</b></p>
<ul style="list-style-type: none"> <li>• <b>NEW PTA Lottery idea (20 mins) EG &amp; GS</b></li> </ul> <p><b>AS</b> - apologies for sending out the document GS produced, it was an oversight and shouldn’t have gone to the whole school.</p> <p><b>EG and GS</b> – GS has produced a very comprehensive document. Initial thoughts are to as for direct debit of £4 a month, can advertise it as less than £1 a week. Need to really sell it/ promote it in school – posters, newsletter, WhatsApp etc. Also need a fundraising “target” that can be shared with parents, to encourage involvement, this could change each year. <b>CS</b> is going to check the legalities. 2 ideas – a self-run lottery, or using an outside organization. No PTA members had any issues with the initial idea.</p>	<p><b>CS</b></p>
<p><b>AD</b> will look into if AG run a lottery.</p> <p><b>EG</b> happy to lead as long as she has a team to work with. <b>KDW</b> happy to help keep track of money coming in via direct debit. Need to have online banking access. <b>GS</b> happy to help set it up.</p>	<p><b>KDW</b></p>

**EG** will look into pros and cons of a self-run versus organised lottery. Will consult PTA WhatsApp for a decision. **EG/NA** will ask on year group WhatsApp's for more volunteers to form a sub group

**EG**  
**EG/NA**

- **Bun Sales (5 mins) AS**

All teachers are looking as to where they would like to spend the money within their classes. **AS** will be fed back to parents via the newsletter regarding where the money is spent.

**AS**

**JM** will purchase 1000 paper bags.

**JM**

Need to have a range of buns (cheaper and more expensive) Needs to range between 30p-£1.

**AS** will produce an info sheet

**AS**

- **Sponsored walk update (5 mins) AS**

Practice walk this weekend. **CW** said the fundraising page was almost complete, and if it is finalised over the holidays **GM** will send out a link to all parents. A large meeting will take place with all the walkers soon.

**JM** mentioned that a few people have felt excluded from the family weekend, and didn't know about it. **NA** mentioned that a letter had gone to all parents in early January with contact details if anyone was interested, several families have booked onto the weekend following on from this letter. **KDW** stated that nothing yet has been finalised about the family walk, it will very much depend on the weather on the day and be entirely down to families to decide if they want to attempt one peak with their children, so an organised time and meeting point at this moment in time is not feasible. **NA** suggested that a meeting between the 3 peaks group and the families group be arranged.

The Idea of a family 1 peak challenge will be put in next school newsletter and a poster will go up in the notice board.

**AS**

**IR** mentioned the fact that walk-in talkies might be a good idea for due to poor phone reception. Location of Refreshment stations / support stations were discussed.

- **Mosaic update (5 mins) AD/GM**

School opened on Saturday for parents and children to come in and get involved with the mosaic. It has been making its way around the classrooms and next week it will go to the St Chads lunch club. The PTA received an email regarding local resident's involvement, have they been invited? **KDW** stated it was in the contract for the funding that the local community should be involved. **AD** said that **ZH** was looking into this and would follow it up.

**AD/ZH**

<ul style="list-style-type: none"> <li>• <b>Summer Fair planning team (2 mins) AS – new proposed date Friday 28<sup>th</sup> June 2019</b></li> </ul> <p>No volunteers came forward to form the summer fair planning team – AS will seek to find a group of people willing to form a sub group. Will start on PTA WhatsApp and then move to class groups for volunteers.</p> <ul style="list-style-type: none"> <li>• <b>Raising money for the outdoor space (10 mins)</b></li> <li>✓ <b>Waitrose green tokens AS – NA</b> will to pursue this</li> <li>✓ <b>Persimmon Building Futures JM</b> – giving away a million pounds split into £1000 lumps. Lots of school Pta have been receiving this money. Form has to be completed by May 2019. Need to include in the application form what you want the money for plus how we are raising the money as well. <b>LW / KDW</b> to look into it.</li> <li>✓ <b>Giving Machine - AS</b> – looking into the giving machine, need to change the bank account and distribute it again via what app groups, letter, PTA website and newsletter.</li> </ul>	<p>AS</p> <p>NA</p> <p>LW / KDW</p> <p>AS</p>
<p><b>AOB</b></p> <p><b>KDW</b> – banking – needs to arrange online banking for our Yorkshire Bank account, plus closing Leeds Building society bank account (that the giving machine is attached too)</p> <p><b>EG</b> – MICE money, from local councillors. IR recommended James Gibson and Christine Knight. EG will follow this up</p> <p><b>LW</b> – will contact the COOP regarding food donations</p> <p><b>GM</b> – planetarium - still looking into a date for the summer term</p> <p><b>PM</b> – coop applications are shut at the moment, and will reopen in Spring 2019</p>	<p>KDW</p> <p>EG</p> <p>LW GM</p>
<p><b>Date of next meetings – Tuesday 7<sup>th</sup> May 2019</b></p>	
<p><b>Additional information: provisional NEW Summer fair date - Friday 28<sup>th</sup> June 2019</b></p>	
<p><b>Minutes protocol</b></p> <ol style="list-style-type: none"> <li>1. Minutes emailed to Chair / secretary for initial check</li> <li>2. Minutes emailed to all PTA members present at the meeting – giving them 1 week to highlight any mistakes/amendments</li> <li>3. Minutes emailed to <b>KD</b> to be put on the school website, and emailed to all parents</li> <li>4. Share minutes on PTA WhatsApp</li> </ol>	