



## **PARENT TEACHER ASSOCIATION: ANNUAL GENERAL MEETING**

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Wednesday 1 May 2019, 2000hrs

### **Attending:**

Mr. Alford, Headteacher  
Karen Barber (KB), Vice Chair  
Sarah-Jane Buckle (SJB)  
Ciann Bursnoll  
Kelly Cheek (KC)

Lorraine De Brun (LDB)  
Peter Ferens, Governor (PF)  
Miss Fitzpatrick  
Robert Furneaux  
Rob Lawrence (RL)

Hannah Lyon (HL)  
Karen Maciejewski (KM)  
Lou Mew (LM)  
Mr. Owens  
Andy Scott (AS), Chair

### **1. Apologies**

Adrian Phipps (AP), Treasurer  
Fiona Adams  
Alice Gibson  
Nicola Lawrence, Secretary  
Claire Scott  
Jayne Sinclair

### **2. Election of roles**

Chair: It was proposed by KM that Andy Scott continue as Chair; this was seconded by KB. No other candidates were proposed; the vote in favour was unanimous.

Vice Chair: It was proposed by AS that Karen Barber continue as Vice Chair; this was seconded by KC. No other candidates were proposed; the vote in favour was unanimous.

Secretary: It was proposed by AS that Nicola Lawrence continue as Secretary; this was seconded by LDB. No other candidates were proposed; the vote in favour was unanimous.

Treasurer: It was proposed by AS that Adrian Phipps continue as Treasurer; this was seconded by KM. No other candidates were proposed; the vote in favour was unanimous.

### **3. Confirmation of 2019-20 School Year**

#### **3.1 Class Reps**

It is anticipated that the PTA class representatives for the next academic year will be:

- Butterflies: Kelly Cheek + Lorraine De Brun
- Owls: Imelda Bamford-Carter + Gemma Hands
- Dragons: Claire Scott + Kelly Cheek
- Rabbits: Louise Mew + Fiona Adams
- Hedgehogs: Alex Smith
- Foxes: Sarah-Jane Buckle + Ciann Bursnoll
- Eagles: Karen Barber

In the case of the Butterflies class, it was agreed that at the open evening on 19 June there will be the opportunity for new parents to come forward to act as class reps – and who would be accommodated around the commitments above.

For the Eagles class, KB plans to ask for a second rep. on the class Facebook page.

In the case of representatives listed above not present at the meeting, it is anticipated they can be confirmed as continuing during the forthcoming Pig Roast planning meeting on Tuesday 7 May.

### 3.2 Merry Go Round

HL and LM were happy to continue running this in academic year 2019/20.

## 4. Chairperson report

The chair presented his report which supplements these minutes.

## 5. Headteacher report

The headteacher presented his report which supplements these minutes.

## 6. Treasurer report and Statement of Accounts

This was presented by the chair in the absence of the treasurer; it supplements these minutes

## 7. Updates on Matters Arising

### 7.1 Merry Go Round (i.e. second-hand uniform)

It was suggested that parents of prospective-pupils currently at Marsh Gibbon Preschool children may be interested in buying uniform this way.

**ACTION:** HL and KC will visit the preschool coffee morning on May 17 for this purpose.

It was also noted that a small amount of stock may become redundant with a modest narrowing of uniform styles beginning in September.

## 7.2 Amazon Wishlist additional items

The chair advised take-up by had been good and reported that some larger, city schools were also using this method to make it easy for parents, family and friends to purchase items for the school such as IT – and not just books. Other contributors to the meeting suggested that besides using Amazon there may be other, less expensive e-retailers offering similar services and that parents may want to directly donate good quality second hand books to school.

**ACTIONS:** Headteacher will send a message to parents inviting the donation of good quality second hand books; the chair will liaise with headteacher as to what items other than books the school would like to add to its existing Amazon Wishlist.

## 7.3 School Lottery update refresh

The chair reported there had been a modest reduction in school lottery participants from 48 to 40. He also advised that various materials were available to help promote this fundraising initiative to parents who were not already taking part.

**ACTION:** LDB will use the marketing material to re-promote the lottery fundraiser to parents throughout the school year.

## 7.4 Pig Roast

The vice chair provided an update on the planning of the year's main fundraising initiative scheduled for 5 July 2019. The sub-committee has arrangements in place for most aspects including food, inflatables, electricity supply, bar and volunteers to work it, raffle tickets and ice-cream. Entertainment has not yet been secured and several possible ideas were suggested. The class reps are due to meet at 1400hrs on 7 May to discuss on-the-day responsibilities and volunteering. Pricing is expected to be broadly similar to last year but is still being finalised by the sub-committee.

PF suggested that the PTA could be more explicit in inviting to the event villagers without children at the school. This suggestion was warmly welcomed and various suggestions were made about what methods could best be employed to publicise its date to those beyond the immediate school community.

**ACTIONS:** The chair will aim to submit copy to the Life Together magazine ahead of its next print deadline. In the month or so prior, posters for the parish noticeboards and possibly roadside notices may also be produced. Local social media accounts including village Facebook accounts would also be employed to spread the message.

## 7.5 The Mid-counties Co-operative Community Fund Grant Application

RL explained that as a charity operating within 5 miles of a Mid-counties Co-operative branch the PTA had been eligible to apply for a grant from The Mid-countries Co-operative Community Fund on the school's behalf. He had applied for a £2000 grant to furnish the new library in February. He explained that the society has written back this week to give us the very good news that the application to fund the library has been successful and the PTA will receive the full amount in the coming weeks

**ACTIONS:** RL to liaise with chair and treasurer before responding to Mid-counties Coop with bank details etc. The grant awarders would, in time, be keen to receive stories and pictures of the project they have helped to fund: RL to liaise with the headteacher about the possibility of this as the library is completed.

## 7.6 “Trudi’s Library” Launch

The headteacher explained that he was very pleased that children were beginning to be able to use the facility with a planned formal opening date of 12<sup>th</sup> June 2019. A local poet is due to come to the school to assist with the event on that date.

## 7.7 Swimming Pool

The headteacher explained that he expects the pool to be operational for children from across the school later this term, following the necessary safety training for some staff members.

**ACTION:** AP to release the committed funds to the School from the PTA account (£2000)

## 7.8 Curriculum support update

The headteacher reported that funds previously committed to the school by the PTA had been gratefully received and used – as planned – to purchase whiteboards, various books and materials. He said the next stage he was keen to develop was improving the home-school learning link. A recent trial of the “Mathletics” application was well-received with positive feedback from both parents and pupils. The headteacher was keen to sign-up to the product for an initial 1 year (which an additional 3 months gratis) which would cost £750 but asked that the PTA support the initiative. KC proposed committing £500 of PTA funds for this purpose, KM seconded the proposal and it was voted through.

**ACTION:** AP to release £500 funds to the school to offset the full cost of the Mathletics app.

# 8. Fundraising Ideas / Dates 2019

## 8.1 Sports Day Breakfast Stall

The headteacher confirmed that the sports day is scheduled for 9 July (i.e. 4 days after the Pig Roast) and there would be no reason to expect this date to change. The chair explained that last year circa £250 was raised through the sale to parents of breakfast and coffee. This requires a rolling rota through the morning with 6 people volunteering at any one time. It was also requested the PTA used its contacts to source a small sound system for the occasion.

**ACTIONS:** AS to inquire about sourcing a sound system from a former parent; AS will seek to identify volunteers to help run the stall

## 8.2 Non-uniform Pig Roast Tombola

The headteacher advised that the date of this (28 June) will fall within the school’s World Week and that accordingly children will be asked to dress up in a way that relates to the country that their own class is focussing on.

## 8.3 Pig Roast 2019

All covered in 7.4

## 9. Any Other Business

### 9.1 Year 6/Leavers Party

KM asked that through the PTA she could thank all parents who had generously supported fundraising efforts by Y6 parents to offset the full costs of its summer term residential trip. She said that their fundraising – and the generosity of other parents - had resulted in the cost per child of this trip in effect reducing by £50. She also thanked the PTA for again funding the transport elements of this trip.

Additionally, KM asked if the PTA would contribute to a Y6 leavers party as it had in some previous years. A brief discussion concerned the level of such funding and if it should be calculated per pupil, whether this should be a recurring, standing, funded item in the PTA accounts so that in time all pupils benefit from the spending on a single year group and if so, whether a standing commitment was sustainable based on projected levels of fundraising. The chair indicated that incoming revenue tends to be about £5000 annually -so for instance £200 annually would amount to 4% of the revenue. SJB proposed committing the PTA to £10 per head – which would amount to £180 released from PTA funds this year; this proposal was seconded by KB and was carried in a vote.

ACTION: KM to liaise with AP for release of £180 PTA funds

### 9.2 Library Signage

The signage for “Trudi’s Library” has proved to be bigger and more expensive than originally anticipated. KB proposed that the PTA commit £75 – half the full cost – with the rest being gifted by those producing it. KM seconded the motion which was carried. Thanks were expressed for the support of Liz Bruce-Kelly, the parent of a former pupil, for gifting the difference.

ACTION: KB to liaise with AP for release of £75 PTA funds

### 9.3 Other fundraising ideas

The chair said he had been sent marketing literature for at least two fundraising ideas for PTAs. The first – Popup Circus – required a substantial outlay by the PTA of up to £2500 and this was felt by the chair to be unsuited to a small school with a modest footprint of potential attendees. The details have been shared with a Bicester primary school. Another – Crazy Sand – would require an outlay of circa £150 and could potentially net the PTA £150 in fundraising. It may yet become an item for sale on a stall at the Pig Roast and will be reviewed by KB in the forthcoming event planning meeting.

### 9.4 Uniform

The school uniform policy is obviously beyond the PTA’s remit but it was noted that the resale of uniform by the PTA’s “Merry Go Round” may be affected by slight changes to the uniform being brought in. The headteacher explained that modest changes to pupils’ uniform will become effective from September but that these had been communicated to parents sooner due to the collapse of one of the main uniform suppliers. The headteacher is due to write again to parents regarding the uniform policy later this term.

**10. Date of Next Meeting**

The next meeting is due to be held at 1945hrs on Wednesday 18 September

The meeting closed at 2115hrs

RL

## Chair report to PTA – Wednesday 1<sup>st</sup> May 2019

Hi All,

A year since I became the PTA Chair, I am pleased to look back at a series of successful fund-raising activities and see the benefits for the school. The Treasurers report has made for positive reading with available funds raised continuing to reach good levels for the school to use. The last year the PTA has been able to support various areas including:

- Maths and English curriculum based projects with funds released to obtain additional materials
- Funding of work to re-open the School Pool
- Additional reading materials through the Amazon Wish List donations
- School club competition activities such as kitting out the dancers
- Additional class room resources that help our children's learning experience

We also look forward to the opening of Trudi's Library before the summer break, offering an important facility for the kids in a way that also remembers a loved friend to the school.

All of the activities need your help and support and I would urge you to try to find time (no matter how short you think it is) to come and help – a spare hour here and there will go a long way.

From the chair there are many people to thank for the support over the last 12 months, including:

- Paul Alford for his continued support
- Karen Barber as Vice Chair and event organiser
- Claire Scott as event organiser
- Nicola Lawrence as Secretary
- Adrian Phipps as Treasurer
- Lisa James for film night
- Hannah and Louise for running Merry Go Round pre-loved clothing sales
- Jane Sinclair for sterling work over the years supporting many of the above items and laying the groundwork for where we are now
- Class reps – not least Karen Mac and Katy Kelly for whipping the Eagles fund raising up a storm

Lastly, the year is not yet done and we look forward to relaxing with you at the Pig Roast on 5<sup>th</sup> July.

See you all there

Andy Scott  
Chair

## **Headteacher report to PTA – Wednesday 1<sup>st</sup> May 2019**

The school would also like to pass on their thanks to everyone mentioned in the PTA Chair report, and also to the Chair himself who has done a fantastic job this year which we are really appreciate! The continued support of our active PTA has really benefit the learning and experiences of the children in the school.

Phase one of Trudi's Library has been installed. Miss Spearman has been sorting the books and has organised for a poet (James carter) to come and work with the children on Wednesday 12th June. This will be the official opening. Now need to focus on purchasing more fiction and non-fiction books to fill the shelves – ongoing project.

Hopeful that the swimming pool will be up and running for next half term. The pool has been thoroughly cleaned out and refilled with water. Chemicals now need to be added which should happen this week and then the pool water will need to be tested to ensure it is fit to swim in. 3 members of staff are attending the appropriate training which will take 3 days.

Miss Fitz has organised for each class to visit a wood as part of the Forest School initiative. This will commence with Year 3 going on Tuesday 7th May. Our thanks to Mrs Fryer for allowing us to use her wood and facilities.

Our thanks also to June Smith for allowing all the classes to visit her lambs.

The viability of running extended care from September will be launched again this half term and a plan start date of the beginning of the Autumn term.

Paul Alford  
Headteacher



## PARENT TEACHER ASSOCIATION

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### Treasurers Report and Accounts to date (From 01 September 2018 to 01 May 2019)

	£
Opening CAF bank balance	9,944.97
Opening petty cash balance	<u>220.00</u>
	10,164.97
<u>Events Profit</u>	
Film Night 1	233.31
Film Night 2	211.75
Egg Hunt	-14.00
Christmas Fayre	<u>1,560.57</u>
	1,991.63
<u>Other Income</u>	
PE Challenge	42.00
Easy Fund	92.54
Merry Go Round	62.00
Salvation Army Clothes	58.51
Mini Me Books	76.20
Indzine PTA Sponsorship	<u>50.00</u>
	381.25
<u>Expenditure</u>	
School Staff Christmas event	200.00
Library	2,500.00
Class Consumables	1,400.00
Maths & English	1,160.00
Dance Costumes	200.00
Bank Charges	<u>32.18</u>
	5,492.18
Loss for year to date	3,119.30
Closing CAF bank balance	6,861.21
Closing petty cash balance	<u>184.46</u>
	7,045.67

I have spread sheets detailing the events income and expenditure which I can provide on request to anyone that may be interested.

Adrian Phipps  
Treasurer