



Long Sutton School PTA

Minutes of the PTA Committee Meeting at Long Sutton School

10 October 2017

Present	Matthew Hickling (Acting Chair)	<i>Parent</i>
	David Horne (Acting Treasurer)	<i>Parent</i>
	Hannah Inglis	<i>Headteacher</i>
	Suzanne Newcombe	<i>Staff Governor / Staff member</i>
	Louisa Bostelmann	<i>Governor / Parent / Class Rep (Saulgrove)</i>
	Sevy Cotton	<i>Parent / Class Rep (Hyde)</i>
	Tracey McArdle	<i>Parent / Class Rep (Benhams)</i>
	Issy Langly-Smith	<i>Parent / Class Rep (Kimbers)</i>
	Henrietta van Klaveren	<i>Parent / Class Rep (Saulgrove)</i>
	Emma Oleram-Lilley	<i>Parent / Staff</i>
Apologies	Rose Turney	<i>Treasurer</i>
	Anna Cowling	<i>Parent / Class Rep (Hyde)</i>
	Charlie Badminton	<i>Parent / Class Rep (Chaffers)</i>

1	Election of Officers	Action
	<p>Nominations were received and approved by those attending:</p> <ul style="list-style-type: none"> - MH was elected Chair unopposed. - DH was elected Treasurer unopposed. - HI was elected Vice-Chair unopposed. <p>There were no nominations for the position of Secretary. It was agreed that the Committee could continue to function without a formal Secretary, as was the case last year.</p> <p>It was decided that the Chair, Vice Chair and Treasure would be the trustees for the charity</p> <p>Action - DH / MH to contact commission to update details</p>	DH/MH
2	Election of Committee Members	
	<p>MH intends to review and refresh the PTA constitution and return to a future meeting with proposed changes to align with best practice PTA guidance and templates. MH advised that the current constitution formally required at least 5 committee members. It was agreed that it made sense for those who had volunteered as Class Reps to effectively be co-opted as committee members. There was also a requirement in the constitution for representation from Governors and Staff on the PTA Committee, which it was noted was covered by the</p>	



	<p>attendees. These nominations were approved for those in attendance.</p> <p>Action - Decision to be communicated to all other Class Reps and seek their self-nomination to the committee</p>	MH
3	Confirm PTA Objectives and Funding Priorities	
	<p>HI summarised the existing long-term strategy for improving the school grounds, created by a collaborative working group and captured in a hard copy consultation document. It identifies a number of initiatives, some of which have been delivered or are in progress (improved quiet area, removal of trim trail, first phase of running track). The document does not prioritise the remaining activities, nor estimate costings. Some could be covered by school funds, and HI is investigating the availability of grants. Some funding could again be obtained from supermarket community projects, or possibly targeted corporate sponsorship. However there are some more expensive objectives, including an adventure playground, that the PTA could continue to support. It was agreed that the <u>initial priority for 2017/18</u> would be to provide funds to <u>complete the running track</u>. It was estimated this will cost another c£8k.</p> <p>It was agreed that this plan could have better visibility amongst parents (e.g. on school website, projected onto wall at parents evenings, etc) and beyond the school in local catchment villages to clearly communicate the purpose and target of PTA fundraising.</p> <p>Action – Circulate scanned pdf of plan Action – Ask Mrs Wythe to source quotes for new trim trail</p> <p>HI described the potential to “buy a brick” with names of donors to encourage fundraising donations from parents or local business and it was felt that this could be well-received. MH has drafted a fundraising guide, including tax implications for Gift Aid. Action - Circulate donation & fundraising guide for review & publication, including gift aid form via school bags and at parents evening</p> <p>Action - Ask parents to investigate whether their employers have any fund-matching schemes that could be used to support projects or enhance fund-raising efforts Action - Research grant mechanisms for school to apply as well as donation brick quotation</p>	<p>MH HI</p> <p>MH</p> <p>MH</p> <p>HI</p>



	HI requested a contribution from the PTA to help refresh the Year R area and provide scooters etc. It was agreed that the PTA would provide £400.	
	HI requested a contribution from the PTA to support another show for the children along the lines of the pantomime last year, which was very well received. It was agreed that the PTA would provide £500.	
4	Autumn Plan & Christmas Fair	
	[MH to insert/circulate plan and table with updated list of stalls and owners] The current autumn plan and Christmas fayre plan was reviewed and approved. Leads for each activity were confirmed (see final autumn and Christmas fayre planner). Action - Leads to keep committee upto date on activities and if help is needed to keep on schedule	All
	Hamper ownership (via Class Reps) agreed: <ul style="list-style-type: none"> - Hyde = Arts & Crafts - Chaffers = Gardening - Benhams = Christmas - Saulgrove = Beauty - Kimbers = Cookery 	
	Action – Share breakdown of profit per stall for 2016 Action – Book Sarah Kennedy-Roger for face-painting Action - Advertise fayre in Parish Magazine before closing date Action – Arrange date for follow-up meeting (on Christmas Fair) after half-term	DH MH MH MH
5	AOB	
	Action - HI to confirm date for Carols Around the Tree PTA to support with provision of refreshments for donations. Collections for nominated charity.	HI
	DH happy to run quiz again next term (date TBC) and has put in request for employer to underwrite cost of food (also TBC). Update at next meeting, including availability for dates.	DH
	Meeting closed	