

**Victoria Primary School PTA
Committee Meeting 4th November 2009
Penarth Conservative Club**

Present:

Tina Taylor, Suzanne Langrish (Chair), Sue Stafford (Secretary), Cath Newman (Treasurer), Chris Hardess (co-chair), Debbie Holman, Nick Skinner, Susan Coffey, Cheryl Lannon, Lorraine Jalil.

Apologies:

Emma David, Helen Kerr, Rebecca Penn, Simon Husband, Llywela Wilson, Sally Large, Mandy Barrington, Nic Rotherham, Liz Hardess, Rachel Gray, Sue Logsdail.

Welcome and Chair's Update:

Suzanne welcomed everyone to the meeting and began by addressing the issue of Secretary. A vote of thanks was offered to Sue Stafford who offered to take on the post, proposed by Cath and seconded by Chris. Matters arising from the previous meeting were discussed. Cath has spoken to Anita Valji and Barclays have agreed to do £ 4 £ for our Christmas Raffle. Lesley Jones will approach Lloyds to ask if they would also participate in the scheme. Mrs Taylor mentioned that the supermarket fundraising was not very feasible because it would have to be on a weekend and ISA rules make it very difficult. Sue will liaise with Mrs Gibson in relation to new Welsh books as Mrs Dermody is not in school this term. Coffee morning to be discussed at next meeting as canteen is only available after 2pm. Debbie has spoken with Abbie Skinner about publicising the PTA.

*Action: Sue to put request in next newsletter for any other parents who could participate in £ 4 £.
Debbie and Abbie to place advert in Penarth Times.*

Head Teacher's Report:

Mrs Taylor reported that Miss Najjar has requested £200 for 2 new netball posts and £500 for new kit. This was agreed by the committee following with a debate about asking local businesses if they would like to sponsor the kit in return for having their logo displayed on the t-shirts. There was a difference of opinion on this matter and the discussion will continue at the next meeting.

As the PTA funded pantomime tickets for the infants last year Mrs Taylor asked if we could do the same this year and it was agreed to give £800.

£2000 was also requested for books for years 5 and 6 and was agreed by the committee.

In accordance with the Annual Governors Report there will be a SEAL meeting held in the Junior Hall on 18th November at 6.30 for all parents and PC Emma will come to school in January to do a session on e-safety.

Parent Governor:

Nick Skinner who is a parent and also a school governor came to talk to the committee about the role of the governors. He explained that the board consists of a cross-section of experts who are all involved in decisions regarding school policies and budget. The Annual Governors Report was not well attended and the Chair of Governors is keen to publicise more.

*Action: Mrs Taylor to investigate possibility of putting Agenda for Governors meetings on website.
Aim to have a governor present at each PTA meeting.*

NC PTA Fundraising Event in Caerphilly:

Suzanne and Susan reported on their visit and various ideas were discussed including joining the NC for insurance benefits. A name change was discussed to encourage others to become involved, such as ex-parents and other family members and will continue at the next meeting. Non-event means of fundraising was discussed, such as various grants that may be available. It was suggested that we try to find someone who would find it rewarding to raise funds on behalf of the school PTA by completing forms, provided by institutions offering grants. This may appeal to parents who would like to be involved

in fundraising but have other commitments. Texting parents was discussed but decided to be too expensive. All committee members should be CRB checked and most are. A suggestion was made to list ingredients of any cakes etc sold at sales or given to children. It was decided, very quickly, that this was not a good idea. Mrs Taylor informed us that any cakes brought in to school are given to the children at the end of the day so that parents can decide whether they can eat them or not.

Action: Sue to ask in next newsletter for any parents who would be willing to apply for grants and any non-event means of fundraising.

Cath to investigate implications of name change with the bank and Charities Commission.

Treasurer's Report:

Cath distributed a summary of up to date PTA accounts. Our current account balance is £4774.39. Cath also reported that the trustees, Rachel Gray, Laura Holliday and herself had all received letters from the Charities Commission saying they had not received any yearly accounts for the financial years 2003 - 2006 or 2008. Rachel has contacted the Commission and submitted a written report and the outstanding figures as requested. The matter was deemed to be in hand and Cath will report on any progress at next meeting. Many thanks to Rachel for all her hard work. One of the 4 PTA trustees, Laura Holliday, is standing down so she will be replaced by Cath Newman. No objections raised.

Future Events:

Cake Sale - Friday 6th November. Sue to publicise profits on notice boards on Monday.

Bingo Night - Friday 20th November. Chris will download bingo software, print tickets and call numbers. Cath to query buying blobbers from Snells & Son. Cath has spoken to Cornerswell Road Chip Shop who will supply fish & chips (or pie, sausage etc.) for £3.40 per head and will deliver. Numbers need to be given by Wednesday 18th.

Action: Suzanne and Debbie to go shopping for supplies.

Christmas Fayre - Friday 27th November. The Fayre will be held in the Infant Hall from 2.30 til 4.30. Various stalls were discussed (a list will be available separately). Mrs Taylor agreed to allow Bev Crofts-Davies to sell jewellery and give a percentage of sales to school. A Jolly Jar making night is planned for Wednesday 25th November at the Rotherham's house. Children will attach cloakroom tickets in school on Thursday 26th. Debbie and Susan will distribute posters. Sally and Cheryl will make mince pies. Louise Meaden and Rachel will organise refreshments.

Action: Sue to contact A Class Apart and Penarth Travel about stalls.

Breakfast With Santa - Saturday 5th December. Cath has prepared 140 party bags and will organise food etc. Liz Hardess will take photographs. Infants will make Santa's Grotto.

Any Other Business:

A PTA Christmas meal was suggested by Suzanne and Chris agreed to try and book The Glendale for Thursday 17th December.

Cheryl asked about the new play equipment for the playing fields. Mrs Taylor said it is a council matter and has contacted them about fencing off an area for a dog run. Nick explained that it was mentioned at the governors meeting and plans were going for consultation to residents. Cheryl and Chris agreed to contact local councillors regarding this matter.

Next Meeting:

Tuesday 12th January 2010 at the Conservative Club.