

## **MINUTES OF COMMITTEE MEETING**

**Tuesday 10<sup>th</sup> October 2017**

**Number 1 Castle Street 7.30pm**

### **1. Attendees and Apologies**

Attending were: Andrea Bayles Gungabissoon Fleur Brinkerink, Verity Coleman, Sarah Daw, Sofia Martins, Rebecca Morgan, Rebecca Morgan-Jones (Chair), Jules North, Danielle Turner, Amy Turtle, Victoria Ward, Melanie White – Orme, Helen Williams and Mr C. Wright (Headmaster).

Apologies were received from: Victoria Berry-Jones, Christy Bolderson, Rachael Bothewick, T Brown, Sue Legg, Louise Martin, Nikki Webb and Jo Windows.

### **2. Approval of the Minutes from the last Committee Meeting**

Proposed: Victoria Ward      Seconded: Sarah Daw

### **3. Matters Arising from the Minutes of the last Committee Meeting**

There were no matters arising.

### **4. Contact Sheet**

The contact sheet was circulated for signing.

### **5. Chair's Report**

The Chair thanked those in attendance and welcomed new parents, then noted all the recent successful events:

Year 2 tea party was held as the prize from the Ball in 2016

Year 3 had dinner at The Tram in Eardisley

Reception had a coffee morning

Year 1 had afternoon tea

Chair stated she had received lots of positive feedback from Victoria Ward and Fleur Brinkerink's new parents activities.

Bag2school is on again this week. On Thursday Fleur Brinkerink will manage the bin at the front of school and Rebecca Morgan-Jones will manage the bin at the Moat. Chair thanked Simon Lively for donating the collection bins. This is an easy fundraiser for the PTA as the work is minimal for a good return.

Chair thanked treasurer Christy Bolderson for working tirelessly over the summer break to create a PTA document that records the PTA structure, roles and responsibilities and events.

## 6. Headmaster's Report

The Headmaster reported that he had recently surveyed all new parents and received very positive feedback and a few suggestions which were being implemented.

Everyone was encouraged to attend Porridge Day, 7:30am Wednesday 11<sup>th</sup> October at the Cathedral. This is not a school initiative. It is for Mary's Meals which feeds over 1 million children each day. Porridge Day serves a bowl of porridge for £2 and there are toppings to choose from.

The Headmaster advised that previously Year reps had communicated with parents via the school office. This was thought to be too controlling so now reps can contact parents directly. The Headmaster asked reps to please ensure that their message is communicated to everyone in the year group and that no one is omitted. Please check for any changes to contact lists, with the front office. There was a general comment that some contact lists had not been issued for this year's classes.

**Action: The Headmaster will check with the office that all contact lists have been issued.**

The Headmaster concluded by thanking everyone in advance for the work they will do this year.

## 7. Treasurer's Report

Presented by Chair. The Educational Advancement Grant is a new process whereby teachers complete a Grant Application Form that is assessed by the Headmaster and PTA each term to determine what the PTA will purchase for the school. This replaces the previous annual PTA donation to the library. The new process allows the more money to be allocated for educational purposes to the area of the school that most requires it.

The new budget format below clearly shows where PTA funds are being spent and facilitates discussion about the budget. It was questioned whether more money should be directed to the Juniors given that they have more than double the number of students in Pre-Prep. Presently the spend is similar for both areas. The Headmaster advised that the PTA keep this in mind when evaluating the teacher grant applications.

The Chair thanked Dr Barber for his photographs which are an excellent fundraiser for the PTA. The previous Chair commented that DVDs raise a similar amount of funds as the photographs. It was agreed that DVDs were still required.

It was also commented that parents will donate more money if they know what the money is being spent on. When there is a large item the PTA are fundraising for, we could use a chart which shows the money increasing towards the target amount.

Second hand uniform sales have made £100 already this term. Once the PTA area moves to St David's Hall (which is still being negotiated) and is more accessible, a lead person will be appointed to manage uniforms so that the shop can be opened more regularly. A rota system

was suggested to share the responsibility for opening. The lead person will also be responsible for increasing publicity about the second hand uniform sales. It was suggested that once this occurs, the shop could also stock school merchandise and perhaps the good clothes donated to Bag2school.

It was decided that the donation of £400 to the Year 6 Party was a sufficient amount as it is up to the organisers as to how expensive the party actually becomes.

The role of the PTA is to advance the education of the pupils of HCSJ primarily by:

- 1) Supporting the school and assisting in the provision of facilities for education being of a type not normally provided; and
- 2) Fostering relationships between staff, parents and others associated with the school

2017/18 Activities

Comments:

Pupils	Junior	Pre-Prep	All School	Teachers	Total Funding towards objectives			
	£1,250 150 pupils	£1,000 60 pupils	£2,650 210 pupils	£200 34 Teachers & Assist. 4 GAP students	£5,100	cost	income	profit
Support of School, Educational Advancement & Facilities	Educational Advancement Grant				£1,000		(£1,000)	Catchy name to be determined. See Grant Application Form (appendix 3). To be discussed second meeting of each term? Grant could include items such as the Library donation, Christmas play costumes etc
	Shakespeare Workshop				£600		(£600)	same cost as last year
	Music Workshop				£500		(£500)	same cost as last year
					£2,100	£0	(£2,100)	
Fostering of Relationships - Parents - Teachers - Students	Fireworks				£1,500	£1,300	(£200)	based on last year
	Year 6 Party				£400		(£400)	based on last year
	Easter Treasure Hunt				£300		(£300)	based on last year
	Easter Disco				£250	£400	£150	based on last year
	Christmas Party				£200		(£200)	based on last year
	Staff/PTA Gifts				£200		(£200)	based on last year
	PTA Event				£150		(£150)	to be discussed and costs determined
	New Parent Events				£0		£0	
	Year Group Events / Catch ups				£0		£0	
					£3,000	£1,700	(£1,300)	
				£5,100	£1,700	(£3,400)		
Administration	Insurance / PTA UK				£118		(£118)	
	Interest					£2	£2	
				£118	£2	(£116)		
Fundraising	Summer Event				£6,000	£7,000	£1,000	?
	Photographs				£150	£1,100	£950	Cost same as last 2 years. School bears cost of DVDs and sales are similar to last year
	Summer Fete				£160	£790	£630	based on last 2 years
	Christmas Bazaar				£135	£620	£485	Cost £15 per stall; Nursery-Yr6, choristers, cake/number bingo. Income based on last 2 years (without double up in 15/16)
	2nd Hand Uniform					£450	£450	based on last year
	Christmas Fundraiser				£1,168	£1,612	£444	average of last 2 years
	Bags2School				£0	£300	£300	based on last 2 years
	Giving Machine					£240	£240	Budget £20 per month based on last few months
	Sports Day				£20	£240	£220	based on last 2 years
	Donations							
				£7,633	£12,352	£4,719		
				£12,851	£14,054	£1,203		

8. **The Giving Machine (Victoria Ward).** This was moved to 13. Any other business.
9. **Role and responsibilities of the Year Rep.** This was omitted due to time constraints. The slide is attached as an appendix 1.
10. **Annual allocation and commitments.** This was covered in the discussion of the budget presented in the Treasurer's report.

## 11. Autumn Term Events

### Fireworks Night

Aldi sells buns cheaper than ASDA.

After much discussion it was decided to raise the ticket prices to cover the loss usually made at this event. New ticket prices are £6.50 per adult and £3.50 per child. Family ticket £20 for two parents and school pupils. Tickets at the gate cost £7.50 per adult and £4.50 per child.

This year the PTA will sell different glow sticks including light sabres and wands. Donuts will be sold but no brownies as these did not sell well last year.

It was agreed that after the event, the PTA will review how it went and any changes required for next year.

Fireworks Night is 3<sup>rd</sup> November. Gates open at 6:30 pm and Fireworks commence at 7:30 pm. A vegetarian option will be provided. A jobs list was circulated at the meeting.

**Action: Year Reps to get more names of people willing to help at Fireworks Night. Names to be forwarded to the Chair.**

### Christmas Fundraiser

Last year a bag was sold raising £300. A cookbook was suggested for this year and unanimously approved as it appeals to both Junior and Pre-prep. Book orders will be taken at the Christmas Bazaar. The letter will be sent home before half-term requesting recipes be returned the first week back after half term. People can submit pictures of the food if they wish. All recipes will be sent to the PTA Secretary for collation. Teacher recipes will be included. Once we have the submissions, the PTA will decide how best to order them in the book e.g. by recipe type or by Year group. Year Reps will need to circulate the letters and encourage return of recipes.

**Action: Secretary to draft letter and Year Reps to encourage participation.**

### Christmas Bazaar

This is held in the dining hall. Each year group hosts a stall. A kitty of £15 will be provided for each stall. Traditionally Nursery do the gingerbread stall.

## **12. Looking ahead**

**Summer Fundraiser:** Verity Coleman will lead this event. It was agreed to have a formal event. Suggested venues included the cathedral, the Bishops Palace, a hall in the cathedral. Tables should be offered to the senior school. A cash bar raises more money.

**Action: The Chair will confirm a date with Mr Debenham. Verity will the source venue options etc**

## **13. Any Other Business**

### **Giving Machine**

Victoria Ward, the Lead person for the Giving Machine, presented a one page summary. See appendix 2. Parents with businesses should be invited to join the scheme. Amazon is the only seller who must be accessed via the Giving Machine webpage. Year Reps were given business cards promoting the Giving Machine. These are to be distributed at coffee mornings and other social functions. More cards are available from the office. Cards could be included with the Fireworks letter when it is distributed. Any questions please refer to Victoria Ward.

**Action: Year Reps to distribute cards among their year groups.**

**14. Date of Next Meeting** – Monday 20<sup>th</sup> November 2017.

**Meeting closed at 8:48pm**

## Appendix 1

# Roles & Responsibilities – Year Rep

- Act as the key point of contact for parents in their year group (particularly new parents) and the PTA
- Contact and welcome new parents throughout the year and do their best to integrate them into the year group
- Arrange a coffee morning or social evening each term, so that parents can get to know each other better and use the event as a forum for anybody to ask questions.
- Co-ordinate year group activities for events such as the Christmas Bazaar and Summer Fete
- Invite questions for, attend and share feedback from regular PTA Year Rep meetings with Mr Wright. Quite often Year Reps set up communication tools such as email or WhatsApp groups to aid in communication to facilitate this.
- Regularly attend PTA Committee meetings and consider contributing time or helping to co-ordinate PTA events.

**Skills Required:** Good communication; networking skills; enthusiasm and energy

## Appendix 2

### *Giving to the PTA for free via:*



#### ***How it works:***

Retailers pay sales commission to websites who direct purchasers to them.

If you make purchases online via The Giving Machine - that commission is turned into a charitable donation to the cause of your choice (HCJS!)

Because The Giving Machine is not-for-profit, they donate the highest % possible.

1,500 well known retailers are registered, including Amazon, John Lewis, all the supermarkets, etc.

Using the Shop & Give app makes it almost impossible to miss an opportunity to donate because it highlights the participating retailers as you shop with them.

#### ***Advantages:***

It is a brilliant way to raise funds for the school automatically - by harnessing what we all already do.

No baking cakes, giving cash, or selling raffle tickets!

Some schools are raising several thousand pounds a year from it.

#### ***HCJS & The Giving Machine – the story so far:***

Joined in 2010, but communication around it had trailed off. Began 2017 with 48 givers registered = £1 a month.

PTA agreed to trial it themselves. Mr Wright emailed the staff. Articles and a link went into the Junior Times. Cards were handed out at Sports day and cards left on reception.

Now at 72 givers = £30 a month.

#### ***Next Steps:***

To actively promote The Giving Machine to the school community at every opportunity to raise the profile:

- PTA reps to raise it at coffee events
- An information table at all events eg. bazaar, sports day, etc.

Knowing about it is one thing, taking the step to register is another. We need to actively facilitate people signing up:

- Member get member?
- Competition via children & IT challenge?

**Click, Shop, Give for Free!**