



Hereford Cathedral  
Junior School  
PTA

## Minutes of Committee Meeting

**Wednesday 25 February 2015 – St David's Hall 7.30pm**

### 1. Attendees & Apologies

Chris Wright, Helen Bissell, Karen Blyth, Louise Evans, Catrin Goode, Katie Seekings-Jenkinson, Nicky Evans, Beccy Lively, Marie Hussey, Wendy Tarplee-Morris, Sarah Daw, Stuart Turpin, Emma Haverty, Alina Price and Bhavin Trivedi.

Apologies were received from: Charlotte Matthews, Kate Hollingsworth, Sharon Jones, Amanda Joseph, Kath Gundy, Donna Woods, Rachael Capazzoli, Lucy Debenham, Gail Small, Michelle Bowley, Kate Gilks, Claire Hayes, Louisa Essenhigh, Serena Crump and Rachael Manacchini-Godfrey.

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

Proposed: Catrin Goode

Seconded: Katie Seekings-Jenkinson

### 3. Matters arising from the Minutes of the last meeting

There were no matters arising.

### 4. Chair's Report

Helen opened the meeting by thanking everyone for coming – it is always appreciated.

We have had a quieter half term but money has still been raised. The **second hand uniform sale** raised a very successful £12. Helen thanked Dr O'Reilly, Mrs Gundy, Mrs Webb and Mrs

Soble for their kind donations of uniform to the PTA. We are liaising with Trish on the website to put a list of all our current stock on there with an easy link to the PTA.

The **photos sold at the Jack and the Beanstalk** production raised £112.

Year groups have again been busy arranging **social events**. Helen felt all reps had done well putting social information into the Junior Times. Helen asked if she could also have a hard copy of the events in her tray so she is fully aware of what is going on.

We have had a good response to the **PTA social night** out so look forward to seeing everyone on Friday 13 March.

Year 6 reps have been busy starting to coordinate the **Leavers' Party**. The PTA donates £400 to this event and any extra money is raised by the parents. Helen thanked Nicky, Marie, Rachael, Kath and Zoe for working on this and although it is not a PTA event it is great to see the year groups working together.

Helen warned everyone that today may be a slightly longer meeting than normal due to funding discussions.

## 5. Headmaster's Report

Mr Wright opened his report by looking **at staffing news**. He welcomed Diana Summers to the reception office team – Diana will be working five mornings a week and will help free up some of Sally Stick's time.

Looking at **children joining the School**, we have welcomed one new child into Year 5 after Half Term – updated contact sheets have been issued. We have four new pupils due to join us at the beginning of the Summer Term. Mr Wright commented on the success of our junior school pupils in gaining scholarships to the Senior School – 4 academic awards, 4 music awards and 3 sports awards.

**Parent teacher meetings** have taken place this term for both Year 5 and Year 3. Reception and Year 1 have consultations the week after next.

Mr Wright then talked about **forthcoming events** which include Open Morning, 4J Class Assembly, CSA Football and Netball tournaments, Year 5 trips to Elan Valley, Year 4 to Lambing live, the U11 IAPS Netball Tournament, Colts ABCDE football matches, girls U11, U10 and U9 Netball matches, Year 5 and 6 to the classical society play at the Senior School, with World Book Day on Thursday and finally the Chamber Choir are very excited about their upcoming trip to London to sing at The Royal Festival Hall.

With regard to the **Internet Safety Meeting** held for parents in Year 5 and 6 following feedback from parents on this event the School is now looking at offering the evening to parents with younger children. Nicky Evans asked if there were any leaflets that could be handed out to parents unable to attend the evening. It was suggested by Katie Seekings that

there could be a link put on the website to the videos which were shown on the evening – parents felt these were very informative. Mr Wright will follow this up and organise the links for the website.

Mr Wright introduced the idea of a virtual community noticeboard to advertise charities and a parent's business directory. Mr Wright is looking at putting this on the website and is currently working on this. The idea of this is to reach the wider community. Any thoughts on this Mr Wright would greatly appreciate hearing them. Bhavin Trivedi suggested that the minutes from the Development Programme meetings could be put on there via a link – Mr Wright will organise this.

## 6. Treasurer's Report

A very brief report given by Helen. Money coming in since the last meeting has been **£12** from the second hand uniform sale and **£112** from photograph sales.

**£131.64** has been spent on the printing of Ball tickets.

## 7. Spring Term Events

These are as follows:

- **Easter egg Hunt** - this takes place on the last day of term, **Thursday 26 March**. Helen asked for volunteers to help at this event, she is working on the Easter Bunny volunteer.
- **School Disco** – this also takes place on **Thursday 26 March**. Karen and Louise are organising again and also asked for volunteers to help at the event. They also requested that Mr Wright organised the staff helpers for the event who sign the children in and out. Mr Wright to organise.
- **PTA Social** – this will take place on Friday 13 March at 7.30pm in The Barrels followed by a curry in The Jalsagor at 8.30pm.

## 8. Looking Ahead

- **Summer Fete** – this will hopefully take place outside this year; it takes the same format as the Christmas Bazaar but with the sun!
- **The Ball** – Helen reminded everyone that this takes place on **Friday 5 June at The Left Bank**. Tickets will go on sale on Monday 20 April. We already have some good auction prizes but Helen reminded everyone that we are always happy to hear from anyone who may have other prizes to offer.
- **Second Hand Uniform Sale** – the next sale will be held on Moving Up afternoon. Helen again asked for helpers to assist Louise Evans in running this sale as both Helen Bissell and Karen Blyth are involved with children moving up to Senior School.
- **Sports Day** – we now have a date of **Friday 3 July** for this event in which the PTA runs the refreshment tent.

- **Year 6 Leavers' Party** – this will also be held on **Friday 3 July** at Wyeside.
- **Bag2School** – the next collection will be Monday 4 May – Thursday 7 May.

## Funding

Helen briefly listed previous projects funded by the PTA. She informed the meeting that as of the end of last year we had £8216.57 left. We have £3000 of annual commitments leaving £5000 to spend. She feels it's wise to keep an extra £1000 for unexpected requested leaving **£4000 of funds available from the PTA** to put onto one of the funding ideas. Helen then handed over to Mr Wright to present the current funding ideas.

**Digital Camera** - Nursery have asked for a digital camera – an item they use every day for photos of the children. Cost of £133.

**Staging** – This would be for use in St David's Hall and to be moved to other areas when needed. The staging looked at is multi-level to make various stage options and can be stored on 2 trolleys. Cost of £4204 + VAT + £150 delivery.

Mr Wright's main reservation with this idea is that the School already has various staging of which we might be able to make more use. There is some in the Junior School garage and the Senior School have staging too. Staging is extremely expensive per square metre. At this stage, Mr Wright felt it would be a good idea to look into why the current staging options are not used and how we could start utilising these options rather than buying new. That said, Mr Wright felt that it would certainly be worthwhile to re-visit this in the future.

**Sports Shirts** – The cross country vest have already been purchased at £165, they will be used by children in Years 3-6 and do look very small. As these have already been purchased the PTA felt they could not cover these. However the meeting agreed that the shirts do enhance the image of the School and the children enjoy wearing team shirts so Mr Turpin is to look into the cost of team netball shirts for the girls (as the boys have). This is something that the PTA will look into funding in September once the netball season gets underway again.

**Frog Garden Development** – This involves the development of the side of the garden which is currently a flower bed (approximately 20 x 3 metres), installing a wooden adventure trail. The costing of this are £5,280 including VAT and installation. This means the School and PTA are looking at this in terms of a joint funding project. Mr Wright has named this Stage 1 and looking ahead Stage 2 would involve the removal of the sheds and development of that area also – obviously something for the future.

Mr Wright has looked into the School's Health and Safety and this development is all OK. Drainage has been considered and this is not an issue. The Downs School had something similar fitted five years ago from this company and it is still going strong and looking good.

Mr Wright then discussed the potential base options. Woodchip is the cheapest option but scatters and holds water. RGS have a wood chip play area which looks very messy. Matting is another option but can get very slippy. Rubber chipping are the preferred option as are longer lasting and don't hold water – many advantages of this base but it would increase the total cost to £7,200 all in. Helen Bissell stressed her support of the rubber chippings even though the cost is higher. Ala Price mentioned rubber mats that were a new product and she will look into and let Mr Wright know if this is cheaper/better. The extra £2,000 means a much better quality product which is essential considering the use it will have.

Mr Wright has looked at two companies for quotes and is favouring the cheaper of the two who actually installed The Downs activity trail which looks very good.

Having spoken to Liz Lord and the Pre-Prep children, they felt there were also wider uses for the trail not just 'play'. It's a new idea and very different for the School as there is nothing similar.

The major drawback of supporting this funding idea is that it mainly benefits Years 1 and 2. Mrs Seeking asked if the older years could also use it but Mr Wright stressed the importance of separate play areas for the different age groups but maybe the School could look into ways of sharing the space. By supporting this idea it is a stepping stone for development in other areas that could benefit the older years.

**Workshops** – The maths departments have requested £450 for a puzzle workshop. The suggestion at the meeting was that rather than the PTA funding specific workshops as is done now (Shakespeare and Percussion) the PTA could donate an annual amount of £1,100 for workshops and the School can then decide which workshops and departments will go ahead. This means that each department will get the chance of putting on a workshop.

Helen thanked Mr Wright for presenting the funding proposals.

### **Voting**

Workshops – The PTA will donate £1,100 and will be invoiced for each workshop so the PTA knows exactly how the money is spent. The PTA asked the School to spend between Prep and Pre-Prep. The meeting voted a unanimous Yes in a show of hands.

Sports Shirts – Helen proposed the PTA make a commitment to purchasing the girls shirts when they are needed in the new academic year. Mr Turpin was happy for the School to cover the cost of the cross country vests. The meeting voted a unanimous Yes to making the commitment for girls' hockey shirts for Years 5 and 6.

Staging – the meeting voted on not supporting this at the moment – the meeting voted Yes we would not support this. Mrs Seekings asked if this could be looked at again next year and it was agreed that yes it could be re-visited next year.

Nursery Camera – A unanimous Yes vote to buy a £133 camera for Nursery.

Frog Garden Development – the meeting voted Yes in favour of supporting this project. Mr Wright then asked the question as to how much the PTA could commit to. Again by a show of hands the PTA voted Yes to giving £4,000 to this project. Mrs Seekings was concerned that this was all being spent on the lower years but Mr Wright pointed out that it will be a stepping stone for further projects where other years will see the benefits.

#### **9. Any Other Business**

Helen had asked for this to be sent in advance to the Chair – there was none.

#### **10. Date of next meeting – to be confirmed**