



Hereford Cathedral  
Junior School  
PTA

## Minutes of Committee Meeting

Thursday 13 January 2015 – No 1 Castle Street 7.30pm

### 1. Attendees & Apologies

Chris Wright, Helen Bissell, Karen Blyth, Louise Evans, Lucy Debenham, Catrin Goode, Katie Seekings-Jenkinson, Nicky Evans, Rachael Manacchini-Godfrey, Serena Crump, Frankie Pope, Beccy Lively, Marie Hussey, Louisa Essenhigh, Wendy Tarplee-Morris, Gail Small, Sarah Morgan-Jones, Michelle Bowley, Sarah Daw, Claire Hayes and Stuart Turpin.

Apologies were received from: Charlotte Matthews, Kate Hollingsworth, Emma Haverty, Sharon Jones, Bhavin Trivedi, Amanda Joseph, Kath Gundy and Alina Price.

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

Proposed: Louise Evans

Seconded: Catrin Goode

### 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 turning out in the snow and wishing the group a Happy New Year. Helen then went on to discuss the **Christmas Bazaar** – a very well attended event. The addition of loud music was excellent and there was a spectacular array of Christmas jumpers. As well as our usual year group stalls we were also supported by the Head Boy and Head Girl and the Little Princess Trust. Helen mentioned that as always

we were approached by professionals to attend the evening but there is simply not enough room at this event. Thank you to everyone for their time and as ever to Charlotte Matthews who always provided the milk for our PTA refreshments – this is always appreciated. Whilst the event was packed to the rafters we were down on last year's taking £475.38 compared with £624.07.

Moving onto **Christmas presents** Helen thanked Catrin Goode and herself for buying lovely books, gifts and chocolate for the children in Nursery, Reception, Year 1 and 2. Fabulous wrapping to help Father Christmas, although Karen, Louise and Helen were not really fast enough for Mrs G! This year we were under budget by £100.

This year the PTA made the costumes for the **Pre Prep Play** but school has taken on the job of dressing the children for the production. Helen thanked Mrs Jones, Mrs Vincent and Miss Neville who were an immense help in moving costumes, trying on and the washing of t-shirts and tights etc. after the show. Thanks also to Kate Gilks, Emma Haverty and Lucy Debenham who also helped with the trying on of the costumes. The costumes will now be stored on the PTA office/cupboard meaning all costumes will be easy to locate in the future. £37 was spent on costumes this year – mainly hanging rails for storage.

The sale of **photos** from the play, Reception tableau and PGL raised £320 – special thanks go to Louise Evans who has taken over the photos. Louise added that she will continue selling the photos at events as it seems much better than leaving parents to purchase them from the website.

**Christmas presents** were bought for various staff that have helped the PTA throughout the year. Mrs Stick, Mrs Philips, Mrs Wainwright, Rob Goode and the maintenance team and Andy, Sue and the catering team.

The PTA committee contact sheet has now been emailed out to everyone – thank you Karen for putting this together.

Helen finished her report by talking about the latest **Bag2School** collection. We raised £136 which was slightly down on previous collection but as heavier items such as blankets, curtains etc. are no longer included this could be why. Helen thanked Graham and Louisa Essenhigh for being our collection storage point and a thank you to all the Mums who helped take bags over to Bubble Productions.

## 5. Headmaster's Report

Mr Wright wanted to give the committee and reps a brief overview on the ideas coming from staff on ways in which they would like to see the PTA money used. Ideas are as follows:

- Digital camera for Nursery
- Role play costumes for Reception

- Workshops – perhaps a Maths puzzle workshop in addition to those already funded by the PTA
- Sport – cross country vests and team hockey shirts for the girls
- Staging/tiered seating for St David’s Hall which could be moveable and give a variety of options
- Playground space improvements – (1) a permanent awning in the reception garden for rain and sun protection (2) Frog garden changes, converting the current flower bed area into a play space for the children with wooden apparatus such as balance beams and ladders. This would give a very different play area for Years 1 and 2. (3) Looking at the quiet garden in terms of a massive project it would be great to have a No Mow for all year round play.

Some of these ideas, particularly the playground improvements, need looking into further and an idea of costings need to be given for these to be considered seriously.

Mr Wright encouraged everyone to have a think about the ideas and feed back to Helen via email on their thoughts and where they would like the PTA money spent. After a discussion at the next meeting a decision will be made.

Louise Evans asked if the Reception costumes had to be new or if they could be donated by parents. It was agreed that just at the meeting we all had costumes that we would be happy to donate to Reception. Mr Wright to follow this up and find out.

## 6. Treasurer’s Report

Since our last meeting, the recent events have been:

- Christmas Bazaar
- Pre-Prep Christmas Play and sale of photographs
- Ongoing sale of second hand uniform

### i) Christmas Bazaar

<b>CHRISTMAS BAZAAR 2014</b>		
<b>YEAR</b>	<b>INCOME</b>	<b>EXPENDITURE</b>
Nursery	£48.50	£13.94
Reception	£33.00	£16.63
Year 1	£46.00	£13.77
Year 2	£53.00	£8.10
Year 3	£100.50	£0.00
Year 4	£47.00	£7.92
Year 5	£101.00	£18.16
Year 6	£124.90	£0.00
<b>TOTAL</b>	<b>£553.90</b>	<b>£78.52</b>
<b>NET PROFIT</b>	<b>£475.38</b>	

## ii) Pre-Prep Christmas Play:

- Costumes cost £37.97
- Sale of photographs raised £232.19

## iii) Second hand uniform sales:

- Ongoing sale of second hand uniform has raised £36.50

## iv) AOB

- Also had outgoings towards the summer ball: £1000 venue deposit
- Bags to school raised £136

## 7. Spring Term Events

These are as follows:

- **Reps Meeting** – this will be held on **Thursday 29 January at 2.45pm.**
- **A mid-season Uniform sale** is being held in St David's Hall on **Monday 2 February 3.00pm-4.00pm.** Set up will be 2.30pm and Helen, Karen and Louise are happy to run this. It will be current stock only. Old photos will also be on sale.
- **Easter Egg Hunt** takes place on the last day of term, **Thursday 26 March.** Helen will be asking for helpers at the next meeting and is ideally looking for 2 helpers per class plus a bunny! The hunt is a treasure hunt which once solved the children get an Easter egg, Eggs are also given out to all the juniors.
- **School Disco** also takes place on **Thursday 26 March.** Karen and Louise are organising again and will be asking for helpers at the next meeting. Year 3 and 4 are 4.30pm-5.30pm and Year 5 and 6 are 5.45pm-6.45pm. This is in the Dining Hall and children are signed in and out by staff.

## 8. PTA Social

Following the success of last year's social Helen informed the meeting that we would arrange another night out following the same format – drinks in the Barrels and curry at the Jalsagor. This will be after Half Term and Helen will email out details.

## 9. The Ball

Just a reminder that this is being held on **Friday 5 June** at the Left Bank, 7.30pm-1.00am. Hannah Stick has been booked as the photographer for £100 and DJ Roddy Hankins had been booked again. A deposit of £1000 had been paid to the Left Bank.

As the auction proved to be so successful last year we will hold another one again this year but perhaps on a slightly smaller scale; the Head Boy and Head Girl will have their own auction lot this year. Heads and Tails will go ahead again. The Ball and auction details will be added to the newsletter and should any parent have a great prize to offer we would love to hear from them!

## **10. Any Other Business**

- Mr Turpin asked the committee if they could help with the Primary Schools Football Tournament at Wyeside again this year. Helen and Karen agreed that this would be no problem.
- Katie Seekings asked if when a child joins the school, does the PTA send out information to the parents. She mentioned a chorister parent that had been at the school 6 months and not heard anything from the PTA. Helen pointed out that this was particularly concerning as each term the year groups host a coffee morning to which all parents are invited, the PTA Newsletter is sent out every half term giving information on PTA events etc. which again she should have received. New contact sheets are sent out to the whole form when a new child joins so it is very unfortunate and highly unusual that a new parent had heard nothing from the PTA. Helen did say she is more than happy to put together a letter to be sent out to new parents but the meeting group as a whole felt this particular situation seemed very unusual as there are many means of contact sent out.
- Nicky Evans asked for confirmation of the amount donated by the PTA to the Year 6 Leavers' Party which Helen confirmed to be £400. Rachael Manacchini-Godfrey wondered if the Leavers' Party banner could be traced – Helen will ask about this.

## **11. Date of next meeting – Wednesday 25 February 2015**