

Agenda PTA meeting 8 June 2017

Attendees

Apologies: Jacqueline Shakespeare (PTA Secretary), Elsa Oliver (Co-Treasurer), Amanda Ferguson (Social Coordinator)

1. Welcome and apologies (PTA Chairs – Candace and Lorraine)

- Confirmation that this is the last meeting of this academic year

2. Financial report

a. Request to align PTA funding to be aligned with financial year rather than the academic year as currently

- Note from Treasurer: The PTA is in good shape, although the decision not to do the Christmas cards this year has made a noticeable negative difference in the monies. This was partially offset by the quiz which did raise more monies than previous years.
- Current PTA bank balance is £39,000
- Am Rai makes a request that the PTA audit year is aligned with the school's financial year. Confirmation is provide that at this point in time for the 2016/17 academic year, £18,000 is pledged to the school for the various projects. From April 2017 the finance team have tried to re-align the pledges including sound proofing for the lower hall, the climbing wall and polytunnel as well as regular expenses such as the dance workshop, Isle of Wight trip etc. The dining tables have been shelved due to various logistic reasons. These costs total £13,842 which leaves £4,000 in the a/c to be spent by the end of the financial year in 2017/18.

In light of the above, this means that rather than agreeing spend for the forthcoming academic year in September as has been traditionally done, we'll look to agree this in February/March 2018. **Action:** We agree it would be useful in September to go through all the monies in terms of pledged and spent.

- Agreement is made to pay the school as and when they incur expenses rather than settling up at the end of the year. The monies paid will be funds already approved and will simply enable cash-flow. **Action:** Vote to be run on agreement with this.
- Profits from the Lego trip will be provided to the PTA. Stacey estimates this will be in the region of £500 and she will coordinate with Asif to transfer the money to the PTA.

3. Review of past events and fundraising

a. Co-op fundraising

- We only have a 6 month window to raise monies through the co-op. Claire and Candace have spoken to the Co-op to ensure that the promotions in store are to

be updated to show Montpelier. **Action:** We are to look into having leaflets printed to be handed out in the fete material.

b) Tesco and Waitrose funding

- The PTA is looking at registering with Tesco and Waitrose for similar funding schemes as suggested:
 - We're looking at building an allotment at the front of the school so the funding from Tesco would be used specifically to fund this cost rather than go into a general pot. **Action:** To be discussed at next meeting
 - For Waitrose in the Reception playground we're in need of hanging baskets, raised beds etc. to provide more colour. **Action:** To be discussed at next meeting.
 - For both of these projects Am provides a word of caution around their longer-term benefits.
- Am provides guidance that the decking at the front of the school was originally put down to cover the tree roots.

c) Direct funding

- **Action:** Am Rai agrees to write to the parents to offer people a way of donating to the school as way of raising a legacy. Donations can be made through the school payments section or by writing a cheque. We need to ensure that communications around this are made clear that the messaging emphasis it comes from the PTA (the fund raising arm of the school). Apologies are given around delays in looking to see whether Gift Aid can be secured on some donations. **Action:** update to be provided in September.
- We discuss the possibility of matched funding and specific pledges for one-off items. **Action:** pick up in September. Graham agrees to look into funding from a charity which often contribute money to schools.

4. Future events

a. Summer fete

- Preparations are progressing well and we have a few new stalls as well as the originals. The only thing we were only hoping for is new sponsorship for some of the stalls.
- Help is required on the Friday afternoon – Pizza Friday on 30 June. Volunteers are needed to sell the pizzas and also to set up for the fete. Helpers are also required to close up the fete. Water pistols are still required. Candace commits to looking into this. **Action: PTA class reps from each class to ask for help in arrangements**
- Raffle tickets have now come out so a request is to encourage people to sell them
- The auction is going live on Monday and an email and text will go out on 12 June.
- Tickets will be £2 for the fete.

b. Year 6 leaver activities

- There will be a disco before the end of term and releasing balloons. All fundraising finalised. We might be a little bit under so another cake sale may be necessary to bridge gap.
- There's a plan to replace the AV system but stalled currently due to internal issues around change in admin staff and maternity leave.

5. Head Teacher's report – Am Rai

- Report as detailed throughout rest of note

6. Funding Requests – all

- a. Enabling Enterprise, approximately £6,000
- b. Am Rai advised that the big tree with the bench around it must come down as it has died. It will probably come down just before the summer holiday. We are looking to replace it with something else. A covered canopy / assault course type replacement might be worth looking into.

7. AOB – all

8. Ice-cream sales

- a. This raises a lot of money for the school. Request for volunteers to help doing this – needs a small group of volunteers to take on buying and then selling.