

RPTA Committee Meeting Minutes

Date: 31.01.2024

Time: 19:30

Location: Upstairs, The Cricketers (Redbourn)

Attendees	Laina Prendi (LP), Marie Mcgrath (MG), Lucy Slatter (LS), Maz Lopez (ML), Emma Fenn (EF), Sophie Stockdale (SS), Emma Carrion (EC)
Apologies	Mandy Mahoney, Louise Mcdonald, Siobhan Pollard, Lucy Antysz

Item	Discussion	Actions	Responsibility
1. Handovers a. Committee resignations and handovers b. Volunteers for Committee places	a. Resignations- JH has handed in her notice and LS has announced that she will stand down as RPTA chair (effective from April 2024). Handovers- since the last committee meeting, LP has been appointed as secretary and MM has been appointed as treasurer Discussion re role of the committee in organisation of events. There was a general consensus that it was no longer tenable to rely on the PTA committee to organise and run all PTA events without additional input from other parents. LS- nominated SS for chair, seconded by ML and MM b. There is an identified need for an additional treasurer- ML has a contact who has expressed interest and a vice chair is now required to replace SS. Noted- 18.04.2024 AGM (19.30- meeting will take place at the school)	Write item for the school newsletter to outline some of the changes proposed to the way PTA events are organised and run, including what we are looking for in terms of summer fayre lead, timing of events and use of tokens instead of cash etc.	LS/EF
2. Financials a. update on bank account amounts b. Bank account access and making transfers c. Update on charity commission filings d. Update on charity commission updates i.e. Trustees, terms of reference	a. Current account balance is £21582, with £991.46 in the events account. The profit and expenditure from various events discussed. The winter fayre raised almost £3000. See Appendix 1 for full information relating to fundraising and expenditure as of 31.01.2024 b. Discussion took place re MM accessing the PTA bank account. c. Work with commercial partners discussed- MM has almost finished the submission. d. MM has been added as primary admin not a trustee on terms of reference. Current trustees listed as Jane, SS and LS. Terms of reference discussed	b. LS to investigate bank account access c. SS to discuss with JW d. MM will amend list of trustees to include all committee members	LS SS MM

<p>3. Autumn events (feedback and financials)</p> <ul style="list-style-type: none"> a. Disco b. Bingo c. Half term challenge d. Christmas trees e. Wreath making f. Christmas cards g. Winter Fayre h. Christmas shop i. Nearly New Uniform 	<p>a. Feedback from parents re the discos is that they went well and were enjoyed by pupils. Feedback from the school- consider reducing volume of sweets provided to upper school children as they took a long time to eat.</p> <p>A further discussion took place re the confusion at drop off for upper school disco (directions/coat etc) and pick up for lower school disco.</p> <p>Dates for Spring Term disco have been confirmed and dj has been booked.</p> <p>b. Bingo- positive feedback received from thos who attend and £650 was raised</p> <p>d. Although well received, it was noted that some complaints were received regarding the quality of the trees this year</p> <p>e. wreath making- enjoyed by all participants</p> <p>f. Christmas cards- negative feedback received from one particular year group regarding the quality of cards. It was largely agreed that this was probably due to the size of design in relation to the template provided. Thanks were noted and need to be passed onto Louise who led on this activity.</p> <p>g. winter fayre- £2981- some of the classrooms were not thoroughly cleaned afterwards and glass was left in a bin in one of the classrooms.</p> <p>h. Christmas shop- discussion was that this was a great success and raised over £1000.. A large volume of people attended in a short period of time- some issues with flow of 'traffic' discussed. Feedback was that stock available was well chosen. Discussion re cap of £10- agreed to retain this limit. Currently shop needs to take place on a Monday due to other commitments during the rest of the week</p> <p>i. Nearly new uniform- NNU-there was a discussion about a new electronic form which will be rolled out shortly to enable parents to request NNU in between planned sales. A new cupboard has been made available to allow more NNU to be stored at school. Additional ideas to increase opportunities</p>	<p>a. Ensure clearer instructions are available for parents particularly for upper school disco drop off. Consider reviewing location of disco</p> <p>f. Teachers note to include guidance on size of design (relative to the size of the template). SS to liaise with EF closer to the date.</p> <p>g. Volunteers and PTA need to ensure that classrooms are cleaned and left tidy if used for events. Consider how to move 'messier' events outside</p> <p>h. EF to mark diary out to facilitate scheduling of set up for both Winter Fayre and Christmas shop with the aim of avoiding clashes. Additional planning re flow of people required around the venue when planning next year.</p>	<p>EF</p> <p>SS/EF</p> <p>EF/SS</p> <p>EF/SS</p>
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	<p>for parents to buy NNU include an honesty rail and the next NNU sale planned for first week after Easter.</p> <p>Plans for a weekly sale were briefly discussed, but will not be implemented until next academic year.</p>		
<p>4. Planned events till Summer (confirmed)</p> <p>a. Discos</p> <p>b. Bags to school</p> <p>c. Easter egg hunt</p> <p>d. Year 6 leavers</p> <p>e. Summer Ball</p> <p>f. Summer Fayre (lead needed asap)</p> <p>g. Lolly sales</p>	<p>a. Disco- this has an allocated lead and planning/discussions with the school is well underway</p> <p>b. Bags to school</p> <p>c. Easter Egg hunt- same format as last year. Eggs will be collected at the exit of the school and nothing will be consumed on the school site.</p> <p>d. Year 6 leavers- 22.07.2024- year 6 reps identified and message sent to invite them to contact EF to discuss.</p> <p>e. Summer ball- venue has been confirmed- old albanians rugby club- leads have also been identified. Save the date will be sent out in the next couple of weeks. Currently looking at food options, the consensus was that a fork buffet may be preferable and more cost effective than a sit down three course meal.</p> <p>f. Summer fayre- This was discussed in the light of requiring parent volunteers to support with the planning and organisation rather than relying on the PTA committee. LS noted that first aid and inflatables need to be booked well in advance. It was agreed that there was no urgent need to book anything right now. If we find a lead by end of February then they can facilitate this- if not LS/SS to ensure these are booked in advance School feedback is that small inflatable is not required.</p> <p>g. MM has offered to lead on the lolly sales- every Friday after June half term (3pm-3.30pm)</p>	<p>b. SS to message Jane re bags to school</p> <p>c. EC has volunteered to be the rabbit for the easter egg hunt. SS to source easter eggs ML to create poster for display and discuss contribution with Fine and Country. LS to check numbers from last year and confirm</p> <p>d. Class rep list needs to be updated for this year</p> <p>e. ML has offered to design a poster for the event</p> <p>f. LS/SS to book first aid and inflatables early March if no lead is found</p> <p>g. Additional information to be added to newsletter to clarify consent requirements etc.</p>	<p>SS</p> <p>EC</p> <p>SS</p> <p>ML/ LS</p> <p>LP</p> <p>ML</p> <p>SS/LS</p> <p>EF</p>
<p>5. Events till Summer (TBC)</p> <p>a. family photos</p> <p>b. Family bingo</p> <p>c. Half term challenges</p> <p>d. Pizza</p> <p>e. Braid Maidens</p>	<p>a. LS received email from a photographer, Richard Curver (23.01. Details can be found in RPTA inbox.) £10 sitting fee (which would be donated to the PTA) and parents invited to buy a package of photos. Some issues identified with logistics for access on a Saturday morning. Potentially discussed as an addition in the autumn term. EF notes that access to the children's centre will likely be</p>		

	<p>from Dec 2024, so agreed from spring term (2025)</p> <p>b. Proposed running an event in a similar format to usual bingo whereby parents would be invited to pay for a ticket per family- proposed time 4-6pm. Discussion re capacity of venue. Legislation re bingo/gambling regulation discussed. In principle the committee agreed this would be well received by parents and potentially will be well attended. Further research required. Date TBC. Proposed date 26.04.2024- junior hall. Families to bring own snacks.</p> <p>c. Half term challenges- February- it was agreed that the Feb half term challenge would be to design a poster for the easter egg hunt.</p> <p>d. Pizza- not well attended, although well received by those who attended. Decision made not to proceed with any future events</p> <p>e. Braid maidens- committee feel this would be a very popular event and Mandy has been identified as a lead</p> <p>f. Additional events proposed: SS mentioned some of the reception parents have asked about tea towels.</p>	<p>b.LS to investigate potential legality issues</p> <p>EF to check lettings availability on the date and confirm capacity of hall at lunch time.</p> <p>ML to confirm G's availability to call....</p> <p>f. SS to investigate tea towels.</p>	<p>LS</p> <p>EF</p> <p>ML</p> <p>SS</p>
<p>6. Any other business</p> <p>a. Fun Run (not a PTA event) 12.05</p> <p>b. Reminder re third party insurance forms</p> <p>c. A committee member at every event</p> <p>d. Courses etc on parent kind</p> <p>e. First aid</p> <p>f. Update members list on school website</p> <p>g. Easyfundraising account- change of admin request</p>	<p>a. Discussion re fun run. Launch day has been planned to take place, with planned events at the school. It was noted that this is not a PTA run event and is facilitated outside of the RPTA.</p> <p>b. Reminders- third party insurance forms must be completed by all third party contributors/contractors at PTA events</p> <p>c. LS issued a reminder that an RPTA committee member needs to be present at every RPTA event for insurance purposes, and all events need to be overseen by a PTA.</p> <p>d. Courses on parentkind- LS will put details on whatsapp later for committee members to review. There followed a discussion re grant applications and fund matching, and it was agreed that we should look into this.</p> <p>g. MM has agreed to be lead</p>	<p>d.LS to investigate. SS will look into Tesco</p> <p>g. MM to follow up</p>	<p>LS/SS</p>
<p>7. School spending and 'wish list'</p>	<p>EF noted that many parents are under increasing financial pressure. The school are aware of this and remain mindful of finding ways that they can support families to afford additional spending in relation to educational trips, visits and other activities. EF also added that parents are signposted towards the James Marshall Foundation. EF then initiated a general discussion re the cost of trips that</p>		

	<p>have been planned to enrich the curriculum. It is the school's intention that every year group will experience a paid 'visit' trip, a coach trip and a walking trip. Moving forward, we may need to investigate whether there is a need to link fund raising events to specific planned activities.</p> <p>School 'wish list': EF presented a 'wish list' of items they would like for the PTA to consider funding (attached as Appendix 2).</p> <p>After reviewing this, the PTA committee agreed to retain approximately £5000 in the RPTA current account and spend approximately £15000 towards items on the school's wish list.</p> <p>The PTA committee agreed to fund the following:</p> <p>Children's reading books (class sets)- £8000 EYFS monster phonics books (Nursery and Reception) - £2000 Banded reading books for key stage 2- £1000 Reading eggs renewal- £2000</p> <p>And finally, the RPTA agreed to contribute £1000 towards the White Rose maths home learning journals....</p>	<p>ML agreed to create poster.</p> <p>EF to generate photos.</p>	
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