

Minutes

Redbourn Primary School PTA Committee Meeting

Tuesday 10th October 2023 – Via Teams

Attendees: Lucy Slatter (LS), Maz Lopez (ML), Jess Withers (JW) -for point #1 , Jane Haywood (JH), Marie McGrath (MG), Sophie Stockdale (SS)

Apologies: Emma Fenn

1. Jess / Marie

JW regrettably has to step down from the PTA as her children have moved school. MG has volunteered to take over her role as one of the two treasurers. JW has agreed to provide a handover to MG outside of formal meetings, along with LS, to show her the necessary processes and procedures required for the role.

LS formally nominates MG as Treasurer and a Trustee of the Redbourn Primary School Parents and Teachers Association.

Seconded: JH

JW was wished well by the team and left the call.

2. Trustees / constitution

The constitution is on the PTA section of the school website, it has changed some points from previous iterations. LS asks all committee members to familiarize themselves with it before the next meeting and raise any questions.

3. Charity commission reporting

LS And MG will discuss in the handover to ensure that we are well prepared this year

4. Third party stalls / food

LS informs the committee that for our insurance all professional third parties that support our activities need to sign a waiver for our insurance. Various types of third parties are covered in different ways and have different requirements on them for liability insurance/coverage through the PTA's insurance. **Please see Addendum 1.**

The school has passed on some information from Hertfordshire County Council (HCC) – See **Please see Addendum 2.**

Action: LS to clarify this with the school with respect to School Disco's and all other future events that would feature food.

5. Events since Summer

- a. Folk on common raised £65 cash , £32.92 Card

- b. Nearly new uniform sale £36 Cash, £235.94 Card
- c. Summer writing challenge needs to be confirmed by school as it came via Gateway
- d. Bags2School we are awaiting to hear from them how much has been raised, it will be bank transferred directly into our account.

Action: SS to find out Gateway payments for Summer Writing Challenge and send to MG.

- 6. Update list of class reps / committee on website

Action: SS to confirm to the school and ask for the website to be updated.

- 7. Events till Xmas

- a. Bingo

SS will reuse last years' Risk Assessment and check it over and update as necessary for the upcoming event. TENS license is done, and alcohol will be on sale or return. Comms have gone out in newsletter and boards. LS will be the keyholder for the event and will be in charge of locking up post-event. SS to ensure it's in the Upper School Hall.

- b. Disco / snacks

Jo Morris is coordinating the disco in Autumn Half Term. School have asked for confirmation of booking for February which we've got now but need volunteers.

Action: ML to provide school with a poster for volunteers for PTA & Disco to go in the school newsletters and whatsapp.

- c. Half term challenge

Action: Pumpkin carving competition - ML to update the poster from last year & send to school with request to set up on gateway.

- d. Christmas Cards

The Christmas cards have come out nicely this year, possibly a bit samey to previous years but they appear to have spent some time on them to make them. The deadline is coming up.

Action: SS to ask school to do a reminder as the deadline is coming up soon.

- e. Christmas trees

We will do this again, it raises about £100 and is simple to do. LS will try to enlist someone to help.

- f. Wreath making

Mandy has designed a poster already and will manage payments and pay the school directly once the event has taken place. LS will have it communicated out ASAP.

- g. Year 6 leavers

£600 was donated by the RPTA for the Leavers party. LS nominates to provide the same amount this year. ML seconded.

- h. Winter Fayre

First meeting is at SS house next week and has been communicated out.

- i. Summer Ball

Constitution states a committee member needs to be on each sub-committee, this is the only event without someone. JH has volunteered. Risk assessments will need to be completed as well as any necessary.

j. Quiz

ML needs to restart conversations because the trail went dead when asking other local organisations their timetable for Quizes next year after the clash in 2023.

8. Next meeting / class reps / wine sisters

SS suggests having the meeting at the Wine Sisters inviting the class reps. Committee agree. ML suggested dates of 8th or 15th November.

Action: SS to check both dates with Lizzie at Wine Sisters. ML to do poster.

9. AOB

Maz has communicated that she will be stepping down as Secretary at the next AGM due to increasing work commitments. She has agreed to continue to produce the posters for the various events throughout the year as needed and help where possible at the events themselves, including compering with Gab where requested at Summer/Winter Fayre/Bingo/Quiz.

End of Meeting

Addendum 1

Parentkind members

[View in browser](#)
Membership no: 17650

Dear Parentkind Member,

As part of your membership package with Parentkind, we work with Zurich Insurance Company Ltd to provide you with tailored insurance, designed specifically for PTAs.

This email is to notify you of a few changes to that insurance you need to be aware of. Please ensure that you read this through thoroughly and [contact us](#) with any questions.

Third Party Insurance Requirements for PTA Events

Before you hold any events, you need to take measures to ensure all professional third party stall holders, service providers or entertainers have adequate public liability insurance cover in place. You need to check with the school or owner of the premises where you are holding the event to see if there is a minimum level of cover needed.

Professional Third Parties

Any company providing a service, running a stall or providing entertainment has to have their own public liability cover. This will include franchises such as Body Shop, Avon, The Book People and small businesses or entertainment such as DJ, circus companies or external caterers.

All stall holders **MUST** complete a Third Party Declaration form ([available on the Parentkind website here](#)) prior to the event, to confirm they have insurance cover in place and showing proof of insurance, such as a certificate, that clearly states the insurance is in force for the date of the event and the limit of indemnity they have. You should also ask to see proof of safety checks for any equipment they are bringing, their risk assessments and if applicable food hygiene certificates.

Non-Professional Stall Holders

Insurance cover is in place for non-professional stall holders at your event under the insurance provided by Zurich Insurance Company Ltd, as part of your member benefits with Parentkind. This will cover volunteers running stalls on behalf of the PTA, such as tombolas, plant stands, hook a duck etc

The cover also extends to non-professional stall holders eg selling handmade goods such as cards, knitted toys, craft items. The stall holder must pay a donation to the PTA for the insurance cover to be in place. This can be either a flat fee or percentage of the profits they achieve on the day. The stall holder's income throughout the event cannot exceed an anticipated £1,000. Each stall holder in this category **MUST** complete a Stall Holders Declaration form ([available on the Parentkind website here](#)) prior to the event to confirm their understanding of the £1,000 limit.

Completed declaration forms **MUST** be kept on file by the PTA. In the event of an insurance claim, the PTA may be expected to provide a copy to Zurich Insurance Company Ltd

Addendum 2

Number	02
Title of message	Managing celebrations at schools
Author	Tania Rawle
Contact No	07812 322369
ACTION / INFORMATION	Information

Managing celebrations at schools

Dear Head Teacher and Governors

With Halloween, Diwali, Christmas just around the corner we wanted to write out to schools about managing the long-standing custom in many primary schools of children bringing in sweets and chocolate to celebrate birthdays and cultural events because we are aware that this is becoming increasingly challenging for schools to manage.

Whilst it is for head teachers and governing bodies to decide how best to manage this tradition within their school community, for example some choose to ban the custom others choose to manage it within the school often to avoid sweets being given out on the playground or on the way home. We wanted to remind schools of some best practice if children do bring in sweets, chocolate or treats.

- Check ingredients very carefully to avoid children with allergies being inadvertently exposed to something which may cause them harm, or a child being given something which contravenes their family's cultural or religious beliefs. Food should not be given to primary school age food allergic children without engagement and permission from parents/carers.
- Do not accept any foods where ingredients cannot be verified.
- Be aware of those children who do have allergies and make sure that all members of staff, including any temporary or part-time staff are also aware.
- Be aware of children's cultural or religious beliefs, gelatine, often found in sweets or cakes, is an animal derived product and therefore is not suitable for children who are vegetarians for cultural or religious reasons.
- Healthy eating is an important message which schools deliver diligently, giving out sweets contradicts those important messages,
- Schools should also be aware of the cost-of-living pressures on families who may find keeping up with this tradition more than usually challenging.