

Minutes

Redbourn Primary School PTA Committee Meeting

Monday 10th July 2023 at School

Attendees: Lucy Slatter, Sophie Stockdale, Jess Withers, Maz Lopez, Emma Fenn

Apologies: Jane Haywood

1. Setting dates for School Year 23/24 PTA fundraising activities.

The committee aligned with EF on tentative dates for events in the next calendar year. These dates will need to be cross checked with the volunteer leads and associated stakeholders e.g. suppliers of equipment, venues etc.

- Summer writing challenge - Led by LS, ML to send updated poster to school office
- Christmas Cards Sept-December - Led by Louise & SS
- Folk on the Common Saturday 9th September – Led by Laina
- Bags2School Friday 29th September – Led by SS
- Nearly New Uniform Sale TBC October – Led by Emma Carrion & Katie
- Pumpkin Decorating Competition October Half Term– Requiring a Lead
- School Disco Friday 17th November 3:30-4:45pm 5-6:30pm – Led by Jo Morris
- Wreath Making Tuesday 28th November – Led by Mandy Mahoney & LS
- Non Uniform Bottle Donations & Jazzy Jars Friday 8th Dec
- Winter Fayre Saturday 9th December 11-2pm – Led by LS, SS, Laina & Suzie
- Christmas Gift Shop Wednesday 13th December Upper & Lower school halls to coincide with Book Look 3-5 and then upper school until 6pm to take in after school kids - possible mulled wine sales – Led by Kelly
- Bingo Saturday 10th February 7:30-11pm – Requiring a Lead & Date Confirmation (see below)
- Disco Friday 15th March 3:30-4:45pm 5-6:30pm – Requiring a Lead
- Easter Egg Hunt Thursday 21st March 3-4pm – Requiring a Lead
- May Ball TBC- Led by Siobhan Kinane and Mandy Mahoney
- Fun Run* Sunday 12th May – Committee is set up but RPTA representative needed (*ownership needs to be established please see AOB)
- Summer Discos Friday 17th May 3:30-4:45pm 5-6:30pm – Requiring a Lead
- Non-Uniform chocolate tombola & Jazzy Jars Friday 14th June – Requiring a Lead
- Bottle tombola collections Friday 21st June – Requiring a Lead
- Summer Fayre Sunday 23rd June 12-3pm - Led by LS & SS
- Ice Lolly Sales June-July – Requiring a Lead

Quiz and Bingo dates TBC at a later date – Maz Lopez, Jen Gillot and Lynn Moran have agreed to work on the rescheduled Quiz but need to align on dates.

Action: Chair/Event leads to work with school to confirm the dates as swiftly as possible for inclusion in the school calendar document/communication.

2. Fundraising totals

To be sent out in final Headteachers Newsletter. Also in addendum 1.

Action: JW to forward information

3. Wish List Funding

JW confirmed that there is approximately £17,000 in the bank and the committee agreed that about £10,000 of this is “available” to be spent.

EF provided a list of things that the PTA may want to use raised funds to pay for. These included:

- Murals in various rooms in both schools including Library and Rainbow room approximate cost £4,885.
- Portable PA kit to be used at events and musical performances. Cost circa. £5,000 ML has a contact who supplies schools and will connect EF to them.
- Additional SoundField Systems to classrooms that have not been already upgraded. £6,000 approximate cost.

JW, ML & SS raised the fact that the take-home reading books for yrs 2,3,4 appear to be low in numbers offering little choice for children and also somewhat out of date. Committee suggested £2,000 could be aligned to this and felt it a worthwhile investment.

Action: JW to research with Mrs McLellan and Mrs Couch. PFG group to be asked to put to parents. Jess to action.

Action: When full costs are gathered the committee will discuss and vote on which nominated items will be covered. This is with the view to discuss in September once a committee date is set.

4. AOB

- Panto

ML re-raised the topic from 2022 about whether the PTA could fund an entire school trip to the panto, suggesting it is something that is something that every child in the school would benefit from.

EF stated that costs could be in the region of £6,000 because of the requirement for such numbers of busses to take the children to Harpenden for instance.

The other committee members questioned whether these costs are too high for a one-off event. EF responded that an alternative would be to pay for a theatre group to come into school and perform there. It was also broached that perhaps a collaboration between the PTAs of RPTA and St Lukes school.

Action: ML to research “Company of 10” and other local theatre groups and report back.

5. Class Whatsapps

Suggested rather than a class whatsapp to move to year Group, children are mixing every year and it can be hard to get enough volunteers. Still recommended to have a representative from each class. What is the class rep to do – for new parents?

Action: SS to create a class rep role guide and publicise via class whatsapps to solicit for volunteers for the next academic year.

6. Fun Run

There has been some confusion over ownership of the fun-run whether it is part of the PTA or to be owned outside of the PTA but a donation made to the PTA (if the Fun Run committee so feels they want to support the school.

Action: 2023 committee to be invited by JW to the next RPTA meeting and a clarification to be posted in future minutes.

Meeting Closed

Next Meeting Date TBC via Headteacher newsletter and school notice boards

Addendum 1:

PTA Fundraising 2022-2023

Fundraiser	Profit
Easyfundraising	£301.71
Amazon Smile	£149.93
Nearly New Uniform Sale	£893.57
Summer Writing Challenge	£108.00
Folk on the Common Cake Sale	£184.39
Bags2School	£150.00
Bingo Night	£543.37
Pumpkin Design Competition	£37.00
November Disco	£1,446.41
Wreath Making	£220.00
Christmas Cards	£1,103.85
Christmas Trees	£110.00
Christmas Emporium	£1,512.96
Winter Fayre	£5,797.90
March Disco	£1,220.66
Easter Egg Hunt	£188.99
Easter Challenge	£24.00

Fun Run	£8,205.78
May Ball	£1,780.62
Summer Fayre	£3,169.11
Pizza Kit	£65.00
Ice Lollies	£375.65
Council Grant	£1,000.00
Match Funding	£500.00
Match Funding	£500.00
Total	£29,588.62