

Minutes

Redbourn Primary School PTA Committee Meeting

Wednesday 12th March 2025 - 7pm

Attendees: Marie McGrath (MG), Sophie Stockdale (SS), Charlie Smith (CS), Holly Spelzini (HS), Catherine Newley (CN), Thalia Mitchell (TM), Emma Fenn (EF)

Apologies: Emma Carrion(EC), Maz Lopez (ML)

1. Welcome and Intros

2. Events September - May

General consensus that events since September have gone well. Some we may tweak slightly in future. There have been some events that were really easy to sort out - e.g. Boozy bingo at the Wine Sisters was particularly simple to set up and the half-term challenges have raised a lot of money.

It was noted that we've taken on feedback from the Parent Focus Group meetings that it would be good to expand opportunities for volunteering from home to fit around work commitments - MG trialled this February half-term and the volunteers enjoyed it and have offered to help again in future.

Specific points raised about events September - May:

- Boozy Bingo at the Wine Sisters was particularly simple to set up and had a good profit.
- Half-term challenges in October and February have both raised significant amounts with very little effort in terms of organising.
- Bags to School has been changed for March as the money raised has reduced significantly - new company doubles the amount per kg.
- Winter fayre - consensus was that it worked well after school (over and done in a couple of hours) and fitted around working commitments. Staff preferred it and we were able to recruit more of them than for a weekend day. To bear in mind for next year: Music teacher works Tuesday and Wednesday so it needs to be on one of those days to have the music element which all agreed worked well.

Food - mince pies, mulled wine and hot chocolate. Feedback was sell some hotdogs next year. Involve Natasha early about how to work in the kitchen.

TH pointed out that the volunteer time slots worked well for signing up (half the time volunteering, half the time with your kids).

ACTION: SS suggested sharing the date by September so parents can plan any leave. It was also suggested that it's a good time to suggest investigating any work volunteering time offers ("community days") as this would be a good day to do it.

3. Upcoming events

Disco - there was some discussion about whether there would be a third disco and EF confirmed that due to some issues last year (to do with timing and capacity around SATs and the early cut off for ticket sales at a busy time of year), she has decided to revert to two a year. For health and safety reasons, the number of children and their needs have to be accounted for ahead of time so the early cut off for ticket payments needs to remain. We will continue to issue lots of reminders about buying tickets before the deadline. EF may reconsider this in future but if it were to go ahead, it would need to avoid SATs and other PTA events like tea towel sales etc going on in the same time period.

Current organisers are continuing and SS confirmed she's confident that if they decided to stop, they would find someone to handover to.

SS mentioned that there weren't currently enough lower school volunteers for the March disco. CS and HS both offered to volunteer but thought perhaps the volunteer plea had been missed by some.

ACTION: additional message to be sent out for volunteers as this may have been missed by some parents

Flower sale - going well and proving popular.

Easter egg hunt - reminder to ensure that there's a chocolate alternative available and make that clear to parents when advertising. It was agreed that children collecting the eggs as they left the school site worked well.

EC willing to be Easter Bunny again.

Easter half-term challenge - trying something a bit different from previous half-terms with a treasure hunt which parents can purchase for a small donation. Will encourage families to explore the village over Easter holidays. CN devising this.

Little recyclers - clothes donation taking place this month. Replacement for Bags 2 School as it gets 45p per kg.

Summer ball - singer has been booked 7-9 following feedback from attendees last year that there needed to be something a bit different and they're looking for a different DJ for a 3 hour set.

Ice lolly sales - MG reported that it can be difficult to get 15 vols every week and it's logistically quite hard to sort out all the floats etc. She proposed doing sales from outside EF's office. Fewer float boxes, fewer vols needed. EF emphasised the need to avoid blocking paths.

MG asked about potential use of the school freezer.

ACTION: EF and MG to liaise on the capacity of the freezer. If not suitable, EF and PTA committee to consider whether it's worth buying a PTA freezer (for ice lollies and for summer fayre)

Date agreed: 6th June. EF reinstated adult to adult sales only. Wording was agreed for location: "The benches outside Miss Fenn's office"

We agreed it was worth making it clear that parents can buy an ice lolly too.

Summer Fayre - Date agreed: Sunday 22nd June, 12-3pm. Name agreed: Strawberry Fayre. First planning meeting taking place on 20th March with 7 volunteers.

Same layout as last year.

Allergies: There will be strawberries and cream, ice cream van (which last year provided dairy free ice cream), cakes with dairy, sweets and chocolate. EF suggested putting some seating near the strawberries and cream and a bin to encourage people to stick close to the stall and prevent cream going everywhere. Being clear that there's no food on the bouncy castle. Allergy alternatives - where parents make cakes, encourage that we will take donations of gluten/dairy free cakes. Get some sweets that are suitable.

ACTION: Include seating and a bin near the Strawberries and Cream stall. Put something in the programme about being allergy aware, explaining what will be there and that there are alternatives available. Encourage gluten/dairy free baking for cake sale.

Entertainment area: No hay bales, promoting bring a picnic blanket and chairs instead. Guitar, gymnastics, choir, new dance group all to perform. King of Hearts singing group - will do a set for free.

ACTION: SS to email ASL and others to confirm dates.

Sports day refreshments - cold drinks. EF explained there are two gazebos for shade and we could put a table under it for drinks. Suggestion of a nice umbrella as a focal point to let parents know we're there. Water, cans of pop only. Ice lolly sale as normal.

Uniform sale - Switching to new logo items only. More manageable and logo items are expensive so are the most beneficial to do as a nearly new sale. EC planning a giveaway event on Monday 31st March to clear all non-logo uniform. No float needed.

Tea Towels - not doing every year, has previously been discussed that it only needs to happen every couple of years.

4. Potential new ideas from now until July

Crazy hair day - Date agreed: 16th May. £1, cash. This would take place at the end of the week of SATS. Make it a non-uniform day.

Another Krispy Kreme Sale - Date agreed: 23rd May (ahead of half-term)

Allergy awareness: offer a gluten-free option for pre-order. HS suggested it could be anything gluten free e.g. muffin if doughnuts not available.

May half-term challenge: EF suggested a link to VE day (8 May)?

ACTION: All to look for half-term challenges ideas.

Easy fundraising - a bit intermittent and not hugely taken up but no harm and continue to plug it.

Parentkind parent lottery - nothing seems to have happened with this yet.

ACTION: SS to send an update about where it's got to and encourage a few more sign-ups.

Bake sale by year group - idea for next year? This has been done previously, it was done on the infant playground. A few issues arose: lots of shop bought cakes by Yr5 and Yr6 parents (and so paired lower school parents with upper school) and there were issues with queues so there needs to be multiple payment points. Need to list ingredients. To consider for next year.

Wine sisters - they have offered to host again. Take it in turns to get the corkage or not but even without it, it raises £250. CS suggested next event could be a music quiz night.

Inflatable 5k - TM asked if there was any possibility of getting something as the fun run isn't happening this year. MG confirmed she had emailed them and never heard back.

ACTION: MG to follow up

Matchbox challenge - SS mentioned a challenge to fit as many things as possible into a matchbox or similar.

It was generally agreed that any ideas where people just have to pay £1 for non-uniform, dressing up etc go down well.

5. Update on finances

MG reported that there is just under £23,500. There is an existing commitment to cover school trips (£2400 plus a bit extra) and Yr6 leavers do (committed £600). This leaves around £19k left in the bank account.

EF presented the school's wish list which includes £9600 to be spent on:

- Monster Phonics and Banded Reading Books - £2000
- Reading Eggs renewal - £2000
- White Rose practice journals - £1600
- Glockenspiel set - £300
- Portable speaker - £200
- Beebots set - £1000
- Crumble - £500
- Audio system short-term upgrade - £2000

All agreed to this amount. Discussion of how good the posters are at communicating what the PTA money is spent on and to keep this up.

ACTION: ML to do a poster on what the money has been spent on.

6. Gift aid and match funding - MG has filled out the necessary form and sent to HMRC. Will be a separate legal entity.

Match-funding - EF suggested mentioning it in an upcoming newsletter to ask people to check what their companies offer.

ACTION - CN draft something

7. Marketing

ML has pointed out one of the noticeboards is rotten. SS is getting advice from Liam (builder) about whether it can be repaired and will liaise with EF to investigate whether alternative is needed.

Recruitment of volunteers is doing well, with lots of options for people to help out (from helping organise events to help on the day and doing things from home).

8. AOB

EF has drafted a Code of Conduct which details expectations of behaviour and a process for raising concerns. It also highlights that PTA are volunteers. It includes timelines for dealing with complaints.

All agreed to adopt it.

Committee members - CS was proposed as Vice Chair by SS. MG seconded it.

ML was given the role of marketing. The role of Secretary is Vacant.

Meeting ended at 20:30