



Berewood Primary School PTA Meeting Thursday 6 October 2016

Minutes

Present

Mrs Ashley – Chair
 Mrs Shirley – Co Vice Chair
 Mrs Reid – Treasurer
 Mrs Webb – Co Secretary
 Mrs Wilson- Co Secretary
 Mrs Patrick
 Miss Broadbridge
 Miss Platts-Weston
 Mrs Waldron
 Ms Wyles
 Ms Blackmore

Apologies

Mrs McKinnon – Co Vice Chair
 Ms Smith
 Mrs Roe
 Mrs Vigus
 Mr Sophie
 Miss Bartholomew

		Action
1.	<p>Minutes of previous meeting</p> <ul style="list-style-type: none"> - Money moved in to reserve account. - Noone else has contacted TA about being added to PTA UK. - Requests for wellington boots still to be added for forest school to Facebook page/email. 	JR
2.	<p>Treasurer's report</p> <p>JR reported that £32.50 has been generated from uniform sales – now advertised online and there is a structured pricing list.</p> <p>Saucepans have been bought for the school.</p> <p>Bookers card has been obtained for the school in order to acquire a better price on items such as refreshments, to make a larger profit margin at events.</p> <p>£510 raised from Macmillan coffee morning and cake sale.</p> <p>Representative from Macmillan planning to come to the school in order to carry out a large cheque presentation.</p> <p>Money held currently: £5,129.90.</p> <p>Easyfundraising and the Moneymachine promoted via Facebook, including downloadable apps.</p>	

3.	<p>Fundraising idea for this term</p> <p>TA suggested that ideas may be generated for this from the questionnaire responses.</p> <p>LS mentioned having spoken to MS regarding the fact that he is a musician and perhaps a fundraising idea could be followed along these lines.</p> <p>Possibility of carrying out a danceathon again around the same time as last year discussed, as it was a very successful fundraiser.</p> <p>VB suggested a fundraiser this term which involves parents, rather than children, as teachers are busy during this term.</p>	Committee
4.	<p>Election of Publicity Officer</p> <p>A parent within Year R offered their help with the production of posters, etc but no interest in the PO role was stated.</p> <p>NP-W was the only person who expressed an interest in the role.</p> <p>JR nominated NP-W for the role of Publicity Officer, seconded by SW.</p>	
5.	<p>Safeguarding / Volunteer Handbook</p> <p>SP gave an overview of the booklet, including the fact that all visitors must sign in at reception.</p> <p>Green lanyards are given to those who are DBS checked and red lanyards for those who are not.</p> <p>Fire drill – mustar station is within the playground.</p> <p>Volunteers are welcome to use the staff car park, providing space is available – priority given to staff and those with disabilities.</p> <p>Bomb drills are now incorporated in to fire drills, where children are moved on to the field.</p> <p>Whistles are blown repeatedly should a lockdown be required and children are involved in games where they are required to hide under tables as a precaution.</p> <p>Any questionable behaviour observed or comments witnessed should be reported to a member of staff.</p> <p>Child Protection Policy can be found on the school website.</p> <p>The laminator must be used with a cover.</p> <p>Use of mobile phones whilst on trips needs to be appropriate. No photos to be taken or unauthorised Facebook posts to be uploaded.</p> <p>Health and Safety Policy can be found on the school website and is updated annually.</p> <p>Volunteers must not be left alone with children during playtimes.</p> <p>Adult protection during events needs to be kept in mind and any concerns over children communicated to staff members.</p>	
6.	<p>First aid course</p> <p>TA discussed that first aid courses can be arranged via PTAs, e.g. St.John's ambulance, which parents may be interested in attending. To be investigated.</p> <p>NP-W has a contact who runs first aid courses and has found out about the courses which can be offered. She will investigate prices and other providers.</p>	NP-W

	Poll to be added to Facebook to see what the interest in a first aid course would be.	NP-W
7.	<p>Pirate ship – teachers’ feedback</p> <p>VB reported that, after observing images created and distributed amongst staff, that there was not enough room for imagination.</p> <p>A diagram of an ideal design has been found by VB and others – to be sent to PTA committee for further investigation, including obtaining quotes.</p> <p>SP reminded again that companies used to create pirate ship must be on the Hampshire Providers list.</p>	VB, SM
8.	<p>Any Other Business</p> <p>Facebook page</p> <ul style="list-style-type: none"> • TA commented that, where appropriate, whoever approves a post, should add a comment stating that it is school-related and should be brought up with the school in the morning. • The suggestion was made to limit the number of people with admin rights in order to reduce any issues over inappropriate posts. • HW commented that there have been inappropriate posts, naming children within the school – data protection issue. • Post to be added stating changes in the procedure linked to posts and approvals – two people assigned to approve posts (TA & JR) and one person to remain as admin in order to set up polls and events (NP-W). <p>PTA Questionnaire – Draw for the voucher</p> <ul style="list-style-type: none"> • SP randomly selected a questionnaire to win the voucher – Steph Smith. Remaining responses distributed amongst elected committee members to review and collate. <p>Pantomime</p> <ul style="list-style-type: none"> • JR to communicate with Kings Theatre in order to find out when the tickets can be collected and where seats are allocated. This will then advise when tickets can be advertised to parents. <p>Christmas cards</p> <ul style="list-style-type: none"> • Art Projects company has been investigated and pack received. Children are able to use paints, twigs, etc, but not glitter. • Cards to be designed before half term. Photocopies to be sent home in book bags to parents in order for orders to be placed. • SM to provide card. • Orders to be placed by 9th November online with the company. • VB to coordinate associated school deadlines. • Cards will be returned by 2nd December. 	<p>TA & JR</p> <p>JR</p> <p>VB & SM</p>
16.	<p>Date of the next meeting</p> <p>Wednesday 2nd November, 6pm.</p>	