



TePTA meeting 29/01/2020

Attendees:

Lucy Howgego, Helen Standen (Treasurer), Bex Page, Laura Weston (Deputy Chair), Helen Douglas, Tracy Burdett, Kimberley Craggs, Karen Meikle (Chair), Fiona Reynolds (Secretary and minute taker).

Apologies from Emma King and Jacqueline Houston.

Discussion

Karen opened the meeting at 7pm. Minutes from the AGM were agreed.

AGM minutes – funding requests discussed have not been received yet by TePTA. KC explained that with regards to the library systems discussed she and Mr Rogers have been able to identify a more suitable system for the Junior and Infant schools. The new system should enable Year 2 pupils to use the system, freeing up time of TA's and providing a good transition to the proposed system at the Juniors. This would have a cost of approximately £600 with a further annual fee. KC will provide further details when it is confirmed.

TB explained that the accelerated reading scheme is no longer being requested as the school were not satisfied with the quality of the books. They are currently refreshing the books within the junior school and after this would be grateful for donations of good quality books.

Financial report

HS has taken over from Kata Tamasi as Treasurer and provided a financial report.

Financial report

TePTA terms 1&2 2019/20 Summary

Opening bank balance at 1 September 19	11,771.44
Closing bank balance at 31 December 19	12,536.10
Still to bank (Christmas disco takings)	1,554.04
Petty cash balance	115.02
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	14,205.16
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Overall increase	2,433.72

Generated by:-

Events/Activities	Date	Takings	Expenses	Funds raised
Dragon boat race	Sep -19	1,146.10		1,146.10
Autumn cake sale	Oct – 19	464.80	(224.44)	240.36
Christmas cards		1,216.00	(977.60)	238.40
Bingo night	29-Nov-19	179.00	(93.46)	85.54
Christmas fair	06-Dec-19	1,419.34	(759.64)	659.70
Other income				
EasyFundraising		125.93		125.93
Stampastic		3.67		3.67
100 Club		675.00	(284.25)	390.75
Funding requests				
iPads			(1,100.00)	(1,100.00)
Class Christmas Presents			(1,300.00)	(1,300.00)
		8,429.30	(5,995.58)	2,433.72

Bank signatories – this remains an ongoing issue despite ongoing efforts to resolve with Barclays. The current committee are keen to update signatories on the Barclays account and to have two signatories on cheques but this has proved a challenge with Barclay’s procedures. HS will contact their business centre and speak to their relationship manager. KM advised that she believes there is a mandate change form which will need to be completed as part of this process. This needs to be a priority action to resolve as currently LW is the only signatory on the account. Agreement that HD should also be a signatory in order to support processing and administration of the 100 Club.

Previous events

The Dragon boat race raised £1146. BP explained that sponsorship has not yet been received from all of the staff participants. TB agreed to follow this up. KM highlighted that this was a fantastic effort by all of those involved and thanked BP for organising the fundraising. BP explained that all those who took part had a really enjoyable day. She has been exploring options this year at Bewl Water and Leeds Castle. BP suggested that money raised could perhaps be done as a joint fundraising for a charity supported by the school such as the Pilgrims hospice. HD suggested she could seek corporate sponsorship for the boat as this might encourage more people to take part.

Discussion regarding the value of the **Autumn cake sale**. This often isn’t a great fundraiser as it is acknowledged that this is a very busy term. LW highlighted that support does depend upon a staff member being on the gate to encourage people to attend and that the MacMillan cake sale was only the week before. It was acknowledged that the number of events puts a lot of pressure on the parent. A table outside just to sell cakes might take the same amount of money without needing to ask for as much volunteer support or needing to set up the hall for selling only a few hot drinks. Agreement that this should be discussed with Mrs Sault nearer the time to see how it can fit alongside the MacMillan cake sale as that is a nice event for the children to be involved in fundraising.

Christmas cards and gifts was a success this year and raised £240. KM thanked LW and BP for organising it. – well done to Laura and Bex for organising. Agreed that this would be nice to repeat.

Christmas Bingo night – was not well supported. Bingo was an event that was requested by parents but has not been hugely successful. Discussion regarding whether this was too close to the previous one or too close to Christmas.

Christmas fair – the raffle raised a good amount. Thank you letters will be sent to donators (LW and BP will arrange). The Cakes from Gemma Croucher worked really well on the refreshments stall. LW shared that a number of parents became quite verbally abusive regarding the grotto running behind schedule. It was unfortunate that parents were rude in front of the children. General agreement that parent volunteers should not be exposed to this kind of behaviour and an apology was given to LW for her experience. LW explained that as there was not a television available in the waiting room in order to play a Christmas movie (as is usually the case) children were writing letters to Santa. This meant that they then wanted to talk to him about their letters and this had an impact upon the time taken by each visit to Santa. Agreement that staff volunteers should be prioritised on this stall in order to manage this and avoid parents being put in this situation. There was mixed feedback regarding the Santa presents this year which will be considered at the next fair. The Secret room took less money this year, despite some lovely gifts sourced by LW and BP. It was felt that this room was not adequately signed so people walked past without being aware that it was there. When the items were on sale at the Christmas Discos they were quickly purchased by the children. LH highlighted that there was a very long queue for Face painting which limited some peoples time to visit other aspects of the fair. Mrs Smith does an amazing job but this will need consideration with possible options of smaller tattoos that can be completed more quickly. All feedback will be considered in the planning of the next event.

Christmas disco. Not as much flashing stuff sold at the disco but the remaining items were sold from the infant reception afterwards. KM advised that there is some more entrance money to be collected from the Juniors office. HS will do this. KM expressed thanks to Natalie for her support with ticketing and money. Need to consider the games for the next disco – the recent one was very games focused and this reduced the amount of dancing. LW fed back how lovely the children were and supportive of each other. Agreement that times need to be earlier. The next disco has been moved to 19th March to avoid clashing with the Wicked trip. These will be years 3&4 from 4:30-5:45pm and years 5&6 at 6-7:15pm. Mrs Craggs will change the date on the website.

Committee

The current committee need more support in order to be able to continue. The idea of Class representatives as link people has been proposed and some parents have replied to ask for more information.

Interest has been shown so far by:

Seahorses – Jaqueline Houston

Turtles - Sue Devlin

Jellyfish – Lucy Howgego

Narwhals - Lindsay Cantello

Katrina Jenkins for Sea Urchins.

Remaining classes - Only Puffer fish at the Infants. Grey Seals, Dolphins, Tigers Sharks, Puffins, Manatees, Penguins and Parrotfish at the Juniors.

KC agreed to send out a dojo message next week highlighting the classes that still need a representative. Committee will produce some information about what will be needed. TB agreed that the schools will support TePTA with spreading information and encouraging people to help.

LW – enquired as to how best TePTA would communicate with class representatives. Monthly meetings were suggested but there was consensus that this would demand a big commitment and not always necessary. Agreement that KC would set up a “parent reps group” on dojo or a WhatsApp group could be considered. Agreement that an informal initial meeting should be held at Costa (or similar) straight after drop off one morning to provide more information and make initial links

100 club – HD has offered to take over the administration of the 100 club. She will liaise with Jackie regarding a handover. A huge thanks was given to Jackie for all of her hard work in running this fundraising for a number of years now.

Duncan Edgar joined the meeting representing the Governors. He thanked the committee for all of their efforts with fundraising and community events and enquired as to whether a representative from the LBG attending the meetings would be helpful. The committee confirmed that support from the Governing body at events and attendance at meetings would always be welcomed and appreciated. It was discussed that the support of the LGB at events would also help to support parents understanding of their role. Agreement that holistic management between the school staff, TePTA and LGB would be welcomed by all.

Future events

Movie night – this is due to take place next Thursday. KM advised that there are now enough volunteers and the licence has been applied for. Children have been advised to bring their own water bottles but will be given snacks. LW and BP will purchase these (a small bag of popcorn and kitkat or similar). Class lists have been produced for each teacher to check in the children that are attending. TB agreed to oversee the toilets as this tends to be a distraction for the children. TB agreed that the PE group in the hall prior to the event will set up the mats, benches and chairs.

Agreement that the **Easter cake sale will be combined with the Easter egg hunt** and that this will be done as an event across both schools. KC suggested that the gate between the playground could be opened up to give more space for the hunt. This is planned for Monday March 23rd. agreement of £1.50 to enter the hunt.

Easter disco – TB will ask the school council what they would like in terms of activities and items to buy to re-assess and ensure we are engaging their interest. Suggestion of a Hula themed party with flower leis to purchase.

Summer fair. The committee are anxious about having a summer fair due to the amount of work that this takes without more support. TB suggested that perhaps classes could each do a stall and the class representative could work with the class teacher to make that link. It would also be nice to involve the children with a stall so they have the experienced of planning and fundraising.

KC suggested that the children's wrapping paper designs could be sold at the fairs. TB agreed that it would be nice to give the children some ownership and to realise what the aim of the vents are. Aim for joint working with the school and the children as mini enterprise.

TB advised that Mrs Jackson is starting a choir at the Infants so would like to see if they would be able to perform something at the fair. KC agreed to make enquiries

Funding requests.

KC requested funding for a rug for each of the classrooms in the Infants. These would add some colour, decoration and a spot for each of the children to sit on supporting concentration. They are each £250 and five would be needed. Total £1250. This requested was agreed unanimously by those in attendance. BP suggested that a quote also be sought for replacing the carpet in Mrs Cripps classroom. KC will liaise with Cathy regarding this.

TB advised that the playground equipment was very well received but hasn't lasted well. What is required is some big equipment to encourage imaginative play. It was acknowledged that this will be a massive investment. TB will involve the school council for ideas about what they would like. BP advised that a quote was previously obtained to remove the old surface and edge it and change the surface. That quote was £9000.

Discussion regarding the best location for such equipment as younger siblings tended to play on the previous equipment at the end of the school day and this raises health and safety concerns. TB advised that she feels it would be better located in the other playground leaving the previous site for more of a sports focus.

LW advised that the last Tesco application was some time ago as there haven't been any funding requires big enough to warrant it recently. Agreement that this would be considered. KC suggested that the local Treasure Chest could also be approached. KM suggested the Trust could also consider sources such as the Aviva funding requests. LH advised that parents often don't understand where the money raised goes so a specific campaign promoted with parents may help. KM highlighted that some employers will provide match funding so an enquiry about this could be included in communication with parents. LH further suggested that she could enquire with a contact she has about Roger De Haan of Saga as she understands he sponsors a lot of playgrounds around Kent.

AOB

LW queried if there was a plan for the timetabled Quiz night as this has previously been hosted by Mr Leggatt. KC agreed to enquire as to whether any other staff member or LGB member would be interested.

BP agreed to explore arrangements for another Dragon boat race this year.

HS enquired as to Amazon Smile. FR has received information via TePTA's email and will forward this to HS.

TB thanked everyone for attending and for their efforts on behalf of the schools. Next meeting date was confirmed for 30th April. The meeting was closed at 21:10.