



## TePTA Meeting Minutes April 26, 2018

The meeting was called to order by Karen Meikle at 19:10.

**Attendees:** Karen Meikle – Chair, Alison Waite, Laura Weston, Fiona Reynolds, Kata Tamasi, Emma Betts, Mrs S Crinnion, Bex Page, Jane Brown, Louise Kavannah, Katrina Jenkins, Natasha Mahoney, Clare Rosling,

**Apologies:** Susanne Wakefield, Anna Plummer, Nick Leggat, Tina McIntosh, Louise Griggs, Susanne Newick.

### Committee

- Zoe Rushforth has resigned as co-chair and Susanne Wakefield has resigned as Secretary. There is therefore space on the committee for further members.

**Action:** Vacancies to be advertised via Facebook group and Class Dojo.

- Bank signatories - ZR was a signatory on the TePTA account. Paperwork has been completed for LW to take over as signatory.

Discussion regarding whether a third signatory would be helpful, but agreement reached that two is sufficient.

### Financial report

- KT provided a financial report. The current balance is £6857, at 31st December.

- SC made a funding request for an interactive white board. This will give the latest equipment to each class in the infant school and enable the old board to be moved to the art classroom at the Junior school. Both schools would therefore benefit. SC advised that every school in Kent is facing deficit budgets and are therefore reliant upon donations. The board would be a huge benefit for learning.

**Action:** SC to confirm costs but thought to be in the region of £3K.

- 100 club - KT advised that eight people are still paying into the old bank account with their Direct Debit. The account cannot therefore be closed.

**Action:** Attendees were allocated to contact those people and advise them to stop the old direct debit.

## Previous events

▪ Christmas fair - This event raised £1836. General agreement that this was a very successful and positive event. KM thanked the previous committee for their template for the event. Thanks also to the committee for all of their hard work in organising the event, to the staff and parent helpers at the event, those who assisted with the preparations and finally to all of those who came along and spent money.

The committee will look into reasons why the funds raised reduced slightly and will review stalls for the next fair. JB advised that she ran out of chocolate on the tombola.

Discussion regarding the impact of not being able to circulate around the whole school due to the corridor being barricaded. NM advised her understanding that this was due items in the corridor needing to be protected. Agreement that a clear flow around the school would help so this will be requested for next year. Consideration will be given as to whether a volunteer will need to be allocated to man the corridor.

▪ Christmas disco - This event made £457.90

SC advised that there weren't as many year 5 pupils attending on this occasion, but it is not clear why. KJ explained that the decision taken to limit the sweets that children can purchase will have impacted upon the takings. This was requested by NL. SC explained that this is in line with the school's current work towards "Healthy School" status. It was agreed that this was appropriate despite the impact upon takings. Discussion regarding whether numbers were down due to the event being held late in the term when children and staff are tired. Suggestion that it could be held earlier in December.

KM advised that sale of tickets was problematic due to work commitments of committee members so not available every day to sell tickets in the playground. SC agreed that tickets could be sold through the Juniors Reception and forms put in bookbags for those parents that are not at school drop off/pick up. Discussion that online ticket sales for the school play worked well and could be trialled for future events. NM advised of a further option "sign up" which could be used in future for booking Santa tickets. CR suggested that previously discussed "Class reps" could also assist with this if it was set up. SC will try to arrange this.

### Action:

Tickets for Disco to be sold via Junior reception and slips in bags.

SC to explore setting up Class reps.

▪ Body shop events - Katrina Sullivan had a stall at the Christmas fair and held other events from which funds were donated to TePTA. This has raised a small amount of money. Thank you to Katrina for her efforts.

#### **Events terms 3 & 4**

▪ Movie night (8th February) - SC confirmed that the film is decided in a vote by the children. The Junior School set this up. LK advised that a licence is needed to show a film. As tickets are being sold this is not covered by the schools existing licence and this typically costs £83.

SC will encourage the House Captains to attend to support the younger pupils. Discussion regarding selling hot dogs/popcorn as an alternative to selling tickets to the film. Agreed to keep ticket prices low and to include a drink, popcorn and small bag of sweets. Drinks to be purchased for the event should be sealed cups with straws to reduce spillage risk.

#### **Action:**

School will manage the buying of the tickets. SC will arrange this with the office.

There is an existing template for tickets and a consent form. KM to provide this.

TePTA committee to seek parent helpers to assist with refreshments etc. (needs 5/6 people).

EB volunteered to assist with the event.

▪ Easter cake sale (26th March) - AW offered to arrange for the flyers with Hobbs Parker. Paper plates still in store. Discussed whether to have the sale at one school like the last sale. LK explained that this was due to an admin oversight where the plates did not go out to the Junior School, thus reducing the number of donations. If both schools contribute there are too many cakes for one site and Junior only parents are less likely to attend. Agreement therefore to continue at both schools. JB offered to donate a cake for the raffle.

**Action:** Prizes needed per class for cakes and refreshments.

▪ Easter disco (28th March) - SC offered to book the DJ and, if tickets are provided by TePTA, they can be sold from the junior school reception desk as staffing levels have now improved. School will encourage parents who are working to send money in an envelope. Healthy school status means that sweets will be limited again.

**Action:** KM will print the tickets to be sold for disco and movie night.

- Easter egg bingo -

**Action:** SC will speak to NL about whether he would like to do this again.

- 100 club dates have been set for draws. Agreed that the May draw will be drawn at the quiz night. This may help to encourage more people to sign up.

- Quiz night - Will require 10 prizes which should be adult focused. AW agreed to source these. NM suggested increasing the teams to 10 people.

#### **Events terms 5&6**

- Summer fair (23rd June) - The old committee volunteered to support with the summer fair. AW proposed the idea of a static carnival with each class having a theme and a time to do their "float". This may also further improve numbers attending as all children would be directly involved. Themes could potentially link to the class names. This would involve something being done in class or involve parents. If class reps can be arranged they could potentially support with this. Hope to get the Kinetic Circus and Doodle Man again. Those involved will meet regularly in order to arrange. AW offered to do the flyer and poster.

Discussion regarding Sweetie tombola stall at the Tenterden May fair last year - LK advised that this aimed to promote the summer fair within the local community. She did not feel that this was necessarily successful.

- Sports Day - refreshments stall to be arranged.

#### **Other future events**

- Dragon boat race - AW has researched the Dragon Boat race at Bewl Water. This would need a team of 16 people plus one drummer. Last year this took place in early September. The race raises money through sponsorship but TePTA could also have a stall to raise more money. Stall idea - the toilet roll in the toilet. BP advised that she has been involved in similar previously at Mote park. SC felt that Teachers would be keen to participate. Children would like to see their teachers doing this in fancy dress and 'Sponsor your teacher'.

**Action:** AW will find out more information.

- Barn dance - TM suggested at the last meeting. AW has found two possible venues. 1, the Sinden Theatre. This could be subsidised as part of the trust and has a bar licence and equipment in place / 2. London Beech Golf Club.

The Theatre was felt to be more appropriate. Possible dates in September are being provided by the venue. AW is exploring possible bands. Ideas suggested of a raffle or silent auction, BBQ. Ticket prices discussed -family price / individual price - event to be early evening.

**Action:** Discuss further once costings are received.

### **Communication**

- TePTA noticeboards - need more presence at the junior school. Notice board at the entrance to be taken on. AW and LW to check the Infant boards.

- Facebook group - Discussion whether this is reaching enough people. SC agreed that the Dojo can be used for promoting dates more. SC advised that the information for new parents is being revamped with a new brochure. This to include a TePTA page to try and engage new parents

### **AOB**

- NM advised that "Chin Chin" the cocktail bar sold a cocktail for children at the Tenterden Christmas Market from which donations were to be made to TePTA. CR will speak to Oliver Linton to clarify if anything was raised.

- NM queried who puts together the leavers books for year 6. SC advised that this has been done by Mr Crouch previously but felt he would be happy for assistance and ideas to modernise them. NM has seen a very nice example and will find out more information. KT advised that TePTA subsidised the books and sweatshirts. Last year this was £255 for books and £40 for sweatshirts. LK advised that a parent led with organising the sweatshirts last year which really helped.

**Action:** NM to get an example book and more information.

- SC advised that the Tenterden School Trust has now employed a part-time staff member to generate money from grants etc. She is based at Homewood School and would like to attend the next TePTA meeting.

- LW raised the need to plan for Christmas items - possibilities are tea towels, reusable shopping bags or calendars. LK highlighted the need to get pre-orders to avoid left over stock. Calendar suggested with the child's picture on the month they were born. Local businesses could be approached to advertise on the pages. Suggested perhaps just for the infant school as more likely yo generate orders.

- Tesco and Waitrose token applications are coming around again.

**Action:** LW to arrange.

- EB raised Christmas event for Infant pupils as they can't access the movie and disco nights. Discussion regarding an infant disco held earlier to finish at 4:15pm. EB has another disco contact if needed as not sure if the regular DJ would be able to accommodate this.

**Date of next meeting - Thursday 26th April 7pm at the Infant School.**