



## Meeting 22<sup>nd</sup> November 2018 at Tenterden Infant School

**Attendees:** Emma King, Bex Page, Laura Weston, Karen Meikle, Fiona Reynolds, Sarah Choy, Tina MacIntosh, Jane Brown

**Apologies:** Anna Plummer, Kata Tamasi, Nick Leggat and Sam Crinnion.

### Matters arising from the last meeting

**Kata's access to the dojo** – Agreed that TePTA will ensure Kata is copied into any dojo posts via email. ACTION – TePTA committee to ensure Kata is copied into information.

**Website and Facebook page to be closed down** - in order to simplify communications and make TePTA more inclusive it was agreed at the AGM that the school website and dojo would be used for information and communication as this can be accessed by all parents/carers. The TePTA website would be closed down and the TePTA facebook page closed. Fiona has looked into closing the Facebook page. This is possible if all members leave the group. Fiona will look to do this in the new year after sending out a message to explain so that people are clear regarding the purpose. It was felt that with all of the TePTA information going out currently it would be too much to do this currently.

Agreed that the Dojo has generally worked well for communications this term. The TePTA committee want to thank Mrs Craggs for her support in putting the messages on for us. Agreement that all future messages will be sent via Fiona so that they can be prioritised and spread out to avoid bothering Mrs Craggs too much.

ACTION – Check with Katrina if she is able to close the TePTA website. Fiona to close Facebook page.

**Safeguarding lanyards** – these have now been agreed and the school will produce them for consistency with other lanyards on site. Bex will thank Elliot Davies who had offered to produce them. Tina MacIntosh will follow up to ensure they are in place for the forthcoming events.

## **Funding requests and finance**

Kata has asked that all future funding requests need to come with the receipt attached for ease of processing.

£6000 was paid to the infant school for playground repairs. Tina will clarify whether this money is ring fenced somewhere or if the works have been completed.

Current funding aims – 10 Chrome books, panto transport for the juniors. Tina explained that the school had not been able to book a pantomime before Christmas but queried whether a pantomime in January would be agreed. Confirmed that TePTA are happy to fund this.

Funded this term - Multicultural week, water bottles for Foundation students and Class Christmas presents.

## **Recent Events**

**Cake sale** – This raised £175 from cake sale. A big thank you to all bakers, volunteers and those that purchased cakes. This was a good total considering a raffle was not drawn on this occasion. If possible it would be good to be able to hold a raffle at future cake sales.

**ACTION** – Laura to explore with Jackie if she is happy to continue to source raffle prizes or whether she would prefer to share the role with someone else. Emma suggested that Nicky Easton may be willing to support Jackie.

**Notice Boards** – Bex has done a fantastic job of repairing and smartening up the notice boards. A big thank you also to Jane Brown and Darren Smith (Webbs) for supplying materials for this.

**Blue tokens** – Laura has contacted Jessica O’Leary at St. Michaels to explore applications to other Tesco stores.

## **Forthcoming events**

**Christmas Disco** – envelopes went out yesterday. To remain GDPR compliant the school office will process the ticketing. Volunteers are desperately needed to support this event. Jane, Bex, Laura, and Karen advised that they will be able to support but more parent helpers will be needed.

The need to introduce something new was raised at the AGM in order to increase the older children’s interest. Karen has sorted some new ideas to make it more exciting which she shared with the meeting. These include some new activities and items for children to purchase since sweet numbers are limited at the request of the school. It was suggested that Kevin could also be asked to do more games to keep the children engaged.

Tina agreed that tattoos and face painting could be done in the corridor where there is more light. It was agreed that the children could apply tattoos but that parent helpers should continue to apply face paints. Emma suggested stencils for future events could help – she will look into the cost of these.

ACTIONS - Fiona to put out request on Dojo tomorrow for volunteers. Emma to look into the cost of face paint stencils. Tina to ask Kevin to do more games.

### Christmas fair –

- donation day tomorrow. Karen and Bex will be available to take donations at the Juniors and Laura and Emma at the Infants. Jane will take chocolate tombola stuff directly.
- Not all pupils have received flyers and raffle tickets. ACTION - Tina will remind staff to give these out.
- **100 club** – board is in the shed. Karen will ask if Jackie can be at the fair. In the event that volunteer numbers are low this could be unmanned but it would be good if we were able to further promote it. Will join the junior school celebration assemblies in the new year to promote this further.
- **Raffle prizes and raffle.** Jackie Fontaine has done an amazing job and obtained over 30 prizes. A huge thank you to her for all of her efforts. ACTION - Laura will produce thank you letters to contributors.
- **Train** – Mr Vincer will run the train indoors this year – ACTION - Tina will check he has a risk assessment.
- **Story tellers** - Miss Every and Miss Springer in library area.
- **Santa** - Santa has been DBS checked and costume acquired. Children are booked in. Books ordered. Fiona and Laura will decorate the grotto.
- Bex's brother in law has made a chair for the grotto. A huge thank you to him for this. This will remain in the library area after the fair for the children to use for reading.
- **Chocolate tombola** – Jane will ticket these items.
- **Lucky dip** – discussion regarding not having gender specific boxes.
- **Refreshments** – Rachel has agreed to do the shopping – ACTION - Karen will do a shopping list for her. Laura to get mince pies, Gemma has agreed to order sausage rolls.
- **Craft** – craft activities have been prepared.
- **Reindeer food** – keen to ensure that this is safe for wildlife. Bird seed is therefore recommended with some additions. ACTION - Laura will explore coloured sugar this weekend. Laura and Karen to look in the shed for how many bags and labels are remaining.
- **Secret room** – Clare Rosling and Katrina Jenkins had volunteered to do this. Will confirm that they are still able to do so. Paper has been purchased – hopefully the donation day will supply some good gifts.
- **Barrow of booze and Bottle tombola** – will be assessed based upon n the numbers of donations.
- **Knitted goods** – Bex will man this stall for which her Mother has made lots of lovely items.
- **Second hand books** – Louise Kavanagh has volunteered to run this with her son.
- **Envelope tree** – prepared
- **Toy re-homing station** – more donations would support this.
- **Guess the weight of the cake** -Helen Kalonji has agreed to make a cake.
- **Snowball throwing game, splat the pudding and Santa's lost sack** – These have been made.
- **Snowdog trail** – one dog has come back – Tina will chase from the other classes.
- Volunteers needed - Sarah Choy can help.  
ACTION - Karen to check if she asked Mr Leggat about the choir.

## **Future Events**

**Film night** – 7<sup>th</sup> February.

**Cake Sale** – Tina to confirm a date (a Monday)

**Easter Disco** – Tina to confirm a date (a Thursday)

## **Any other business**

Bex explained that Angie Green won tickets to the Wealden times mid-winter fair from the Summer Fair raffle. She was not able to attend so Clare Rosling bought them and Angie has donated the money back to the school. A big thank you to her for her generosity.

Sarah – highlighted the difficulty of forming links with other parents if your children join the school, particularly at the Juniors. Discussion regarding informal coffee mornings to give the opportunity to meet other parents. This will be explored in the new year to see if something can initially be set up through the school.

Forest school – Sarah explained that her children loved this at their previous school. She would like to explore supporting the school to gain funding towards setting this up. She is happy to take the lead and would like to be put in contact Alison to explore possible grants. ACTION - Tina to facilitate this.

Jane's cake box was not returned after the last cake sale. Jane will check lost property and Laura will check with Gemma if it ended up in the kitchen in error.

There have been mixed messages about whether the TePTA freezer needs to be defrosted. Karen will take a look at this.

**Next meeting 17<sup>th</sup> January 7pm at the Infant School.**