



## PTA Meeting – November 27<sup>th</sup> 2018

### Moss Trooper

#### ATTENDEES

**Committee:** GC (Chair), DB (Secretary), AH (Treasurer), KG (Dept Chair), CM (Dept Treasurer), VW (Tech), KR (Community & Sponsorship), CC (Comms)

**Staff:** Vicki Smith & Bev Butler                      **Parents:** Kate Quine                      **Apologies:** Paul Aston, Claire Aston, Kelly Raspin, Sue Beck

#### AGENDA

- Approve minutes from previous meeting – AGM
- Committee vote to confirm appointment of Vicky Wilding as Trustee in her role as Tech Guru
- Finance Update – Fireworks, and general finance position
- Community & Sponsorship Update – event sponsors, Co-op, matched funding, grants etc
- Technical Update – what's new, and what do we need to watch out for
- Comms update – what is our plan going forwards & through what channels
- Finance Requests – What's on our shopping list? Update from AMcM meeting
- Events
  - Calendar for the year – review, amend and approve
  - School Decoration – 1<sup>st</sup> December – who's joining the party?
  - Year 6 Christmas Disco – setup, during & breakdown
  - Christmas Fair – status update & actions required
  - Further out – events in Spring & Summer Term
- AOB – Sharepoint vs Google?

AGENDA POINT	MINUTES	ACTIONS
Approve minutes from previous meeting – AGM	Approved	
Committee vote to confirm appointment of Vicky Wilding as Trustee in her role as Tech Guru	Proposed by Greg, seconded by Dan	Approved by vote from all present
Finance Update	Account balance currently c£40k, with £8.8k still to come from Co-op	
	Fireworks - £4,680 profit to date – final reckoning still to be completed, but we'll be around that figure	
Community & Sponsorship	£8.8k from Co-op – a fantastic result!	KR to be asked to explore options for similar funding from Asda, Tesco, Waitrose etc
	Event Sponsors – we had one for Christmas, but then lost them just as quickly – let's keep them warm for next event. PTA site is essentially free advertising – how do we keep the “community” aspect while also leveraging some income from this....	Meeting agreed we'd explore ways of advertising local trades and businesses on the PTA site for an annual fee of c.£50p.a. and then drive traffic from Social Media to our “Local Partners” page on the website
	Matched Funding – Grotto will be matched up to £1,000 by James Harvey. How do we explore more options....	Draw up a list of local businesses (and those employing parent etc) who we can approach for Matched Funding through their CSR teams  Create a “Matched Funding” flyer for bag drop to see what response we get from parent community
Tech	Vicky's first meeting – no specific update as yet!	
	Discussion around Sharepoint vs Google – VW has implemented the former in a number of businesses, so understands the frustration some of us are feeling right now!	VW to look at Pro's and Con's of each system, and to further consult with Owen about why we've made the move we've made thus far. DB offered to help building a case to bring to next meeting to inform any future decision on which direction we should take

<b>Communication</b>	Newsletter idea approved – to be produced half-termly and posted on social channels and website as well as delivered home via bag drop. Agreed to rotate around Trustees to produce	KG volunteered (!) to produce the first edition
	PTA Board by reception – how do we make it more “alive”?!? One outside and one inside. Outside one is broken – need fixing. Internal one – option to move to outside classroom...	Greg to explore the art of the possible with what we have and where they could be best located
	How do we get the school more integrated in social media – can we help them use Twitter better for sporting achievements, gold book etc?	CC to e-mail AMcM to discuss options
<b>Funding requests</b>	Link to “wish list” from GC’s meeting with AMcM here	
	Water fountain provision – incl Jubilee Building	Agreed
	PA Kit – trusses and lights etc - £2k budget signed off for lighting etc, with Trusses agreed in principle	DB to provide full quote for Truss build as discussed @ meeting, and to commence shopping list for lighting kit etc
	Chairs for dining hall – c.£800 for c.80 chairs as initial quote	Agreed – Greg to check pricing with one other source
	Blinds for dining hall – quote received – split cost for PTA and Swans - £2,082 in total (split evenly across both parties)	Agreed
	Outside shades / shelters – quotes received @ £2.5k per unit. Proposal for 3 units – review @ next meeting	Review @ next meeting
<b>Events</b>	Calendar circulated and agreed with a few small amendments – discos to be shortened to 1 hour each to ensure finish isn’t too late	DB actioned in Sharepoint Calendar, and will re-issue ahead of next meeting
	Christmas Decorations – Saturday 1 <sup>st</sup> December, 10pm onwards – the more volunteers the better	Agreed Corridors to be decorated on Yr 6 Christmas Party night – 7 <sup>th</sup> December
	“Behind the Bikesheds” School Disco for Grown Ups agreed – date revised to 18 <sup>th</sup> May due to clash	DB to work up Comms with CC and Event Plan
	Quiz Night – staff keen to host	Vicki to share proposed date with DB to slot into calendar – June looked quiet thus far....
	Wine / Beer / Cocktail tasting / making night – GC to investigate options	
<b>Next Meeting</b>	5 <sup>th</sup> February, 7:30pm, Moss Trooper	


