Greenbrae PTA Meeting

12th November 2019

**Present**

Julie Morgan (Chair) Leianna Minty

Sarah Reid (Depute Chair) Jill Whyte

Claire Gray Jasmin Deshpande

Vicki White Laura Park

Nikki Charters Mr Gray

Mrs Taylor (Depute Head)

**1. Apologies for absence**

BH, LT

**2. Approval of previous minutes**

 VW & NC

**3. Matters Arising**

Spend Update

Recent spends coming from the PTA fund have covered Dinky Doctors, Audio Centres, Pupil Council Hamper money, audio items and class top ups

Mrs Taylor thanked the PTA for paying for Dinky Doctors. She said it was worth the large amount spent and the children enjoyed it.

She also thanked the PTA for purchasing the audio centres and accessories and said that the staff and children are very happy with them.

New Requests – math resources/outdoor equipment

Mrs Taylor has asked the staff within the Numeracy Focus Group to compile a list of what they require and will revert back at next meeting. **Action: Mrs Taylor**

Mrs Taylor will also speak with the PSA’s and Playground Leaders at their next meeting (5th December) to see what items they would like. **Action: Mrs Taylor to report back to committee.**

Treasurer Signatories

JM detailed that updating the signatories is still ongoing and that she would like another signatory to be added. JW said she would be added since she is supporting JD in her Treasurer role.

Laptops/Chrometabs

JM asked Mr Gray for an update to which he said that laptops were still not available for purchasing. JM asked Mr Gray to check whether the Chrometabs can be purchased and if not whether the “ringfenced” funds could be released for other purchases. **Action: Mr Gray to consult IT and report back**

Spree

LM detailed that there are still 18 books outstanding but that so far the profit is approximately £595.

**4. Disco – 5th December**

The let has now been confirmed for the new date of 5th December and NC

 has confirmed the DJ.

 Helpers – Early

 NC, LP, VW, JW, LM, BH, SR, JM, CG, Mr Gray

 Helpers – Late

 VW, SR, CG, Mr Gray

 \*JD on standby

 Tuck

LM to do stock take and check expiry dates on existing stock then compile a shopping list. Date for shopping TBC. **Action: LM**

Glitter Tattoos

JW to check stock and order any additional items required. LM suggested we also buy standard transfer tattoos. **Action: JW**

Mr Gray will provide class lists for disco entry. **Action: Mr Gray**

**5. Parents Evening – teas/coffees, t-shirt sales**

 LM and NC will set up teas and coffees on both days. **Action: LM & NC**

JM will get supplies (tea, coffee, milk & biscuits). **Action: JM**

Weds Helpers Thurs Helpers

 JW – 3.30pm – 6pm JM – 3.30pm – 6pm

 JM – 3.30pm – 5pm JW – 3.30pm – 5.15pm

 NC – 5pm – 6pm SR – 4pm – 5.15pm

 JM to produce order form for T-Shirts. **Action: JM**

CG suggested buying t-shirts from Amazon instead of the usual supplier to increase profit per unit.

**6. Panto**

The new date for the P4-7 panto trip is still to be confirmed as is the number of helpers required. **Action: Mrs Taylor to update once booking is confirmed.**

The cost for pantomime tickets and the bus is £2530 and £685 respectively. Once the parent contribution (£5 per pupil) is collected the remaining amount to be paid by the PTA is £1780. The PTA will also be purchasing the snack for children.

The cost for thePuppet Show for Nursery is circa £220-£250.

**7. Christmas Card update**

The order was submitted on 9th November and already some of the items have been delivered to school but distribution to children will not happen until everything arrives.

There was a discussion held around late orders and whether we would honour these. JM and CG detailed that a considerable amount of time was spent collating the order and counting the payments and considering there was already a 2 day grace period on the return deadline, no further orders would be submitted. CG also detailed that the deadlines are in place to give parents enough time to use/send the items ordered ahead of Christmas.

**8. Aldi**

Mrs Taylor confirmed that one complete poster has been returned but we did not collect enough stickers to fill another. It was agreed though that this was a good effort and the school will still benefit from the free sports kit

**9. Fireworks Display**

NC highlighted that there is no longer a local fireworks display and asked whether we could consider a display (ticketed) next year for the pupils and their families and the surrounding community. She suggested asking for help from parents in the Fire Service to assist with safeguarding the event.

Both Mr Gray and Mrs Taylor, whilst agreeing it was a fantastic idea that would raise a lot of funds, suggested that the Health & Safety restrictions as well as the implications of associating the school with the potential dangers of such an event would mean that we could not hold a display.

Further discussion was then held around other potential events such as Christmas Movie Nights and selling Mothers Day gifts. Various general ideas were put forward for both with the decision to pick these up in detail at the next meeting.

**10. Reindeer food & Hot Chocolate**

Mrs Taylor informed the committee that the P2 are selling these items for their class enterprise project at the Christmas Market. It was decided that the PTA would not be selling them this year.

**11. Friendship Bench**

LM asked whether a Friendship Bench could be added to the playground. JM stated that this had been discussed various times previously and it was never decided whether this should fall under the PTA or Parent Council remit.

Mrs Taylor and JM expressed concerns on how a bench could be permanently fixed (would the Council need to do this?) and the lack of storage space should fixing it not be an option. Mrs Taylor suggested the use of “Friendship Stops” as an alternative. Mrs Taylor will research options and report back. **Action: Mrs Taylor**

**12. Fundraising Event**

JW to speak to the Country Club regarding potential dates for the event with the suggested options being end of March or end of April. **Action: JW**

**13. AOb**

Mr Gray asked whether the Pupil Council will be allowed to do Class Hampers at next year’s School Fayre. It was agreed that they could go ahead with this.

Next meeting will be held on Tuesday 3rd December 2019 in Greenbrae School Staff Room at 6.30pm