

# MINUTES

## Friends of St Mary's PTA meeting

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*Date | time* 03/10/18 9am | *Meeting called by* Helen Wallace, Rebecca Farrell, Jemma Rudnicki

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### In Attendance

Again, a fantastic turnout! Thank you for coming. I will get my act together in taking a formal list next time.

### Apologies

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Jemma Rudnicki, Tabitha Walsh, Emily Taggart-Emeades, Emma Luckhurst, Michelle Parfremment, Rebecca Mason, Sarah Cole, Kate York, Clare Lett, Katherine Hogan (busy having a baby!!!)

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### MacMillan Coffee Morning 28<sup>th</sup> September 2018

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Jemma Rudnicki had asked for the committee to thank everyone for the great turnout at the Reception open morning / MacMillan cake sale which raised £366.98. Thank you also to the team of cake sellers that did a pop up cake sale after school that afternoon to sell all the left over cakes. A fantastic amount of money raised, well done all involved.

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### Christmas Cards

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The roll out of Christmas card templates is well underway. This is a whole school event. Lucy Luscombe reported that a team (herself, Zoe & Michelle) is ready in place to help collect the decorated cards & order forms in the infant office & Rebecca Farrell will place a box in the junior office for collection there.

Depending on the volume of cards ordered, a team will need to be in place to sort the cards when delivered with a whole school list.

Helen & Rebecca confirmed that a Friends cheque can be written to cover the cost....following that, the individual cheques will be banked.

Class reps to remind parents of the deadline – no designs can be accepted after the deadline of 19<sup>th</sup> October.

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### Parents evening

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Sahrah Chaudhri confirmed that the new method of booking Parents Evening slots will go 'live' on Monday 8<sup>th</sup> October 8pm.

Sahrah confirmed that the senior leadership team will be running training / help sessions in the ICT room (junior school building) from 8.30-9.30 and again at 3.30-4.30 on Tuesday 9<sup>th</sup> October to help parents navigate this new system.

It is linked to the Tucasi school payment system and the route to access the booking in page is as follows:

School website page – Tucasi – Login to Tucasi – Top toolbar tab Parents Evening – choose your slot.

- Second hand uniform to go out in the main corridor of the school during the parents evenings. Cherylyn Morris offered to go through the uniform currently available as a 'one off' sort out. This will hopefully be done by parents evening.
- We discussed that there were some rails that the infant side used previously – these will be looked for for future 2<sup>nd</sup> hand uniform sales.
- Honesty box to be placed beside uniform sales.

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## Cake Sales

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A list of cake sales per month had been drawn & circulated on previous minutes.

- Yr groups will double up
- Location of sales will depend on volume of cakes delivered & helpers available for the sale
- Agreed that a table outside the Villa on the infant side and a table outside the main entrance of the junior side are standard sites, with the option of another table in the upper playground near the ball court also available, & previously the Oasis has been used.
- A-board is available for advertising the sale the day before / on the day.
- Reps to remind class groups, with a few days notice(!) of the pending sale.
- Reps to get a team of parents together to man the sale – usually 4 minimum required.
- Reps to ensure plastic bags are available for the sale (children get a bag & then choose their cakes)
- Reps to remind classes of NO NUT POLICY.
- Cakes to be delivered to the Villa (availability to be confirmed by Sahrah) for the infant side & the music room on the junior side.
- Floats to be provided & cakes are 3 for £1.
- All money to be left at the Junior Main Office (as the infant office will be closed).

DATE	CLASS
October 19 <sup>th</sup>	Yr6 & Yr2
November 9 <sup>th</sup>	Yr5 & Yr1
January 25 <sup>th</sup>	Yr4 & Reception
February 15 <sup>th</sup>	Yr3 & Yr2
March 22 <sup>nd</sup>	Yr6 & Reception
May 3 <sup>rd</sup>	Yr1 & Yr3
June 14 <sup>th</sup>	Yr4 & Yr5
July - ?	Yr6 for Yr6 party

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## BeetleDrive Yr3 event 28/09/18

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An excellent evening was had, there was a real buzz in the junior hall. Thank you to those that came along, we hope you enjoyed it.

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## St. Mary's Ball – 30<sup>th</sup> March 2019, Westerham Golf Club

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The date for the St. Mary's Ball was confirmed. Both Rebecca & Helen thank Elke Starr and Sarah Endersby for their role thus far in taking on this event, however, we all understand completely their decision to pass the organizing over to Laura Shakleton.

We thank Laura for offering to take this on. Trish Carter said that she would help and we are sure more people will do what they can to help make this happen.

The event will be open to the whole school.

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## Bonfire night Disco 02/11/17

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- Letters will go out via email and hard copy on 15<sup>th</sup> October for parents to book their child / children
- Helpers were asked for to supervise Years 3&4 – 5.15pm – 6.45pm – reps to ask class & let Helen or Rebecca know
- Helpers were asked for to supervise Years 5&6 – 7.00pm – 8.30pm – reps to ask class & let Helen or Rebecca know
- DJ – Hits Discos has been booked, deposit paid
- Quiet Room – launch pad.
- As it is a Ticketless event , a list of the names attending will be provided – names to be ticked off on entry & exit.
- Decoration – perhaps giant bonfire (lights provide the 'fire'!!)
- The poster advertising the event was agreed by all – Thank you Clare Lett for producing the art work.
- As there will be no fireworks – far too difficult to supervise, it was suggested that perhaps we can project fireworks on a screen – perhaps a copy of the New Yrs Eve fireworks to be played?
- It was discussed how we intend to get the children in & out safely and quickly, due to the 15 minute turnaround. The solution appears to be children IN through the main entrance and OUT through the music room. Sahrah has confirmed this is possible.

### **Actions:**

All – spread the word about the disco when the letters come out – 15<sup>th</sup> October.

### **Volunteers to help (earlier or later disco timing):**

A list was circulated around the meeting asking for helpers, thank you for volunteering.

- Reps to ask parents if they would like to volunteer their time too.

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## Rep details

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A list was circulated for the class reps to provide their email details so that we can easily keep in contact. We now have a group email set up, thank you.

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## Second Hand Uniform

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Noone as yet has come forward to offer to take this on – putting uniform out at events such as Parents Evenings, Open mornings / Evenings. If anyone would like to spare a few minutes at these events getting the boxes out, we would be grateful, please email the PTA if you can do this.

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## CHRISTMAS – Fair 24<sup>th</sup> November 1-4pm Junior site.

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- Andrea Pratt has offered to coordinate the Silent Auction & Christmas tree raffle.
- Millie Anderson asked if the class Hampers (traditionally done by all junior school classes) will be taken on by the infant classes. Discussion followed and general consensus was that as a whole school now, this should be the case.
- Cherylyn Morris mentioned that she has a separate bank account for class donations to be put into – this makes it easier for parents to donate to the hamper / teachers collection if they wish.
- Angie Elrick asked if there was anything else reps do at Christmas time – discussion followed that reps are ‘responsible’ for coordinating the hamper collection & presentation, organizing the class rota for the stall / event that they have been allocated at the Fair & coordinating a teachers & TA’s Christmas collection & card to thank them for their work.
- Penny Kirk (4L) has kindly offered to do the Sweet Tombola
- Emma Luckhurst & team are going to decorate the hall
- The fair will be held on the junior site and as a result of the school being larger, more classrooms will have to be made available for the event.
- Two Father Christmas’ will be needed!!

A PTA Christmas meeting will be held THURSDAY 11<sup>TH</sup> OCTOBER 7.30pm,

Everyman Cinema, Oxted

ALL WELCOME.

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## First Aiders

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Helen Wallace asked for anyone that has the First Aider qualification and would be willing to attend certain events to come forward. We need to have first aiders available at ALL school PTA run events.

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## Financial Update

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We, as a new PTA committee are yet to receive the accounts and financial close of the previous school year. We very much hope to get these soon but due to personal circumstances, we will wait.

The previous years Downs Way accounts are in the process of being closed. Accounts are to be audited shortly.

It looks like we may have a Treasurer – this will be confirmed shortly. This is truly great news, the PTA thank you for all the parents that have shown interest in this role.

The Beetle Drive is not essentially viewed as a key fundraiser – the PTA aim to put on a variety of events that cover both raising valuable funds for the school but also simply opportunities for the school to share sociable events. That said, the Beetle Drive through tickets sold, minus the expenses (platter of cheese, meats, fruits etc) made: £83.98 which has been banked.

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### Any other business / Events?

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Thank you to all for your suggestions / ideas for future events. We very much hope that with your help, some of these ideas can come to life.

- Movie Nights: to be held for reception + Yr1, Yr2 with Yr3, Yr4 & Yr5 and perhaps an outdoor movie night for Yr6.
- Frock swap night – a great idea perhaps for the Spring term
- Infant Disco – Spring Disco, Valentines disco – looking at February for this event

Finally.....the whole team congratulate Katherine Hogan  
& family for the safe arrival of their baby boy.

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### Addendum 1 – Helpers for Bonfire Disco – Friday 2<sup>nd</sup> November 2018

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YRs 3 & 4 (5.15-6.45pm)	YRs 5 & 6 (7.00-8.30pm)
Trish Carter	Jules Iliffe
Karen Percival	Angela Frost
Angie Elrick	Michaela Bartholomew
Michaela Bartholomew	

We will all try to get more helpers over the next few weeks.

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### Addendum 2 – Minutes PTA Meeting – 03.10.18 – Helpers for Open Mornings / Evening

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Open Morning is for Juniors / Open Eve is for all (prospective Infant & Junior)

Open mornings: Tea & Coffees required: 3-4 helpers for each

**School Tours Reception Intake 2019 (in the Infant Main Hall)**

DATE	TIME	HELPERS
Oct 11	9:15 am – 10:00 am	Michelle Parfremment Lucy Luscombe Millie Anderson, Zoe Seed
Oct 11	10:00 am – 10:45 am	Michelle Parfremment Lucy Luscombe Millie Anderson, Zoe Seed
Oct 11	10:45 am – 11:30 am	Andrea Pratt Lucy Luscombe Michelle Parfremment Zoe Seed

**Junior Prospective Parents 2019 (in the Junior Main Hall)**

DATE	TIME	HELPERS
Nov 20	9.30-11.30am	Trish Carter Tracey Garner Karen Percival
Nov 21	6-8pm	Hannah Vennables Rebecca Farrell Helen Wallace Gemma Brown Angela Frost (Uniform)

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**NEXT FRIENDS PTA MEETING:**

**THURSDAY 11<sup>TH</sup> OCTOBER 7.30PM. Oxted Everyman Cinema.**

**ALL WELCOME, PLEASE DO COME ALONG IF YOU CAN.**

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