

St Mary's School PTA Meeting

Minutes

Tuesday 3rd October 2023

1. Present: Sam DeWet (SDW), Rob Addison (RA), Stacey Cox (SC), Megan Medcalf (MM), Rhian McLeod (RM), Michelle Pharo (MP), Leanne Matthews (LM).

Apologies: Apologies were received from Sandra Clark (SC Treas).

2. There were no matters arising from the last meeting.

3. AGM – It was agreed that the date for the AGM would be Thursday 19th October 2023. The meeting would take place at Shaw Farm at 7pm. Details would be circulated to school to in order for them to be sent out on Dojo. **ACTION: LM**

It was agreed that members would consider what roles and responsibilities they would be interested in fulfilling before the AGM. The roles to be filled would be Chairperson, Vice Chair, Treasurer and Secretary. Nominations and role appointments would be made at the AGM for the period 2023/2024. **ACTION: ALL**

4. The planned events for the Autumn Term are as follows:

a) Thursday 2nd November - School Disco 3:30pm- 5pm.

The PTA need to provide, hotdogs, crisps, fruit and prizes for games. The volunteers for the disco are SDW, RM, SC and MP. LM will draw up a poster for the event and the cost would be £5 per child to cover the cost of the food.

ACTION: SDW, RM, SC, LM and MP

b) Wednesday 13th December - Nativity Raffle – Companies need to be approached for donations to the raffle. It was discussed that as school have a high percentage of children receiving pupil premium large companies could be targeted for donations. A "begging" letter needs to be drawn up and companies identified. **ACTION: LM and SDW**

c) Friday 15th December – PTA Christmas gift sale 3:13pm – 5pm Gifts to be sourced / made are:

- Reindeer Food x 40 LM.
- Christmas baubles RM.
- Snowmen chocolate bars with gloves x 36 LM.
- Elf Kisses x 40 (Smarties) MM and MP.
- Rudolph Noses x 40 (Red Sweets) MM and MP.
- Santa Kisses x 40 (Jelly Lips) MM and MP.
- Hot Choc and Marshmallow Cones x 30 MM and MP.
- Christmas wreath / table centre decorations SDW.

It was agreed that we would ask parents for donations to make a Christmas gift table, LM to make a flyer with the details including the donation request to go out to parents. Any left over perishable Christmas gifts would be sold via the SWF selling group to increase profit and mitigate waste, which LM agreed to do. **ACTION: LM, RM, MM, MP and SDW**

d) Monday 18th December - Christmas Movie Night 3:15pm – 5pm. Volunteers for the event are SC, RM and LM. A snacks and drinks need to be sourced for each child, the cost would be £3.50 per child. LM would make up a poster and forward to school for circulation on Dojo.
ACTION: LM, RM and SC.

5. Proposed events for 2024, these would be discussed in more detail at the next meeting.

- Friday 15th February 2024, Quiz night at The Bell, SDW to confirm.
ACTION SDW
- Friday 8th March 2024, Mothers Day sale.
- Wednesday 27th March 2024, Easter bonnet competition and egg hunt.
- Friday 14th June 2024, Father's Day sale.
- Monday 8th July 2024, Sports day, BBQ and stalls (reserve date Monday 15th July).
- Tuesday 23rd July, School Disco.

6. Finances – No financial information was available due to the absence of the treasurer. LM had put together a visual showing monies raised in the past year from events and what we had spent monies on. This needs to be crosschecked once we have the account information. It was also agree that this visual would be sent into school to be circulated on Dojo along with the flyer for the next meeting and a "Reasons to join the PTA" flyer in order to attract new members.

ACTION: SC (Treas) and LM

6. Road Safety – RM updated the meeting with the following report.

- a) Community Speed Watch – adding additional patrols, specifically between 2:30-3:30pm.
- b) Parking enforcement will attend more frequently.
- c) Essex police have requested additional Officer support for some temporary enforcement support.
- d) RM to look into parking possibilities nearby, specifically the Village Hall, The Bell and St Mary's Church overflow.
- e) Woodham Ferrers and Bicknacre Parish Council are pursuing VAS systems and so far, have approval from Essex Highways, further update to follow, (expected full update before AGM).
- f) County Cllr Ian Grundy offered support and chasing once full reports are submitted to the LHP.
- g) South Essex Parking Partnership – added yellow school safety lines to next batch of maintenance in Chelmsford.

- h) Wig Wags – this is looking to be an ongoing issue, Telent have attended to get the light back on and on scheduled timing, however the lights to the south seem to be out again – this is being chased.
- i) Chelmsford City Council – request for vegetation cuts to be brought forward this year for safety of those walking to school, particularly from the south.
- j) Essex Highways several issues have been reported and chased, as well as a formal complaint regarding time take to inspect and repair issues.
 - Wig Wags - ongoing
 - Streetlights – reported but unlikely to be this year.
 - Pavements – inspection requested.
 - Vegetation – re-inspection requested.
 - Signage – reported/chased.

The PTA thanked RM for all of her hard work in getting things moving in the right direction.

It was also suggested that members of staff who man the school gates at drop-off and pick-up times wear reflective / fluorescent vests to increase visibility and also to deter motorists speeding. LM agreed to speak to Mrs Walker **ACTION: LM**

SC had sourced safety signage boards that could easily be put outside school in the morning and afternoon to increase visibility and to help deter motorists speeding. The purchase of two “A frame” signage boards was approved. SC to arrange ordering and updating school on their use. **ACTION: SC**

7. School Wish List – It was agreed that LM would speak to Mrs Walker to ask for her input. It was suggested that we create an Amazon wish list for school that they can populate with books and materials , parents can then choose to purchase things from the list as a donation. **ACTION: LM**

8. Fundraising Ideas – The following ideas were proposed:

a. Register with Easy Fundraising and draw up a flyer to send to parents asking them to use this app when they shop. With each purchase a donation is made to school. LM to speak to Mrs Walker. **ACTION: LM**

b. RA is considering another sponsored event to raise funds. His mammoth 100mile cycle ride last year raised a whopping £775 for the PTA! Thank you Rob, we will await your update. **ACTION: RA**

c. Christmas Card Project – LM had approached a company for an information pack, this needs to be discussed and agreed with Mrs Walker. **ACTION: LM**

9. Any other business.

The following items were points of discussion documented under any other business.

- a) Facebook and Instagram - It was agreed SC would reinstate our PTA accounts and update them with the latest information. It was recognised that this would be a great place to thank any companies / businesses that supported our fundraising efforts with donations. **ACTION: SC**
- b) Email – It was agreed that a PTA email would be set up as a central point of contact and to distribute PTA communications. **ACTION: LM**
- c) PTA Logo Competition – Mrs Walker suggested holding a school competition where the children could design a logo for the PTA. There would be a prize for the child with the winning design and the logo would then be adopted by the PTA. **ACTION: TW, SDW, LM**
- d) Charity Status – It was suggested that we look in to becoming a registered charity, this would be hugely beneficial for claiming gift aid and requesting charitable donations. This is to be looked into by the treasurer. **ACTION: SC (Treas)**
- e) Parent Pay – Using Parent Pay for all future PTA events. LM will speak to Mrs Walker to see if we can make this happen. **ACTION: LM**
- f) PTA Constitution – It was agreed that we would adopt a PTA constitution. LM would find the document which would be proposed for adoption at the AGM. **ACTION: LM**