

Telford Infant School

Parent Teacher Association Minutes

Head Teacher: Sian Oustayiannis **Chair:** Ellie Hutchinson

Secretaries: Lynsey Brannan & Claire Revell **Treasurer:** Jared Davies and Tabith Averis

Fair co-ordinators: Laura Heathfield and Katy Morris **Social media co-ordinator:** Frances Hope

Date – 23.01.2020

Present

Sian Oustayiannis, Lou Roberts, Claire Revell, Fran Hopes, Katy Morris, Katherine Watson, Jared Davies, Ellie Hutchinson, Sarah Bates, Faye Owen, Susannah Atkinson, Laura Heathfield, Jo Bunting, Adele Carter, Laura Avery.

Apologies

Lynsey Brannan, Jo Barnes, Sue Penton, Debbie Heritage

1. Update from the Head

Mrs Oustayiannis thanked the PTA for all their hard work over the autumn term and for providing such a lovely lead up to Christmas. She was overwhelmed with the amount of money made at the Christmas fair and the feedback from families has been amazing. The grotto in particular was magical and the games rooms were a real success. The Newman boards worked really well too. A big thank you to everyone involved in making it such a success. The Christmas party also went really well and the children enjoyed themselves, it was great seeing so many helpers. The Quiz was very well attended and the feedback has been really positive. It was a very successful first term and the school is very grateful for all the hard work the PTA put in to making the events successful.

The school is asking for a donation of £8,000 towards ICT equipment. They would also like approximately £1,000 towards some outdoor projects e.g. they are hoping to have all the pieces of artwork which were created during Arts week printed onto aluminium sheets and displayed on the fences leading into school. They would also like to stain the wooden fences and decorate the arch. The school is once again applying for the 'Bags of help' scheme at Tesco's and are hoping to improve the Reception outdoor area with things such as a climbing frame, some astro turf, new chalk boards etc. A catchy name with 'Telford' is required for the project so any suggestions are welcome.

2. Treasurer's report

£13,000 has been raised since the beginning of this academic year and £3,000 has been spent so there is currently over £10,000 in the bank account. Telford top up has dropped off so needs promoting. Jared to sort a GDPR statement to go on the letter and then it will be distributed to parents.

3. Review of previous events

a) Quiz

The Quiz was a big success with 18 teams and over 100 people. It raised £878.21. Feedback was very good, it finished a bit late so maybe one less round next time.

b) Christmas Fair

The Christmas fair was a huge success. A big thank you to Laura Heathfield for coordinating the whole thing. There was a large group of helpers this year which made the planning much easier, roles were distributed and everyone worked together to make sure that it ran smoothly. The fair raised well over £7,000 and the feedback has been very positive. The grotto in particular was magical and a lot of time and effort went into it. The games room worked really well and the ticket system was very popular. There were lots of families from the pre-school which was lovely.

Some suggestions for next year are:

- A cloakroom and buggy park.
- Gender neutral lucky dip.
- Prosecco and wine as well as mulled wine.
- Bags for life for sale to hold all of the items won/bought etc.
- A tiered system for the tombola e.g. two levels of prizes and depending on what number your ticket ends in, you can pick a prize from that level, it would mean that children have more choice in what prize they win.
- More change needed on door.
- Possible card reader to make it easier for people to pay.

The date was discussed as it clashes with a lot of work Christmas parties so we struggled for volunteers but it was agreed that any date is tricky at that time of the year. It has been set for Friday 4th December next year.

c) Christmas party

The Christmas party went really well. A big thank you to all the helpers. The children brought their own water bottles into the hall which helped to reduce plastic waste. Next year the children need to be reminded to fill them up before they come into the hall as once they are seated it is very hard for them to get out! Year 2 need more room next year as they didn't quite fit on their rows! Next year we will ask for any dietary requirements before the event so that we can cater properly. The PTA donated £450 to the school so that each class could buy £50 worth of presents from Father Christmas. Jenna to invoice the PTA.

Upcoming events

a) Disco

The DJ has been booked for 12th February. Year 1 is 4:30 – 5:15 pm and Year 2 is 5:30 – 6:15pm. £2 per child and money to be handed in on the door as they are ticked off on class lists. Ellie to do both discos. We will ask for helpers for both. Reuseable cups to be used for squash and Katy to buy biscuits. A cheque is needed, check amount with Lynsey.

b) Coin snake challenge

A really good start, the jars are filling up but it needs another push to build enthusiasm. Staff to promote it and reminders to be put on helpers page and class pages. The 'snakes' will be built by each class on Friday 27th March either on the playground or in the hall.

c) Mother's Day present room

This will take place on Friday 20th March. It will be £2 per gift – children can buy more than one gift e.g. for Grandmas. Gifts will be bagged up before the event so that each class has the same choice of gifts. Less chocolate to be bought this year. We will trial parent pay this year for payment. The following people have offered to buy 50 presents each: Laura, Adele, Fran, Kat, Katy, Faye, Susannah, Lynsey and Claire. Kat and Faye

to buy gifts without Mum on so that they can be used for Grandmas etc. Claire to buy 50 chocolates which can be used for the Easter raffle if not used. Helpers will be needed on the day.

d) Easter raffle

We will approach local supermarkets to ask for donations but we will also ask for donations from parents as well as last year they were very generous. The raffle will take place on Friday 3rd April. Helpers needed for ticket sales in the week leading up to Easter.

e) Easter egg hunt

We have decided that this year we won't have an Easter egg hunt but instead we will give every child a small Easter treat on the last day of term when we deliver the raffle prizes to the classrooms. There is a lot going on in school in the lead up to Easter so they are still celebrating it in many different ways.

f) Sponsored bounce

This will take place on Friday 1st May, bouncy castle needs to be booked. Jared to negotiate with the company to see if we can get a good deal. Sponsored bounce form to go out Monday 30th March. Helpers needed on the day.

g) Uniform sale

This will take place on Friday 14th February. Flyer has already gone out and we will do a shout out for donations.

4. PTA newsletter

Ellie will write this over the next few weeks.

5. Telford Top-Up

Jared will write the GDPR statement then correspondence needs sending out to Year 1 and Year 2.

6. PA System

It was decided that we could do with purchasing our own PA system. Ellie to research. It can be stored in school.

7. Pure Party Pack

It was agreed that we will trial this for 3 months. We will send a flyer out as part of our PTA correspondence.

8. AOB

- We will research a card reader so that we can take card payments.
- Break the rules day – Sian asked if she could think about this as it could only really happen at the very end of a term as the children will be very excited about it.
- We are looking into being marshalls at either the Wolf run or the Regency run. Each person gets up to £50 for the school plus there are normally a few other benefits e.g lunch, money towards parking etc depending on which one we do.
- Jen Harding's brother is making us a coin collector so a big thank you to him.
- Laura to discuss with Newmans if they would like to repeat the boards for the Summer fair. We have a few other options if they don't want to.
- Katy raised the issue of the BBQ at the summer fair – we need to make sure that we have enough helpers. Possibly not making it a class stall but ask for several helpers from each class to cover it. It was also suggested that we cook the sausages inside and then finish them off on the BBQ.

9. Date of next meeting

30th April 2020 7pm at school.