



Stpaulscatholicpta@gmail.com

PTA Meeting Minutes
Tuesday 29th October 2019, St Joseph's Church Hall, Tilehurst

"Dear Lord, Thank you for the opportunity to meet today, may we engage with each other with faith and perseverance, may we manage each situation with wisdom and purpose, knowing that at the heart of all we do are our Children, Lord we humbly invite you to work within us today".

Present:

Natalie Bone (Co-Chair) (NB)
Stacey Aram (Co-Chair) (SA)
Jayne Dunne (Secretary) (JD)
Jodie Green (Treasurer) (JG)
Rachel Gonzales (Clerk to Governors & School link) (RG)
Kate Donnelly (KD)
Cindy Sinath-Reynald (CSR)
Sandra Armstrong (SanA)
Lorraine Firth (LF)
Marissa Jackson (MJ)
Hayley Chapman (HJ)
Rafal Lisowski (RL)
Kristina Itraj (KI)
Anita Bird-Jaeger (ABJ)

Apologies: Frances Less (Former Treasurer), Lizzie Cunningham, Donna Gaughan, Michelle Fyfe, Ashley Johnson, Helen Thomas, Shazia Faza, Tracy Eveleigh (School SIMs Co-ordinator), Abi Baverstock,

NB opened the meeting welcoming and thanking everyone for attending. Apologies noted and minutes of previous meeting agreed and signed off.

Updates from previous meeting

Treasurer's report - Frances Lee (FL) was unable to attend the AGM and sent her apologies. A treasurer report will be submitted in due course. Update: This report remains outstanding, SA & NB are chasing and will endeavour to provide the Committee with a clear picture of the financials as soon as they can. The Committee were informed that at present the former Chair and Treasurer are required to submit last year's return to the charity commission, once this has been completed the accounts can then be formally transferred to the newly appointed Chairs & Treasurer, until then the financial responsibilities are not that of Jodie Green, Natalie Bone or Stacey Aram.

Extra points

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- St Pauls Business Manager Cathy happy help JG with the accounts once transferred.
- It was agreed by all that the PTA are not liable for any activity previous from the time of the new committee was formed.
- As a PTA we have decided that the purchase of iPads and Laptops that we had assurance had taken place last academic year will be investigated, it was brought to light that the School have not received a cheque for £4000 and we are currently working to ascertain the facts.
- PTA would like assurance that the money is either in the PTA account and the cheque had not been written – if this is the case then a cheque will be submitted to school asap.
- RG to produce a flow chart for the way the school asks for funding from the PTA.

Matters arising

SA informed the meeting that Parkers Estate Agents (Theale, Tilehurst Branch) have kindly agreed to sponsor this year's Christmas Fayre, donating a staggering £500 towards the Astroturf project. Not only are they giving this amazing donation, they have agreed to supply a beautiful advertising sign for the school gates, bags for life, reusable cups, Hoodies and decorations for the event. We are so lucky to be able to share this with you all and wish to convey a massive thank you to Parkers for this incredible donation. **ACTION: CSR will include the Parkers logo on the Christmas Fayre flyer, SA will email over.**

Website – Thank you to RG for the amazing work that has gone into the PTA webpage. This really is helping to elevate the profile of the PTA.

Monthly Bake Sale – following idea sharing we can now officially confirm that each class will participate in a Monthly bake sale, all money raised will go directly to that class to spend as they wish. We will be starting with year 6, Friday 8th November. A parent mail will be sent to remind parents to bring bakes or fakes for purchase after school.

- JD has a table cloth and bunting for the bake sale
- ABJ is looking in to local business to see if they will sponsor some baking/display item to use at the bake sale
- KJ is going to talk to Wearing bakery to see if they will provide us with some cake or boxes/bags for the bake sale
- JD to liaise with Tesco fundraising.

Lottery – the First draw is fast approaching, the latest count on the date of the meeting was 37 participants, we really need to push this, 50 tickets sold each month could really generate a great amount of cash for the school.

Wreath Making evening – really excited to announce that the PTA will be hosting a Wreath Making evening Wednesday 4th December. A poster has been made and will be uploaded to the webpage and sent via Parent Mail. As a committee we are really excited to host our first parent social and hope this will lead to more in the future.

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Easy Fundraising – St Paul's is now registered, so get shopping. All committee members please share amongst your year groups. Many thanks to SA for setting this up.

Christmas Cards – Date for submission with payment 4th November. NB will collate all cards and money and post that same day. Any orders received after Monday 4th will not be processed. RG & JD will also be on hand to help. Many thanks ladies. NB will post the amount of money generate from this project on Monday.

Teachers Wish lists – TE informed the Chairs via email that the teachers met at their Friday meetings and are currently working on their wish lists to be submitted to the PTA and discussed. PTA have agreed that each class will be carefully considered and list items prioritised.

Astroturf project – has been cleared by the Governors. NB is currently looking into companies to come and quote the school not only on the Turf for the cage but what work is required for this project to commence. NB would like the agreement of the PTA members to use this project as a fundraising incentive for the coming events. ABJ will also provide NB with details of Astro companies she has been made aware of. Meeting discussed the project being a collaborative purchase with Breakfast/after school club. And in the future renting the multisport cage out for Parties. This is a future ongoing project.

Year Group PTA links – not yet discussed in full or agreed but this will be an item that requires a resolution.

DBS checks – NB should have all the information from PTA members that require DBS checks and will work with the School to ensure everyone has been updated or added to the system. If you have DBS clearance, please provide NB or TE with the number so this can be verified on the school system. Three forms of identification will be needed but NB will update the PTA when that should be required.

Uniform Sale – A huge thanks to SanA & RG for their hard work last week facilitating the uniform sale. The sale made £12. Unfortunately parents just aren't buying so SA is currently working on introducing an ordering system either via parent mail or order form as most parents do not carry cash or they forget, so instead of having specific days for the sales, items can be ordered any time and SA will then process the orders. Currently a work in progress but a huge thanks to SA for your dedication as always.

PTA Cupboard is located in the Infant playground in between St Johns Class and the Hall. Keys are kept in the office. SA & NB spent the entire day before the Summer Fayre organising our stock, we can never have enough Tea Coffee & Hot chocolate so if anyone can source these items as donations from local businesses that would be greatly appreciated. **ACTION KJ & ABJ have kindly agreed to action this, and will contact Starbucks and Costa.** Thanks ladies.

Money kept in school – The PTA have agreed a float of £30 will be kept in the School safe at all times. For use at the Monthly bake sale, uniform sales etc. A signing in/out sheet will be

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attached for audit purposes.

CHRISTMAS!!!

- PTA have agreed locating the Grotto outside is just not feasible, for health & safety reasons, this would be beautiful and we can explore this for next Year's event in greater detail.
- JD has ordered the wristbands for the Grotto. Each colour will represent the Grotto time slot.
- JD has sent letters out for raffle prizes – A list will be collated of those items received and to be used in the Raffle.
- SA will liaise with School to facilitate the Christmas Fayre Programme artwork competition, the design will be chosen by Mrs Oster and will appear on the this years Programme, and a Free Grotto Wrist Band and selection box will be awarded.
- Santa is ready and waiting thank you LF for asking your Dad.
- The PTA has decided to purchase a Santa suit to be owned by the PTA and kept on site. **Action Completed.**
- We have also decided that maybe we should have a Mrs clause – to be confirmed at the next meeting.
- A Parent mail to be sent asking for Christmas Hamper Items. Date to be agreed.
- SA has agreed to-do a large shop for Santa gifts which will be dividd between PTA members to be wrapped.
- The agreed Grotto price this year is £3 with a possibility of doing 4 children for £10
- SA and NB have said that we have approximately 50-100 gifts still left from previous years Grotto which can be reused.
- LF has talked about the possibility of using a google sheet for Grotto Bookings. This is a great idea that we will implement for Christmas 2020. This not only will be environmentally friendly not using wrists bands.
- KI has been asked if she and a few others would be in charge of looking after the decorations for the hall.
- PTA to liaise with Mrs Stagg regarding the possibility of the school choir singing at the fayre.
- MJ will request the Stall rotas and submit to JD for upload to the PTA google Drive.
- Rotas will need to be formulated and circulated as quick as possible to ensure the event has maximum man power and Volunteers.
- PTA need to look into the feasibility of how many people we need per stall and also maybe one parent and one PTA member.
- NB to ascertain if Miss Townley is happy for the Grotto to be situated in St Barnabas.
- JD & Team to lead the Santa's work shop where children can make Christmas crafts. Three crafts only this year. Bauble, Angle Card decoration and one other.
- The Tilehurst Village butchers has sadly closed NB will link with Berkshire meat traders to supply us instead
- LC is to be the wristband wringer and to make sure all the colours are announced so people don't miss the slot.
- NB and MJ to liaise with the O'Sullivan Family for Mulled Wine Syrup.

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- KI will not facilitate a Pizza & Crepe stall next to the Hot Dog refreshment area, to increase the variety of food provided. ACTION KI and ABJ will lead the crepe station healthy pizzas. Many thanks ladies this will be a great addition to the refreshment stall.
- A parent-mail will be sent to ensure that there will be NO NUTS!! in any of the home-made cakes used in the Bake off competition.
- NB has linked with SF to organise a parent's night out after the new year. Curry & Quiz.
- KI and ABJ ask about a pre loved animal stall so please any toys to KI and ABJ – this will need to be considered with care as KI & ABJ will be working in the refreshment area so this stall will need to be reconsidered perhaps for next year.
- KD and JD to facilitate the children's only present purchase & wrapping room.
- JD will organise a blind bag present game.
- ABJ has an idea that we could use our skills for trading vouchers (more info on that needed).
- Guess the weight of the cake stall – Cake will be made by Jenny Campbell our resident baker.
- Face painting/Hair braiding/Glitter tattoo area to be confirmed.
- External stalls will be confirmed at the next meeting.
- Floats to be ordered a week before the event, NB has already requested this from the current account holders.

Post meeting note: Parking at the events: PTA members delivering large amounts of goods are permitted to park in the school car park on the day before or day of the event. The day of the Christmas Fayre School will be opened at 9am and only PTA members and stall holders will be able to park on site.

Any items not discussed will be carried over to the next meeting. This was a very productive and informative meeting thank you everyone for your energy, patience and hard work.

Meeting closed 21.30.

Next Meeting: To be confirmed.