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# **Stoborough School CE VA**

## **PTA Minutes**

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**15<sup>th</sup> November 2017**

**Committee Trustees:**

Chair: Frank Gratton

Secretary: Jo Gratton

Treasurer: Jenny Street

**Apologies:**

Lizzie Barnes, Rachael Taylor, Anke Collington, Wendy Long.

**Present:**

Frank Gratton, Jo Gratton, Jenny Street, Deborah Corbin, Jill Johnson, Jennifer Tubbs, Wendy Clark, Anne Derrick, Michaela Smail, Victoria Meadway.

**The minutes for 18<sup>th</sup> October 2017 were approved**

**Welcome:**

Thank you for coming along, we appreciate your support.

Frank introduced the new committee trustees.

Frank thanked the school and all PTA members for the hard work, dedication and continued support of the outgoing Committee Trustees: Jeniffer Tubbs, Wendy Clark and Jill Johnson. Debbie Corbin thanked the outgoing team for all their dedicated hard work and continued support, Debbie presented Jeniffer Tubbs, Wendy Clark and Jill Johnson with gifts.

### Previous Business:

Wareham Wednesdays bonfire night:

We discussed the feasibility of this for next year. We decided that the pub was better for fundraising as we can make more money selling food. Debbie said she would liaise with the pub owner to see if this is possible next year.

However, we all enjoyed Wareham Wednesday and felt it was successful. Jennifer and Wendy confirmed costs amounting to £35.60 and we still owe Wareham Wednesday £15 for the stall. Jenny Street confirmed that we had made £100 profit from this event. Jennifer said the lolly game did not do very well but the other games did, Jennifer suggested we do a lucky dip next time. We all agreed that the pricing for our games was perfect compared to other stall holder's prices. Debbie thanked everyone for their help at this event.

### PTA Business:

Frank confirmed that our insurance is currently up to date through PTA UK – Zurich, the details of the trustees have been amended the Fee is £106/year via D/D. (PTA UK provide support ideas and discounts on services and products).

Frank suggested we provide a link to PTA-UK on the School web-site so all PTA members can access and see the resources available.

Debbie agreed to update the school web site with the minutes and PTA meetings/ events.

### Model Constitution:

Frank explained to everyone why a new Governing Document (Model Constitution) will be needed; our previous document has been lost and is additionally well out of date. Frank went on to explain that we can use a template from PTFA UK, (un-amended in any way) which has Charity commission approval. We will need to inform all PTA members and give 21 days' notice, of either an AGM or EGM, to be called, and the Model Constitution, voted in and signed. Debbie proposed the new PTA name (Parent, Teacher & Friends of Stoborough School) PTFA. We voted and agreed this to be entered on to the model constitution.

Jill confirmed we will not need to update the bank account details due to this change.

### Future minutes:

We agreed that Jo would email the minutes to Debbie for approval then the minutes would be emailed to parents and the committee. The minutes will also be available to see on the school web site under PTA.

### Fund raising

We discussed the progress of the calendar. There have been many entries of which are excellent Debbie shared them with us. Debbie confirmed that Mr McEwen had helped her to judge the competition. Jo explained that Corin from The Dorset Echo was unable to attend the judging of the photographic competition due to unexpected events at work. Jo confirmed that we currently have 5 sponsors, Lizzie Barnes confirmed by text that The Coffee Saloon and Studland Water sports would like to offer support and during the PTA meeting Victoria Meadway [Chiropractor] and Jenny Street of Holme Saw Mill also offered sponsorship support. Rachael Taylor also kindly secured Dan Andrews from Andrews Plant Hire. We would like to thank all our kind sponsors for their support. We decided we would produce a print run of 200 calendars printed by Tim at Octopress; Jo said she would call Tim regarding lead times for print. We also discussed the price of the calendar, we all agreed on £4.50 and a free calendar for all the sponsors. We also discussed how to sell the calendar. The suggestions by the committee were; through the school office, at the Nativity, the Christmas Fayre and maybe a few outlets in town that don't already sell calendars. It was decided that all the children who entered the competition will receive a certificate, Debbie is dealing with this.

### Christmas events:

Anne Derrick confirmed that The Rex are having a new projector so we will not be able to have a film before Christmas. Anne has enquired about dates in January the cost of this to be confirmed. Jennifer was very sad that we would not see a Christmas movie!

### Christmas Fayre December 8th

Jill confirmed that we have some raffle prizes left from the summer fete. £80 worth of Hall and Woodhouse vouchers, 4 tickets to The Rex Cinema, a few hamper items, we need more donations for hampers.

Anne read out her letter asking for donations for raffle prizes (thank you Anne) Victoria Meadway suggested providing a visual reminder just outside the school door (on fine weather days) as a visual reminder to parents for raffle donations. We agreed this was a good idea.

Anne discussed the children making bunting again, everyone thought this was a nice idea. We all agreed to help with Christmas decorations after 9 am on Thursday 7<sup>th</sup> December. If needed Jo will ask for volunteers on the PTA Facebook page. We have agreed to meet next Thursday 23rd for a Christmas Fayre meeting to discuss what will happen and who will do it. Only a small team is required to support with decorating the main areas of the school so please do come along to the next meeting and sign up to this.

### Future fundraising ideas:

We did not have time to discuss this - this will go on the next agenda.

### Other Business

#### WI Defibrillator:

*Email extract from Jill Scragg of Stoborough WI:*

'The Stoborough WI is hoping to raise enough money for a defibrillator which is around £2300. They already have nearly £1000 and may be able to match this with other fundraising/donations. Any contribution however small will not be turned away'.

Frank and Debbie explained this request and as a group we discussed and voted to donate £200 to the Defibrillator, we all felt this was important for the local community and Jennifer confirmed that the WI have helped to donate to the PTA in the past. We agreed that fostering a community spirit and helping each other was the way forward. Also, it would cost the school a lot more to install one of our own.

Debbie will contact the WI with our contribution.

Victoria asked if any of us knew how long we would have to get a defibrillator to a casualty (we did not know specific minutes but know this is a short time in event of an emergency).

**Any other comments:**

We finally discussed new signatories for the PTA bank account.

The signatories are as follows:

Frank Gratton, new signatory, Chair (who provided his passport to Jill Johnson)

Jenny Street, New signatory, treasurer

Anne Derrick current signatory, teacher

Jennifer Tubbs Current Signatory, previous Chair

**Date for the next meeting:**

January 11<sup>th</sup> 2018

We look forward to seeing you.

Joanne Gratton

PTA Secretary.