



Minutes for PTA Members Meeting: Wednesday 15 May 2019

7.00pm St Catherine's School

In attendance: Sarah Moister (Chair), Nina Chwastek (Head teacher), Trish McElroy (Treasurer), Jenny McCormick (Teachers representative), Kate Mackenzie, Claire Clay, Vinnett Walsh (Secretary), Jo Fisher

1. Apologies:

Sarah Conlon, Anna Kerins, Paul Wheeler, Antoinette Meskill

2. The minutes from the 20 March 2019 meeting approved.

3. Finance update

Coffee morning	£140.68
St George's Day - non uniform day	£292.20
St George's Day- tea party	£336.39
Spring ball match funding	£2000
Balance of account as of 15/5/2019	£14,345.85
Amount raised by PTA this since September 2018 -	£15,488.37

Cheque presented to Ms Chwastek for £10,000.

Action: Trisha to speak with Lisa about the money paid, via ParentMail, into the PTA account to ensure she is clear about what each amount relates to so this can be reflected in the financial records.

Review of recent events:

Coffee Morning - went well.

St Georges day non-uniform day and tea party - Group discussed how we could ensure that the £1 contribution for not wearing school uniform is collected. Group accepted that some people forget the money, others send the money into school but it might not be collected. Kate suggested that with every £1 collected each child gets a raffle ticket with the opportunity to win a prize. Agreed we would try this at the next non-uniform event.

Tea party was a success, and Jane's cakes were amazing and helped to raise such a large amount of money.

Forthcoming events:

Disco 17 May - 216 tickets sold. Ms Chwastek asked if we would consider bringing forward the start time of each disco, next academic year - so Infants to start at 5pm and finish at 6pm and Juniors to start at 6.30pm and finish at 7.45pm. This would enable teachers to finish at around 8pm instead of 9pm on a Friday and allow parents to pick up their children at a more reasonable time. All agreed that this was a good idea and would be welcomed by parents and carers.

Ice-lolly Fridays - Sarah suggested that we start this in the summer term (weather dependent) and asked for volunteers to take the lead (buy the iced goods and sell them). **Kate and Trisha agreed to lead on this.**

Summer Fair - Unfortunately the cheerleading team are able to perform at the Summer fair and Mrs Dewsnapp has not committed the Choir to open the Fair. **Action: Ms Chwastek to find someone to formally open the summer fair and will speak to Mrs Dewsnapp regarding choir opening the Fair.**

Summer Fair has received sponsorship this year - £200 from Direct Fireplaces - which is fantastic !

Group looked at a rough draft of the posters and banners and they look great. Sarah and the group thanked Jo Fisher for getting the posters and banners organized at such short notice.

Sarah confirmed that we have 27 prizes confirmed and more to come - so everyone keep asking for prizes wherever you go!

- Explore learning and School of sports will have a 2 hour slot during the afternoon.
- 3 little pigs will be running the BBQ !
- Reception: adopt a teddy - Kate
- Year 1: Cakes- Claire Clay
- Year 2: Games - Antionette & Anna
- Year 3: Book stall- Vinnett & Paul
- Year 4: Tattoo and nail bar - Trisha
- Year 5: Bar - Carola & Alessandra
- Year 6: Tombola - Liz

Action: Agreed an email will be sent out to parents to let them know we are 'Getting ready' for the summer fair and to ask everyone to bring in teddies, books and toiletries, in good condition, that could be sold at the summer fair.

Prosecco and Ice-cream 19 July - No issues

Welcome back family event - 22 September - It was agreed that in addition to the summer ball a less formal social event would be nice to have. The plan is to have a family event for the school community, with a focus on welcoming new parents and carers to the school (nursery and reception), have a BBQ, sport activities etc. Kate is still in the planning stages.

Uniform nearly new sale - People have brought in items - **Action: Further communication needs to go out to remind everyone we are collecting clean school cardigans and jumpers and will be selling them at some of our events**

AOB

Notice board in playground - Ms Chwastek confirmed that it should be available before half term

Update on plans for playground - Ms Chwastek confirmed the plans are on track for phase one to start in the summer holidays, which is great news. Sarah wanted to make sure that parents are reminded of what we are raising the funds for and particularly how their generosity and time supporting the PTA at all the events will result in a great playground space for our children. Nina agreed that she will ensure that regular updates are provided.

Nursery and Reception new parents meeting - Jenny McCormick confirmed it will be 24 June. **Action: Sarah to provide information about the PTA, what we do, school lottery, easy fundraising and match funding so it can be put in the packs given to the parents. The aim is to encourage more people getting involved.**

Risk assessment - Action: Ms Chwastek to forward a copy of the Summer Fair risk assessment to Sarah

Next meeting - Wednesday 10 July 2019 @ 7pm - Come along everyone !!