

Minutes of the Sunnymede Infant and Junior Schools PTA Meeting 22 February 2023

Attending: Dan (Chair), Rachel B (Secretary), Elin (Treasurer), Corrine, Martin, Mrs Marrion, Mrs Houghton and Mrs Branch (last 20 mins)

Opening Remarks

Meeting held to review recent fund raising efforts and plan for forthcoming events.

1. Actions from previous meeting

RB briefly went over the open actions from the previous meeting.

Adventure Island / Christmas goods: The procedures for Adventure Island and Christmas goods have now been produced and will be stored in the shared drive. The details of who to contact and a high level summary of actions have been included. There remains an open action for Elin to speak with Sheena, who runs both these processes, to ensure that the financial side of the processes is understood and documented to protect all of those involved in handling cash. (Action Elin & Sheena).

Noticeboard: Nina is continuing to speak to the Caretaker about the noticeboard location. Nina has produced some posters which will be put up around the school grounds, whilst this is finalised. (Action Nina)

Debit Card: requirement for an additional card, action is ongoing (Action Elin).

DBS checks: Most of the Committee Members have now provided their ID documents to Mr Ramshaw. Both Elin and Rachel have been sent emails to progress the applications. The action will remain open until all are finalised.

Martin mentioned that once the DBS comes through, you need to register for the "Update Service". As a DBS volunteer, this is a free service but there is a limited time to register (now 30 days). Once you register, keep the original Certificate and it will remain valid, so individuals may be able to use the DBS for any further volunteer (unpaid) activity, depending on the organisation. (Action Committee Members).

The policies in place for the PTA and getting the DBS checks done is to ensure the safety of both the children and the adults. No one adult (whether DBS checked or not) should be in the company of any child on their own, there should always be a minimum of 2 adults present at each section / event etc. The PTA needs to look at their processes, particularly those around the discos, to ensure that this point can be met. Rachel P and Jen should be aware of this policy to factor this in to their disco planning. (For Noting Rachel P and Jen).

Kings Coronation: There was discussion at the last meeting about what to do to mark the Coronation. There was some more discussion around potential events and it was decided the PTA would discuss offline and come back to the schools in due course with some firmer ideas. (Action PTA Committee Members).

2. Financials Update

Elin gave an update on the disco profit (£897.73). This figure included the disco and the uniform selling/cafe which was trialled at the same time. The next time, Elin will separate out the disco, the uniform selling and the cafe to provide a better financial picture of each event.

The feedback from the uniform selling, particularly from Infant parents, was very positive and therefore the future discos will continue to have the uniform selling / cafe going on at the same time. However, it was noted that no one came to the uniform selling once the Junior disco had started, therefore the plan will be to pack up the uniforms once the Junior disco has started (approx 30 minutes into the Junior disco). The PTA need 2 helpers to run the Uniform Selling, one to run the clothes sales and one to do the cafe. In order to set up in a timely way, more volunteers are needed however (approx 4/5 people).

It was agreed that other uniform sales would probably be run throughout the year, but always at the same time as another event (provided there are volunteers to run). It was suggested that a uniform stall was set up at Go Bonkers.

To make this an even more useful event, there was discussion about allowing 3rd parties who run after school or holiday clubs at the school to attend the uniform selling to advertise / promote. Dan will make contact with the 3rd parties once Mrs Houghton has provided details (Action Mrs Houghton / Dan). The PTA will also promote the Adventure Island Bands. Posters / communications about the plans will be developed. (Action Nina (posters/Facebook) / Rachel (Parentmail)).

Discussion then moved to how the PTA can promote what the schools have spent the funds raised on. The Junior school reiterated that they have in the past spent money on school trips and the plan will be similar this year. The Infant School has purchased some specific items. The PTA requested the Heads to provide details of what they have spent money on, over the 2022/23 year, to the PTA by 12 June, so that it can be promoted at Go Bonkers and before the end of the year communications. The aim being that parents can see where their money has gone. Nina will be able to produce some posters showing the information (Action Mrs Marrion / Mrs Branch / Nina).

Floats: The PTA acknowledged that as the discos now incorporated the uniform selling/cafe, the float had to be increased from £180 to £255.

3. DBS: covered as part of the open actions.

4. Events Update:

- The next disco & uniform selling is 24 March.
- Mother's Day Present Selling: the request for volunteers has gone out for the 2 dates (Juniors 10 March and Infants 13 March). Need about 10 volunteers for each session. Rachel and Elin had a count up of the gifts purchased so far, and another 200-300 are still needed, Committee Members and volunteers will be asked to help with this.
- It was decided that the PTA should ensure that all future dates for events are advertised / promoted. PTA to consider ongoing posters / Facebook and Parentmail in order to do this. (Action Committee Members)

5. **First Aid Kit and Accident Book:** Following the last disco where there were a couple of bumps and falls, the PTA were asked by the Schools to ensure they had their own Accident Book and First Aid Kit. Dan has looked into this and discussed with Sheena who is a regular First Aider, and these items will now be purchased in time for the next disco. (Action Dan)

In addition, there was discussion around ensuring that parents understand they are responsible for their children whilst queuing for the discos and that Parents should notify the PTA of any medical concerns. It's noted that the discos are not school run events and whilst teachers are in attendance, the PTA are responsible for the children once the disco has started. Parents should make the PTA aware of, and ensure that the children have any medication that they may need (e.g. epi pen / asthma pump) whilst at the disco. The PTA do not have access to the school medical supplies. It was agreed that the second page of the disco notification, which contains all the rules, should be looked at and updated as necessary. (Action Dan / Rachel)

There was also discussion again about making payment for the disco electronic. It was suggested this would be easier once the school was amalgamated, but the PTA should discuss with Mr Ramshaw, so that it is ready to action for the next year. (Action Elin / Dan)

6. AOB

Grants: Elin mentioned that she had been investigating what grants are available to the PTA/Schools and noted there were a lot. Elin will continue to look in to this following the conversation and return with suggestions in due course. (Action Elin)

Road Safety: The PTA had been made aware by a Committee Member of a near-miss with a vehicle on the pavement that morning and there followed discussion about ongoing concerns with the Mons Avenue entrance road safety, both traffic and parked vehicles. Whilst Mrs Branch commented that parking had improved, there continues to be concerns and the PTA will continue to look into road calming measures. It was noted however, that given the bus stop and narrow pavement and the general non-school related traffic, there were restrictions on what could be done in the immediate area. (Action Dan / Elin)

Go-Bonkers: is planned for 16 June and there was some discussion around a contingency if needed.

There were no further items raised and the meeting was closed. A date for a future meeting will be agreed in due course.