

PTA Meeting

16th of March 2016 from 7.30-9.15pm

55 United Free Church, Wallwood Road, Leytonstone E11 1AY

Minutes: Eve Barnett

Attendees: Carrie-Anne Hall (Chair), Lisa Greenwood (Co-Vice-Chair), Eve Barnett (Co-Vice-Chair), Caroline Hanks (Secretary), Korina Gerolazou , Vanessa Muholland (Treasurer), Nicola McEwen, Cleo Ovenden–Hodges

Apologies: Ruth Doak, Stephanie Pamment, Charly Hutson, Sarah Craner, Simon Craner, Suki Elwood, Ben Corken, Patrick Symes, Emma Perera

AGENDA	ACTION
<p>UNIFORMS</p> <p>Carrie - Anne Hall showed a sample of school jumper with the school logo (Gwyn Jones Primary School) printed on it. Carrie mentioned the school jumper can be ordered online through Tesco. A contract is to be sent to Carrie and once all paper work are in place a website will be setup through Tesco where orders can be placed.</p> <p>ALCOHOL LICENSE- Caroline mentioned that she has enquired about the alcohol license for the fete. The form is in the post, and can also be done online –cost £21 .We need to allow a clear 10 working days for approval by Waltham Forest Council.</p> <p>WAITROSE CHEQUE</p> <p>Caroline to chase Waitrose for the £900 cheque, the cheque is to be address to Vanessa.</p>	<p>Carrie awaiting contract from Tesco.</p> <p>Caroline to chase Waitrose.</p>
<p><i>MINUTES REPORTED FROM EXTERNAL FUNDRAISING's SUB-COMMITTEE:</i></p> <p>JUNIOR LIBRARY</p> <p>The school would like to re-develop library. At present the library is not budgeted for, the committee discussed a range of possible items / activities that could form part of a bid for funds. These including the following:</p>	<p>Charly drafted Clifford Chance application</p> <p>Simon and Korina are to look into possible options for simple library software etc.</p>

<ul style="list-style-type: none"> • Fit out of library area, including shelving, seating, etc • Wide range of books for all abilities • Software system for library management • Hardware (ipad? Laptop?) for librarians to run library management system • Potential to set up junior librarian scheme to give older children opportunity to take part in running the library <p>The PTA committee suggested this will be a good ask for the Clifford Chance Foundation to take one of the three areas and focus on the scheme, 'access to education'.</p>	<p>Simon is to check with senior school leaders to get a sense of priority and potential scale and scope of this development and outline costs.</p>
<p>MINUTES REPORTED FROM EXTERNAL FUNDRAISING's SUB-COMMITTEE:</p> <p>KEY STAGE 2 PLAYGROUND</p> <p>Key Stage 2 playground work is under way. The project will consist of planning a space, re-surfacing, traverse walls, seating and providing new equipments. The main contact for this project is Simon Craner.</p> <p>Tyre Parks are to foresee this project as they have considerable experience in applying for and securing Big Lottery Funding for these kind of works and have offered to draft the application. Simon will be the main point of contact with Tyre Parks. Nevertheless, Simon has asked for support in reviewing the application. The key stage 2 project requires support from a sub-committee member to process application.</p> <p>Mark will provide support by reviewing application.</p>	
<p>MINUTES REPORTED FROM EXTERNAL FUNDRAISING's SUB-COMMITTEE:</p> <p>MUSIC</p> <p>Toni has flagged that investment in music is needed – currently there is no detailed plan. Tony is aware of the Andrew Lloyd-Webber Foundation but has not had the time look in to it.</p> <p>IT INFRASTRUCTURE</p> <p>PTA discussed what other investment is needed by the school and it</p>	<p>Charly to contact Andrew Lloyd-Webber Foundation</p>

<p>is clear that many of the IT assets are getting quite tired. There are a range of needs, including: interactive whiteboards, class sets of laptops / ipads, classroom PCs, etc.</p> <p>ACTION: Simon to do a wish list of hardware, rough costs and priority order (in case we can't secure funds for all)</p> <p>ACTION: Investigate contacts to approach for this sort of project?</p>	<p>Simon</p> <p>Mark</p>
<p>BARBECUE</p> <p>Caroline mentioned to the PTA committee that the Craners are happy to organise the barbecue. However, as there were some concerns with health and safety, with the previous barbecue, a new one is required for the next events.</p> <p>In the event where a new barbecue is purchased the Craner's will keep it in their possession for future use.</p> <p>ACTION: A new barbecue is required. We will approach parents for one to be lent. Cleo and Edd may approach local pubs.</p>	<p>A new barbecue is required.</p> <p>C O-H</p>
<p>FILM CLUB</p> <p>Vanessa mentioned there will be a film club on the 27th of April for year 3 & 4. VM is awaiting school deputy Ms Ruth Doak confirmation of the chosen film the "Pirate". She also mentioned she has a poster to display in the school window to make parent aware of the film.</p> <p>It came up about pitching /sourcing a film that was suitable for all children in year 3&4 .As each child is different, Caroline suggested that letters can be put into children school bags as we do to promote anyhow. Parents can then see the film details and they can decide if they feel it is suitable for their child and if they would like them to be part of the draw for a ticket.</p> <p>4th June 2016 film club will be for year 5 & 6, the films are yet to be decided.</p>	<p>PTA to arrange for tickets</p>
<p>MOTHER'S DAY GIFT SHOP</p> <p>Carrie outlined how successful the mother's day gift shop was; she</p>	<p>PTA to check with Simon for ordering safe.</p>

<p>also stated there were a variety of gifts for all the children.</p> <p>Vanessa updated the PTA committee of the amount generated at the mother's day gift shop. The total amount made came up to a total of £1021.00. VM stated there was an unfortunate incident where £140 was missing when she went to the bank to deposit the monies. A report was generated by Vanessa in regards to missing money. A copy of this report is available on request.</p> <p>VM suggested a log book to record anyone who counts the money to sign in the book. She also mentioned that, Simon has ordered for a safe for PTA and this may need to be paid for by PTA, Carrie to confirm.</p> <p>ACTION: PTA to implement a log book for all those who count the money to sign in</p>	<p>PTA to implement a log book</p>
<p>SUMMER FETE 25th June 2016</p> <p>Korina Gerolazou has put together a comprehensive document outlining all the different tasks required for the Summer Fete to take place.</p> <p>This document will be going round for people to take ownership of the various activities. Below are just a few of the parents volunteering on that day:</p> <p>Entrance, tokens and game passes - Vanessa</p> <p>Drinks & BBQ - Caroline and Cleo</p> <p>Craft Tent - Suki</p> <p>Bake Sale - Nicola</p> <p>Used Toys stall - Ben</p> <p>Sanchia Lovell - Food</p> <p>Korina's documentation has all the relevant information required for the summer fete.</p> <p>ACTION: More volunteers are needed for this event.</p> <p>EASTER BONNET FAIR 23rd March 2016</p> <p>Carrie mentioned Friday the 18th of March 2016 is a non uniform day. The children are to bring Easter eggs to school on this day.</p>	<p>More volunteers are needed for this event</p> <p>More volunteers</p>

<p>She also showed the committee a plan of how the fair will be set up on the day with all the different types of games.</p> <p>Carrie has got almost everything in place for fair for example, decorations, kid's certificate, treasure hunt etc. That being said more volunteers are needed on this day.</p> <p>Caroline is to shout out for more volunteers.</p> <p>VOLUNTEERS ON THE DAY</p> <p>Caroline – after work</p> <p>Nicola - If she is not working.</p> <p>Eve – If she is not working.</p> <p>ACTION – Nicola to ask Toni for help on that day.</p> <p>ACTION – More volunteers are needed for the fair.</p>	<p>are needed on the day.</p>
<p>TOPIC BOXES</p> <p>Vanessa meets with Simon to write a cheque for school to buy topic boxes. PTA budgeted £2500 for the boxes.</p> <p>GARDENING</p> <p>Vanessa had a meeting with Simon to discuss about gardening and playground projects. Simon mentioned £500 will be a good starts for the gardening projects. PTA committee agreed for Vanessa to issue a cheque for the amount of £865 to Simon to start the projects. This is to include a potting table at Miss Tariq's request for £367.00.</p> <p>Vanessa also mentioned Ms Tariq has design a few things for the garden, for examples tools, gloves, soil etc.</p>	

DATE OF NEXT MEETING: WEDNESDAY 20TH APRIL 2016

