

**PTA Meeting**  
**November 18<sup>th</sup> 2015 - 7.30-9.15pm**  
**United Free Church, Wallwood Road, Leytonstone**  
**Minutes: Caroline Hanks**

**Attendees:** Carrie-Anne Hall (Chair), Lisa Greenwood (Co-Vice-Chair), Eve Barnett (Co-Vice-Chair), Caroline Hanks (Secretary), Vanessa Muholland (Treasurer), Charly Hudson (Communications Officer), Nicola McEwen, Stephanie Pamment, Cleo Ovenden-Hodges, Emma Bowman (School Uniforms), Korina Gerolazou, Mark Hilton, Suki Ellwood; Gwyn Jones-Ruth Doak (Deputy Head)

**Apologies:** Sarah Craner, Patrick Symes, Katie Larson

Agenda Item	Action
<p><b>Welcome - PTA News update</b></p> <p><b>Shed</b> – The PTA shed has been broken into! Luckily nothing too major was stolen, but it took a good while to raise funds for the shed and a day's construction by parent volunteers. It was noted on a second look that the white gazebo (which we use for the Santa's Grotto) had been stolen. A new one will be purchased before the grotto. This and other items of Christmas goodies which have been purchased will be kindly stored in Korina's garage for safety.</p> <p>It is being looked into to perhaps fit an alarm/put a discouraging CCTV sign on the shed.</p> <p><b>School Uniform</b> – Emma is doing a fantastic job selling school uniform at school on a Monday morning. We have been using a new supplier that Carrie spent many hours sourcing at the beginning of term. Unfortunately on going to place an order for more book bags (completely sold out) and jumpers, Carrie was informed that the warehouse had burnt down and there were no more orders being processed until the beginning of next year. It was agreed that we would wait until the new supplier was up and running before ordering more stock. In the interim there will be zipped plastic folders available at the office for new starters to use until book bags come back into stock.</p> <p>Emma mentioned that there can be some confusion with stock taking with uniform being sold by GJ staff. It was agreed that a simple tick sheet could be given to them, and a prompt to note the size of the item sold down to ensure stock levels are correct at all times.</p> <p>The new Reversible fleeces are to be promoted, parent mail to be sent out regarding this. To be featured in the newsletter.</p> <p>CAH asked Emma if there could be interest in GJ selling children's names labels alongside the uniform. There is a company that will give 20% of sales to the organisation involved. Emma is willing to give this a go.</p> <p><b>Quiz and Curry Night</b>            Raised a fantastic £385! Well done to Sarah Craner, Cleo Ovenden-Hodges, Edd Hodges, David the Quizmaster and Lisa Greenwood.</p>	<p>CAH – buy gazebo            KG – store valuables from shed</p> <p>EB/CAH – liaise with supplier and place order ASAP</p> <p>RD – put plastic wallets in office</p> <p>EB – to make tick sheet for office and ask them to use</p> <p>CAH to put in newsletter</p> <p>CAH/EB to arrange for leaflets in stock cupboard</p>

## Fundraising

This is an ongoing agenda item of which Korina has been leading on. Mark, Charly and Vanessa will form the corporate fundraising sub-committee going forward. Korina has written an email letter to Toni Moore (GJ –Head Teacher) asking where best to allocate monies that the PTA have already raised e.g. would it be best to spend monies on “quick wins” or longer term projects.

This was put out for discussion and particularly to Ruth who was in attendance. She said that both have their uses. Ruth touched on an area which the PTA have funded as an ongoing project. Class Christmas gifts yearly for example, using a smaller pot of money , provides games etc for children for wet playtimes and this is always well received and useful to the school.

A longer term project for KS1 Playground is in the pipeline, as this is a major project of landscaping, resurfacing and climbing equipment etc. Funds from school have been allocated for this so PTA funding is not sought for this. However, work is starting on a project to improve the KS2 playground, and this could be an area that PTA monies could help the school. The school council have devised a survey on how children would like to see KS2 playground improved, with smaller, affordable changes , such as “zones” , e.g specific area for football /games /seating area /friends stop etc. and plans will be made once the results is this are known. It is hoped work can be done during this academic year.

Another area, as discussed in previous PTA meetings, would be “topic boxes” which are part of the creative curriculum. Ruth explained that the school feels it needs these boxes to present the curriculum in an engaging way. Currently the school are hiring them when needed and it would be more cost effective in the long run for GJ purchase their own. The boxes range from £250-£500 depending on the topic. The boxes contain artefacts, activities, tasks etc. Staff have a good idea what topics will always be in the curriculum and thus what topic boxes it would be good to buy. By hiring the teachers have a good idea of what artefacts etc. would like to purchase to go in the boxes.

School have plans to purchase 10 boxes and it was put as a suggestion that maybe the PTA could fund 5 of these. Agree to fund 5 now, and possibly another 5 later in the academic year.

### PTA Monies to be allocated

We currently have £10,000 in the bank.

It was agreed by the committee that the following monies would be allocated to these specific areas.

• <b>Topic Boxes x 5</b> (£ dependent on what is purchased)	<b>Approx £ 1250-2500</b>
• <b>Story teller</b>	<b>£250?</b>
• <b>Library books</b>	<b>£500</b>
• <b>Class room gifts (Christmas)</b>	<b>£430</b>
• <b>School leavers books</b>	<b>£300</b>
• <b>Creative arts week</b>	<b>£ 1,000</b>

KG/MH/CHARLY  
/VM to meet to  
discuss

<p><b>Approx total : £3730-£4980 (Plus other promised monies from other previous PTA meetings. IE Suntrap, music tuition etc.)</b></p> <p>We will revisit the KS2 playground and possibly allocating monies once the survey has been conducted.</p> <p>Mark asked Ruth if external funding sources from big companies with social responsibility funding could be approached to fund larger projects. This is a good resource to use to contact such businesses, as long as it does not clash with GJ ethos, an example used , re McDonalds funds, and GJ promoting healthy eating could be seen as a clash. The sub -committee would liaise with the school on their ideas before summiting funding bids to larger donors.</p> <p><b>Easy Fundraising –online shopping</b> When shopping online, especially this time of year with Christmas shopping –sign up for “Easy Fundraising” a link for this to go up on the PTA website , can go also go out in newsletter ,and twitter</p>	<p>VM/Charly to discuss with school</p> <p>CAH to put in newsletter, Charly to tweet</p>
<p><b>Christmas fair</b></p> <p><b>Gwyn Jones Winter Wonderland Fair: 12<sup>th</sup> Dec 2015 - 11am-2pm</b> <b>Entry 50p adults/20p kids/babies free</b></p> <p>It was asked if there would be a Pass as in the Summer fete as this worked well- Carrie will look into this to see if it is viable with what games etc are on offer.</p> <p><b>Where we are at with preparations :</b></p> <p><b>Poster</b> –in progress to be put up on 27<sup>th</sup> November</p> <p><b>Raffle</b> –All prize donations in –tickets printed and been delivered. Letter written and printed, to be copied. Stuffing envelopes &amp; put in book bags for presale -27<sup>th</sup> Nov – volunteers needed. Monies and stubs to be back by 9am on 11<sup>th</sup> Dec-via teachers to office .Vanessa to pop in and collect monies/ stubs daily from office from Monday 30<sup>th</sup> Nov. Caroline to run raffle on the day.</p> <p><b>Grotto</b> –Santa presents purchased, big thank you to Nicola! Plastic mugs, with a picture behind that can be coloured, will come with hot choc sachet and candy cane. Time slots to be coordinated for tickets to see the <i>Real Father Christmas</i>. Korina's Husband and Ben (Emma's partner, TBC) to be elves selling time slots and putting gifts in sack for Santa.</p> <p><b>Music</b>- DJ Steve and Tyler to be booked –will assist with raffle announcements</p> <p style="text-align: center;"><b><u>Stalls</u></b></p> <p><b>Door</b> – Vanessa and teachers (tbc)</p> <p><b>Frozen tent –Snow king /Queen, face painting, glitter tattoos</b> –A make-over tent – tiaras , wands , crowns etc Carrie &amp; Katie</p> <p><b>Craft</b> – Suki to lead/ Miss Easdale to asked to assist on the day (tbc) Cleo to assist with prep</p>	<p>CAH to consider pass system</p> <p>CAH/Charly</p> <p>CH/Charly – organise volunteers for 27 Nov. VM to collect cash/stubs</p> <p>CAH</p>

<p><b>Tombola</b> –sweet &amp; bottle  Non uniform the day previously (11<sup>th</sup>) and children to bring in their jars/bottles to school.</p> <p>Possible volunteers –Jo/Rosie/Lisa ? (tbc)</p> <p><b>Paying Games :</b></p> <ul style="list-style-type: none"> <li>• Snowman toss -Eve</li> <li>• Lucky dip -?</li> <li>• Disc drop –Emma?</li> <li>• Hook a Christmas duck – Charly</li> <li>• Name the reindeer –Nicola to write names –Person to run game TBC</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Pocket money toys –possibly Teresa &amp; Navid –(tbc)</li> <li>• Used toys –Steve (tbc)</li> <li>• Biscuit decoration –Ruth (tbc)</li> </ul> <p><b>Food :</b> Cleo suggested food - pasta (pesto &amp; tomato )  other: somosas, hotdogs</p> <p><b>Drinks:</b> ?</p> <p><b>Cakes:</b> Nicola to lead</p> <p>A separate spread sheet of duties /volunteers will be compiled by Korina</p> <p><b>Theydons boards</b> – 23 addresses secured. If you are able to have aboard outside your property please contact Nicola. Nicola will send list n next day or 2. Theydon's have agreed to double previous Christmas fair sponsorship and now donate £1,000.</p> <p><b>VOLUNTEERS NEEDED - 11 &amp; 12<sup>TH</sup> DECEMBER –SET UP</b>  We will be preparing and setting up all day on the 11<sup>th</sup> December from 9am, and in the evening after school finishes. Also from 8am on the event day (12<sup>th</sup>). We will also need volunteers to run the stalls. Please be a PTA advocate and ask people in the playground if they are able to help.</p>	<p>KG</p> <p>NMc</p> <p>ALL</p>
<p><b>Class Christmas presents</b></p> <p>In progress –Steph to also help on this , buying outstanding gifts and wrapping etc</p>	<p>SP</p>
<p><b>Film club</b> –January's film club will be for the older children –years 3 &amp; 4 –Steph to look into Intro film at suitable films, and get the ball rolling on this</p>	<p>SP</p>
<p style="text-align: center;"><b>Next PTA Meeting –TBC</b></p>	