



St Vincent's PTA

St Vincent's Primary School - Harting Road, Mottingham, SE9 4JR
Tel: 020 8857 5134 - Email contactstvpta@gmail.com

PTA Meeting – 9th October 2018 at 7pm

Minutes

Attendees:

Aleksandra Szalach, Sandra Jureviciene, Trina Johnston, Tina Smitas, Laura Mansell, Toni Power, Jane Roche, Donna Lyas, Kathryn Jackson, Monika Ciesla, David Jackson, Arlette Meli, Jacinta Laaraichi-Byrne, John Lyas

Apologies for absence: Arno Marsman, Racquel Silva, Dee Gosney, Marianne Chan, Jo Boyce, Cecilia Marlborough, Felicia Bell, Abigail Barry, Emma Gregory

Welcome message from the Chair:

The Chair welcomed everyone, and all attendees introduced themselves and all were invited to introduce themselves and their school connections.

Thank you message:

The PTA wished to acknowledge and thank the previous committee for their hard work and commitment last year. We are all extremely grateful for the amount they raised. Gifts for all 2017/2018 Committee Members were left in the care of Mrs Roche for distribution.

[The PTA, Head, and the School would like to thank you for your continued support.](#)

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New committee proposals:

Donna proposed that the role of Vice Chair be shared with Kathryn Jackson, which was voted through. She also proposed that the Treasurer be partnered up with John Lyas, who was voted in. It was agreed that the more people involved in the committee, the easier the workload and the more ideas and help generated. Both newly elected committee members will begin immediate duties.

Class Representatives for the current year were confirmed as follows:

Year 6: Tina Smitas and Carol Cox

Year 5: Michelle Power, Emma Gregory and Edyta

Year 4: Arno Marsman

Year 3: Abigail Barry

Year 2: No current representative (volunteers would be appreciated)

Year 1: Cecilia Marlborough, Trina Johnston and Felicia Bell

Reception: Arlette Meli and Monika Ciesla.

All Class Representatives were invited to write an introduction piece on themselves.

Finance update:

To date, the financial data from the 2017/2018 was still unavailable. Donna received a message from Marianne advising that this information along with other relevant data would be available soon. It was confirmed that this information would need to be reviewed by the Head and Auditor prior to being reviewed at the PTA meeting.

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A statement dated 31/08/18 to 01/10/18 was provided by the previous Treasurer. This showed a balance of 2,039.67 in one account and 14,161.97 in the other. Of this, as per previous years, £5000 will stay in the PTA account for sundries and other expenses and the remaining sum will go directly to the school. Therefore, the PTA will be passing a cheque to the school for £11,201.64.

Mrs. Roche has two projects for this year. The first is the replacement of the path from the side of the office leading up to the trim trail parallel to the hedges. This is at a cost of around £4500. The second project is the replacement of the flooring and path area at the back of the school in the Reception area. This will be at a cost of around £13,000. As the current PTA do not have access to the accounts, we will be contacting the previous Treasurer to request a cheque for the school.

Until the new committee have access to the accounts, funds will be requested from the previous committee as and when required, and income generated from the upcoming events will be used where necessary by the committee until Dave and John are authorized signatories on the accounts.

The card reader and access details will be provided to the PTA this week. Kathryn will be the keeper of the card reader until it is required for use. Both Kathryn and Donna will hold the user information and passwords.

A year 6 parent representatives queried whether there would be a year 6 leavers contribution this year. Toni confirmed this would happen. Jacinta queried whether we would be decorating the hall and tables for the Christmas lunches, again, Toni confirmed this would be the case.

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Current stock:

The food and drink stock take checklist was submitted, and the redundant/expired stock. Some was left in the staffroom, some was taken to a homeless shelter and some was handed out to the homeless at London Bridge. All recipients were very grateful.

As this equated to 5 boxes of crisps, a mixed box of sweets, and 5 cases of drinks, the committee have decided that in order to reduce waste in the future, supplies will be purchased on a per event basis. Surplus stock which is nearing its use by dates will be utilised as raffle prizes or given to teachers rather than being disposed of after the date passes.

Christmas lunch:

It was noted that the PTA were responsible for decorating the Christmas lunch last year and these items will be provided again this year. Many of these items will need to be purchased, but a secondary stock take of the shed will also be taking place to determine which items can be used again. Kathryn and Donna will complete this stock take prior to the half term break.

Confirmed events (this term):

Sponsored skip/jump – We will be holding another skip/jump sponsored event W/C 29th October. The sponsorship forms for the Jumpathon/Skipathon will be placed into book bags W/C 15th October. There be no need for special PE clothes as the event will take place during normal PE lessons or as the teachers decide, weather permitting.

Winter Disco – It was agreed that this will take place a the end of anti bullying week on Friday 16th November which is also blue Friday. As the children will already be in their own clothes there will be no need to send a change of clothes for the infant disco. The infant disco will be from 3pm to 3.50pm, and the junior disco will be from 4.15pm to 5.15pm. Tickets available shortly (preferred payment will be online, but cash will also be taken).

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The infants will be released from the centre doors from the youngest class first up to the oldest class. Juniors will enter from the side door for their time. There will be class tables with their own bottled water and snack for that class on that table. It was proposed that the PTA try to adopt healthier snacks at this and other events. The introduction of the 'Snack Shack' will hopefully become a regular feature and help us to continue to promote the school's healthy eating philosophy. All parents are welcome to chaperone at the appropriate time, however please remember that only pupils at St Vincent's with a ticket can attend. Infants cannot attend the junior disco and the juniors cannot attend the infant disco.

Christmas Fair – This will take place on Thursday 6th December immediately following the year 1 & year 2 school nativity plays. Closer to the event, we will be requesting donations of tombola items, raffle items, and jolly jam jars. Further details closer to the event.

Proposed future events/fundraising:

Proposed events include:

- Another school disco – to be held around mid February 2019
- Termly draw - Toni proposed a termly draw where the parent pays once and only on the first term, a certain amount, and they go into a draw. At the end of each term (December, April, July), the draw will take place and the winning ticket number along with possible 2nd and 3rd placed prizes will be won by parents. Mrs Roche is to approve terms and conditions relating to this type of fundraising.
- St Vincent's Got Talent – auditions for this event will take place after Easter. Further information and dates will be communicated as soon as we finalise them.
- Summer Fair – It was proposed that this take place slightly earlier next year in June rather than July.

All of these suggestions were supported by attendees.

Toni to discuss future event dates/potential clashes with Mrs Roche in a separate meeting.

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Other revenue :

The Co-Op Mottingham have partnered with St Vincent's, and we are pleased to confirm that we are one of their chosen three charities this year. From launch date, each time a member uses their membership card on Co-Op products, we receive 1% of their spend back. A meeting will take place in the coming weeks, where the PTA will receive further information regarding this scheme. Mrs Roche will also send out a note regarding this. The Manager at Co-Op has confirmed with Donna that St Vincent's will definitely be available for selection from 28th October. However, do keep checking as we may be able to do this before that date.

A.O.B.:

Meeting times/dates -

It was proposed that the time of 7pm be changed to earlier; this was voted down. Therefore, future PTA meetings will take place at this time but on alternate days to accommodate as many schedules of those attending as possible. In the few days following the PTA meeting, a coffee morning will be held by some of the committee members for those who wish to participate but are unable to attend the evening meetings.

Comments/Suggestion box -

The suggestion/comments box will be put in the school office in front of Mrs Webb's office. Slips of paper for the suggestions and pens will also be placed by the box, encouraging as much parental input as possible.

Minutes/Agenda/Newsletter –

Going forward, the PTA newsletter will be added to the end of the school newsletter when it is produced in that particular week. For information (but please note, not discussed at the meetings), we will aim to have the meeting agenda on the school website 48 hours or more prior to the meeting.

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The minutes following the meeting and coffee mornings will be on the school website during the week following the meeting. Newsletters will be added as and when there is a need to distribute information but where possible with the school newsletter.

Social media -

The Facebook admin will be held by Donna and Kathryn and they will delete and discourage any negative comments and reiterate that the page is for circulating information about the school and not for any other purpose. Anyone wishing to contribute to the facebook page should contact Kathryn or Donna. For information (as the matter has been raised outside of the meeting), the PTA do not operate a twitter or instagram page, nor do they plan to use these types of social media going forward. For the most part, communications will be sent out by email or will be posted on the PTA section of the school website. This is so that we can better control content and ensure we are in line with GDPR.

Next meeting/coffee morning –

The next PTA meeting will be on Wednesday 7th November at 7pm (in the school hall or staff room depending on number of attendees). The coffee morning will be at 9am Thursday 8th November. The Co-Vice Donna Lyas has offered to host this at her home which is two streets away from the school. This will reduce the need for occupying space during school hours on the school premises.

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