



PTA COMMITTEE MINUTES – Tuesday 14th September 2021

ATTENDEES

PRESENT: Candice L, Rachael Douglas, Jo Meredith, Katharina Roelofs, Jeanette Triegaardt, Viorica Toma, Claire Conn, Will Haigh, Halima Geddes and Carly Lees.

MEETING MINUTES

1. Action Points

The minutes and action points from the last meeting held on 16th June were discussed.

- **Sheringdale Marathon:** Candice to organise balloons for the finish line and Jeanette to buy bubble wands. **Done**
Rachael to send a parentmail out about the marathon, giving instructions about returning the sponsorship forms and money and mention the meet up on Sunday. **Done**
- **Summer Raffle:** The draw date of Sunday 11th July was agreed. Jo to set up a ticket shop to go live on the Hub and Will to add the link for the summer raffle to the Hub home page and list the prizes available so far. **Done.**
- **Reading Library Update:** Viorica and Claire to find out from school when they would like to go live with the Reading Library. If not until next year, arrange for the unit to be stored at school over the holidays. **All done and ready to be put in place.**
- **Staff Thank You Newsletter:** It was agreed that we do this and present each teacher with a thank you letter from their class at the end of term. Reps will send a form out with questions for the children to answer about their form teacher and the PTA will collate the answers and turn them into a thank you newsletter. Jeanette agreed to organise this. **Done and was very well received and appreciated by all staff.**
- **John D Wood:** The committee suggested finding out if there is enough turnaround time to put up JDW estate agent boards advertising our summer raffle or if not, advertising in support of the Sheringdale PTA. Jeanette agreed to find out from JDW and Katharina agreed to run our idea past Sarah Jones to check she is happy with it. **Katharina confirmed Sarah Jones was happy with this idea and subsequently JDW boards are currently up outside just over 80 Sheringdale homes promoting the Sheringdale Reading Library.**
- **PTA Hub:** It was suggested that we create a new parents' area. Will, Candice and Rachael to create a new parent's area on the Hub, giving information on the PTA, how to join, how to become a class rep etc. **Ongoing**

2. Finance Update

- We currently have £33,357.77 in the bank and we have just received deposits of £224.36 from Easyfundraising and £42.05 from Amazon Smile.
- The new PTA Committee Treasurer Carly Lees was welcomed to her first meeting.

3. Update on Meeting with Sarah Jones

Katharina and Rachael fed back to the committee on the meeting with Sarah Jones which they felt went very well and are looking forward to working with Sarah and school over the coming year.

- Sarah is happy to meet with us once a term - Autumn term at the beginning of the school year and meetings after that to be held the week we are back after half term.
- Sarah is very happy for us to hold a PTA meet and greet with teachers one morning before school. **Rachael** to organise this and to send the teachers the request for funding form in advance via Paddy.
- Paddy Hill is still school's PTA liaison.
- Sarah is happy for us to go ahead with fairs and cake sales. She asked that the cake sales be held in the Early Year's playground as she felt it gets too crowded/congested if sales are held outside the school office.
- Christmas Fair - Sarah would prefer to hold it on the Thursday afternoon the week before we break up. The committee unfortunately can't manage a Thursday afternoon due to work commitments so **Katharina** will let Sarah know and suggest Friday 10th December.
- Summer Fair - Sarah would prefer to hold it two Saturdays before the end of the summer term. The committee agreed to the date of 9th July. **Rachael** to check the Wimbledon tennis dates.
- AGM - happy we have invited Debbie Lawrence, Paddy and Jo Robinson. Sarah has suggested we invite Ben Matthews too **Katharina/Rachael**
- Sarah has big projects at school under control financially but if we are looking to help out, we could contribute to the music dept, proposed new canopy for the Early Years dept, coaches for a seaside trip again and books is most welcome. Sarah was happy to tie in a sponsored readathon with raising funds for books. **Katharina** to get more details from Sarah on the canopy for the Early Years playground and also ask the new music teacher how we may be able to support their needs.
- School needs a volunteer to do some school grounds gardening maintenance - someone who has knowledge of gardening if we can advertise in one of our parent-mails/hub etc. **Rachael** to mention in the parentmail.
- Sarah is keen that PTA fundraising is separate from Y6 end of year fundraising and suggested we continue to contribute by buying the year book rather than just donating to their fundraising pot.

4. Future PTA Events / Fundraising Ideas

- The list of events and activities was divided up between committee members.
- **Rachael** to find out from My Art Project what the process is for ordering Christmas cards.
- **Jeanette** to pick up with JDW the issue of some of the boards that have been drilled into people's gateposts.
- **Katharina** to put to Sarah Jones and teachers the idea of holding an International Day food market, around Easter time.

5. AGM - 18th October

- To be held in the school dining room for those able to join in person and via Zoom. The meeting will be mentioned in the PTA Welcome parentmail.

6. School Website - PTA Pages

- The PTA pages on the school's website need updating. **Rachael and Will** to find out if we can have access to update the pages remotely and update.

7. New Parent Welcome Drinks - 7th October

- Organised for Thursday 7th October at The Park Tavern and will be mentioned in the PTA Welcome parentmail.

8. PTA Coffee Morning

- **Candice and Claire** kindly agreed to organise.

9. Future Committee Meetings

- Katharina asked if we should continue to hold our meetings in people's houses or move to the pub. It was agreed that we keep this fluid and will depend on if we have any new committee members.

10. Date of the Next Meeting

- Tuesday 2nd November at Rachael's house.

11. AOB

- No other matters were discussed and the meeting ended.