

Minutes of Wallace Fields Infant School and Nursery PTA Committee Meeting

3rd November 2021 8pm via zoom

Present: Maliha Carey, Megan Steeper, Justine Berry, Jamie Hallums, Sarah Crowther, Tracey Salmon, Sam Mathews, Luke Toyer, Joanna Brynteson, Caroline Wilkie, Kelly Tebbs, Dave Smallwood.

Apologies: Brigitte Gehring

1. Welcome, introduction and apologies

Maliha opened the meeting and welcomed everyone.

2. Chair's update

Maliha provided the following update regarding general governance and admin tasks discussed at the previous meeting:

- **Constitution and Funding Principles Document:** Maliha provided a brief outline of these documents and commented that they require updating. The constitution can be updated at the next AGM. The Funding Principles Document will be circulated with the minutes of this meeting and Maliha asked for any comments to be submitted to wfispta@gmail.com. Maliha will then review and update the document based on any comments and circulate a new draft to be reviewed and adopted at the next committee meeting. Maliha noted that the Funding Principles Document emphasises that the PTA aims to spend all it earns, and to front weight this funding as much as possible, to ensure that families that raise the money are also benefitting from the funding in the same academic year.
- **Trustee update and DBS:** PTA committee members are working on updating trustee details with the Charity Commission and DBS check.
- **First Aid Training:** Maliha is working with Collette Pasley to arrange training for the committee members and anyone else involved in organising events.
- **PTA Page on School Website:** Maliha is working on this and will speak to Tara Cooke and Emma Miller.
- **Future meetings:** Dave had proposed diarising PTA committee meetings once per half term for the next twelve months and a fortnightly committee check in. Maliha agreed this was a good suggestion.

3. Feedback from recent events:

- **Pre-loved fancy dress sale:** This was organised on short notice but was well-received and raised £84. The sizes were quite small and there was demand for purchasing larger sizes, which weren't available. There may be scope for collaborating with WFJS to generate donations of larger sizes for next time. It was agreed that the leftover fancy dress items can be offered to Nursery, offered for sale at the Christmas Fair and the rest will be donated to a charity shop.

- **Make the Rules Day:** This was a great success as all the children loved it and it raised £544.75. Maliha noted that it could not be run too often but it was agreed that we could look to run it once a year. Mr Hallums noted that it works well on the last day of a term or a half term.
- **Pumpkin trail:** This event raised £252.15. It was well-received with lots of positive response from parents. There was some feedback that it may have been a little long in distance. Caroline commented that a trail seems to go down well in the October half term rather than May, when lots of people seem to go away. She suggested another time finishing the trail at the school, for example with a hot chocolate and goodie bag at the end on Halloween.
- **Cauliflower cards:** This was done online this year for the first time and raised approximately £377. This is less than last year but it is not clear whether this is because of the change to online or the fact that there are more events this year compared to last year during Covid restrictions. It may be that the amount raised last year was unusually high.

5. Events this term:

- **Pop-up Café:** All in order. Maliha leading. Resourced fully
- **Fireworks:** All in order. Kelly leading. Plans are looking well placed. There is a requirement for more volunteers.
- **Advent calendar raffle:** All in order. Caroline leading.
- **Christmas fair:** Maliha leading. Planning is at a relatively early stage. Mr Hallums confirmed that the school has not received any updated Covid guidance and the co-head teachers are happy to proceed with events in school. Agreed to plan contingency into the agreements with suppliers and separate out across the school to create distance / spacing.
- **Circus poster competition:** Nicolette leading. As we will have the Christmas colouring competition, the Circus poster competition will take place over the Christmas holidays.

7. Events next term: (Discussion parked to next meeting. Maliha to progress plans)

- Pop-up Cafe and healthy eating talk
- Panto
- Mums fitness class in the park
- Race night
- Auction event
- Parent night off events
- Valentine's Disco
- Pop-up Cafe second half of term
- Mother's Day Pop-up Shop
- Easter Bunny visit and gift

8. Treasurer's report

Sarah Crowther noted that there is £15370 in the bank.

Received £4800 from Fireworks ticket sales.

Less previously committed items ~£3000

Reading Bus fundraiser £580

Final Cash in Bank (after all outgoings accounted for) £6580

9. New ideas for spending

Mr Hallums went through the school's funding requests:

1. Outdoor Wooden blocks - £400 **Budget Agreed**
2. Television Screen for Blue Cabin Room – *Agreed in principle (will wait for amounts for full approval on email)*
3. Soft Furnishings for Blue Cabin Room – *Agreed in principle (will wait for amounts for full approval on email)*
4. Weather Vane – *Agreed in principle (will wait for amounts for full approval on email)*
5. British flag bunting and landscaping – *Agreed in principle (will wait for amounts for full approval on email)*
6. Temporary Gazebo (as the real bus shelter will not be in place until some point next term) – *Agreed in principle (will wait for amounts for full approval on email)*
7. Replenishment of items from Sensory Room. – *Waiting for details/wishlist*
8. Ice Worlds Topic workshops / visits (e.g. huskies) – *Agreed in principle with rough budget of £500 per item (3 items)*
9. Mark the Queens Platinum Jubilee – commemorative coins £2.99 each (circa £700). *Will pause on deciding on this*
10. Carry Buggy – *to support PTA members moving stuff around the school! Approved Kelly to purchase*

Maliha suggested topping up the Bus Fundraiser to the £5k target, to facilitate the completion of the Library Bus and also to ensure that the families that contributed to the PTA's current available funds last year and this year will benefit from it in the current academic year. This was approved in principle, subject to reviewing and confirming the total funding spend outlined above (and checking what further funds are available).

Sarah noted that there is still money from the Sponsored Bounce which was ringfenced for books and it was agreed that this should still be spent on purchasing new books.

10. Any other business

None

11. Date, time and location of next meeting

Week commencing 10th January (Dave and Maliha to connect and propose date)