

Romsey Abbey Primary School PTA

Tuesday 15th October 2019

Attendees: Maz Paddock (MP), John Barker (JB), Dawn Burnham (DB), Jemma Jones (JJ), Paul Nicholson (PN), Lydia Dalton (LD), Kathryn Holyland (KH), Emma Tower (ET), Liz Wagner (LW), Rachel Langley (RL)

Apologies:

Item	Description	Action
1	Welcome to all , including Lydia Dalton who is new to the PTA and has taken on a parent rep role for Y2.	
2	General PTA update At the recent AGM new Committee Members/Officers were elected. Parent Year Reps are now all in place. RL is continuing to organise the birthday cake rota which is looking good, and big thanks to Nicola Butcher for helping recruit new YR volunteer bakers alongside other parents involved. Second hand uniform sales – normally Thursdays alongside cake sales. MP is looking for a regular helper/s for the uniform sales. Parent forum meetings – arranged and facilitated by JAP with the expectation of one year rep attending from each year group. These occur approx. every half term and are an opportunity for parents to communicate ideas, concerns, questions etc with school.	
3	Romsey Abbey Light Party (All Saints Day) taking place on Friday 1 st November, 5.30 – 7 pm. Rhiannon Wilmot (Abbey children and family worker) requested a few volunteers from PTA to help out (for stewarding, helping with stalls/games/refreshments etc), from 4.30 pm. PTA will request helpers via year reps. Tickets will be £2.50 for adults, free for children. It's a lovely, family event with the Abbey completely transformed into a party atmosphere!	Volunteers needed please
4	Upcoming PTA events – those up to Christmas are confirmed. 7 th Nov – Y6 cake sale and uniform sale 19 th Nov – KS1 film night – needs volunteers to operate projector, first aider etc – can offer refreshments for small fee. Will be straight after school, finish by 6 pm. 19 th Nov – PTA meeting 26 th Nov – KS2 film night 29 th Nov – Christmas disco 5 th Dec – Y5 cake sale and uniform sale 6 th Dec – Xmas hat day – bring a bottle for xmas fair tombola (discussion about school having a bag of tinsel available or incorporating xmas hat making into a school art activity to ensure all children have a hat) 12 th Dec – Christmas fair (3.30 – 5.30 pm)	Volunteers please Volunteers please Volunteers please
5	LW came representing the Board of Governors to clarify the current financial situation. A big part of the governors' responsibility is making school accountable for the money it spends. Over the last three years the governors have been working on cost savings where possible. The contribution the PTA makes is valuable and depended upon. In 2015 the school and governors made decisions about going ahead with the new building. As a voluntary aided CoFE school the governors have to find 10% of the funding for any capital funding project. As a result of the plan the governors had to find £50,000. It was agreed the Abbey would loan the school that money to be paid back in annual £10,000 payments over 5 years. When LW took over as chair doubt was cast about whether the school could legally borrow that money, but the contractors were already on site and work underway. LW was already member of PCC, and researched through the government Educational Funding Agency, she discovered this agreement	Everyone please promote the school!

	<p>shouldn't have been made. In Jan 2017 a loan was agreed on the understanding that if school should become an Academy no debt would be carried over. The first three repayments have been made (April 2017, 2018 and 2019). The school currently still owes £20,000 to the Abbey. Without the PTA helping to pay back that loan each year the school would be in deficit. The predicted budget for 2020/21 is likely to be a deficit budget, possibly to the tune of £75k, because we are 30 children down in the school, and if we had those children on roll the school budget would be breaking even every year. Funding of £4,000 comes with each child.</p> <p>The PTA was asked to take on an additional role, to sell us as a school. We are Ofsted rated as good and outstanding in early years. LW has recently visited all local preschools handing out fliers and every preschool manager has been impressed and recognises those Ofsted ratings are not common locally or easily achieved. Parents can be the best advocates to promote school – positive posts of Twitter, Facebook etc. Similarly JJ has circulated fliers to local businesses including estate agents, local housing developments, tourist information etc. We currently have 6 spaces in YR, 6 in Y1 and several higher up the school. LW and JAP are about to meet with Educational Financial Services. Because of low numbers we have had an in-year deficit for several years but there was a buffer from some additional money a few years ago, however that is nearly all used up. The governors are attempting to make that deficit as little as possible, but realistically it will be £50,000 deficit at best. There are plans for various alternative sources of revenue, including gaining more lettings in the school (e.g. hall, field etc) so we need to think creatively and promote the school as a good venue for events. Also the potential to access sponsors of things school may need to buy.</p> <p>Ultimately with this deficit, we would have to enter into a recovery plan with support from Educational Financial Services with a 3 year time frame, and would be heavily monitored by Hampshire County Council. One reason that we don't have full numbers of children in the school is because Romsey Primary School increased to two form entry two years ago (i.e. for their Y1 and YR) so there is a surplus of primary school places locally (Cupernham 3 form entry and Halterworth 2 form entry). It is also linked to our previous 'requires improvement Ofsted rating. We have excellent staff, good links with local secondary school, and every reason to celebrate the success of the school and take the positive message out there. PN asked whether we do exit interviews with parents who remove their children from the school but LW clarified we don't because we know why they are leaving through discussions with JAP and LW. There is also some transient population moving into and out of Romsey for social reasons, which affects school numbers and can't be influenced. LD asked whether this is value in sending out a parentmail to outline what the PTA contributes to and where the money goes (including ongoing payment for the building project). JJ suggested could include simple graph to summarise what money was raised and how and what it's been spent on. LW suggested this communication could be via Parent Forum. LW clarified that Sandra Gidley, former local MP and TVBC councillor is due to be joining the governors.</p>	
6	<p>A.O.B.</p> <p>Christmas fair – discussion of whether we will do a Santa's grotto. LD agreed to try and recruit potential Santa and offered cardboard (e.g. to make chimney etc). Possibility of giving books as presents, gift wrapped differently according to age. PN suggested that with the fair starting at 3.30 pm, the public then be invited from 4.30 pm (to ensure safeguarding for first wave, i.e. those coming straight after school).</p> <p>JJ fed back re: fete subcommittee – JJ, Sam Chivers and Helen Normington happy to lead subcommittee and have recruited 15 parents who have indicated willingness to be involved. They are meeting 28th October to generate schedule of task planning for fete. Possible fete date is 13th June (to fit with Mrs Maxey's timings). Potential theme around timing of Queen's birthday; or Romsey Abbey's 900th birthday. ET potentially has access to military band. MP agreed a fete subcommittee can be formed, but insisted that there should be at least the PTA Chair or Vice Chair present at each subcommittee meeting, as the summer fete is the biggest PTA fundraising event of the</p>	<p>LD</p> <p>JJ</p>

	<p>year and that there be a clear mechanism of feedback into the PTA for approval of plans.</p> <p>DB suggested further subcommittee to coordinate PR and advertising ideas.</p> <p>KH offered to organise a one off after school archery session, likely during summer term.</p>	<p>DB</p> <p>KH</p>
7	Date of next meeting: 19.11.19 at 7 pm (new time TBC)	