

Romsey Abbey Primary School PTA

Tuesday 30th January 2018

Attendees: Nic Cutler (NC), Maz Paddock (MP), Victoria Johnson (VJ), Becky Hellings (BH), Marina Vitler (MV), Jemma Jones (JJ)

Apologies: Vicci Tutton, Rachel Langley, Elizabeth Kennedy

Item	Description	Action
1	<p>PTA class representatives MP reported that all class reps are now in place for every class and these were published in a recent PTA news letter (12.01.18)</p>	
2	<p>Year R coffee morning MP reported that the Year R coffee morning went well and it was here that they recruited the two Year R class reps: Amy Harwood and Beth Auger. There was a suggestion of having regular coffee morning and charging for the tea/coffee but logistics will need to be looked at. VJ suggested we could run one once a term for all parents so that it is manageable and then discussions of new fund raising ideas could come from here as well as parents meeting to catch up.</p>	MP to check dates and times with Mrs Palfrey.
3	<p>Funds raised so far... MP discussed how much has been raised by the PTA so far through Christingle, Christmas Fayre and Cake sales. The approximate total is £875.70 since the 1st November 2017. The members of the PTA who were present wanted to thank Maz for all her hard work with all these fund raising events as she has put in lots of time and effort to make these events run smoothly. MP has identified that the mince pies after the Christingle had lower than expected numbers but next year more publicity could be given to the event so more people are aware. This would then create more number and more money for the PTA! All were in agreement that the Christmas Fayre was a great success and more numbers than expected came. This will be added to the PTA calendar for next year with the possibility of Romsey Preschool having a couple of tables as well.</p>	MP to check dates and times with Mrs Palfrey for Christmas Fayre 2018.
4	<p>Cinema Nights: MP has called PTA UK to find out about a licence for showing films in school. The price through them with 25% discount was £67.50 for a one off licence or a yearly one. It was discussed at length and then decided that we would charge £2.50/£3 for the ticket which would include a popcorn snack and a drink. It was also discussed that it should be straight after school so that we maximise the amount of children that would attend. It was agreed by all present that we should try to get a date secured for one of these nights as soon as possible (Spring 2) to use the darker evenings. If a success then dates should be put on the 'dates for the diary' information so that parents have enough advanced notice to maximise numbers.</p>	MP to check dates and times with Mrs Palfrey. Need to rally volunteers.
5	<p>PTA webpage: MP explained that the PTA web page has not been updated for some time. BH said she would look at it and see what needed doing. MV was to contact Michelle Bishop to see how to upgrade the page and what we had to do to achieve this. BH will await this outcome and then try to update the information as frequently as possible!</p>	MV to speak to Michelle Bishop and then to BH.

6	<p>Disco Issues</p> <p>MP had some issues with the last discos with organisation.</p> <p>Issue: Parents had mentioned that it was very dark where the children exited the hall and they could not see where they were going.</p> <p>Solution: It was suggested by JJ that they use the door at the back of the hall so that there is a security light to help with this.</p> <p>Issue: Some children found it too loud.</p> <p>Solution: Ask Debbie D to turn the volume of music down.</p> <p>Issue: Heelies worn by children and this caused a health and safety issue.</p> <p>Solution: Put on the letter that heelies must not be worn and if children do wear them they will be asked to take them off whilst in the disco.</p> <p>Issue: Congestion with children coming to the new disco and others being seen out.</p> <p>Solution: JJ suggested that a one way system is used. Children being collected are let out at the doors by the hall (maybe a different year group per door so less parents and easier to match up children to parents). Then the side gate is shut and then the children arriving go to the side door near preschool gate where they are let in and ticked off the list. This would also help to lower the risk of unsafe adults near the school. It was agreed that this system would be tried this time.</p> <p>Issue: Some children did not get a drink or a biscuit.</p> <p>Solution: Children would be served at tables by adults and it would be down to the children to come and get a drink/biscuit instead.</p> <p>Issue: No first aider.</p> <p>Solution: MV said she would attend as a first aider and to help with children with additional needs.</p> <p>Also more help was needed at the discos as adult numbers are short.</p> <p>BH suggestion to send out messages to parents with DBS checks as much in advance as possible so then we know the numbers of adults that can help as early as possible.</p>	MP to feed back with how the changes helped at next meeting.
7	<p>Fete</p> <p>MP suggested having a sub-committee for the fete and JJ suggested making this a joint committee with the preschool to help ease of communication.</p> <p>MP has been in discussion with the Romsey Old Cadets and they can come to the fete but need to know timings etc.</p> <p>All agreed that the fete timings should be 11.30 – 2.30 as the set up and clear up times add to the length of the day. MP to give timings to the office to put on the Dates for parents so people have as much notice as possible.</p> <p>MV suggested that the Romsey Old Cadets open the fete and then finish their set so that the fete is opened. MP to liaise with ROC and Mrs Maxy so that it doesn't interfere with her running times.</p>	<p>MP to liaise with ROC and Mrs Maxy with timings.</p> <p>MP to put the times on the Dates for parents.</p>
	Date of next meeting: ?	Date of next AGM: 16 th October 2018