

Parents' Association Minutes

22nd January 2019

Attendees:

Helen Hatton (HH)	Sandra Cunningham (SC)
Kate Harris (KH)	Hilary Ali (HA)
Hilary Atherton (HAth)	Amanda Jones (AJ)
Linda Wells	Lisa-Marie Howe (LMH)
Sachia Broadbent (SB)	Julia Cursiter (JC)
Sonia Davis	Sarah Almond
Gemma Donnelly	Mark Aulds
Alex Smith	Sue Hobbs (SH)
Caroline Plumb	Robyn Sagar-Mahoney (RSM)
Carol Edwards	Samantha Cowan
Sarah Pace	Gemma Brickwood
Liz Girling (LG)	

Welcome

KH welcomed all to the meeting and noted the excellent turn out.

AGM Matters

All Trustees of the PA were co-opted in line with AGM requirements as follows:

- Helen Hatton and Kate Harris – Co-chairs – nominated by LG and seconded by SH
- Sue Hobbs – Treasurer – nominated by SB and seconded by HH
- Gemma Brickwood – Secretary – nominated by RSM and seconded by JC

It was agreed that independent examiner Kim Bahl would be appointed to review and audit the accounts. It was proposed by HH and seconded by KH that subject to review by an independent examiner the audited accounts and Annual Report are signed off to complete the AGM requirements. This was agreed by all.

Post meeting note – minor amendment made to the accounts to reflect value of new uniform stock.

Fundraising / Income Generation

- **Christmas Bazaar** – SB confirmed the Christmas Bazaar was a big success. SB is hoping to lead the team again for the 2019 bazaar. SC reported that the children really enjoyed the bazaar.
- **Ball** – AJ advised that the ball team was having their first meeting on 23rd January. The ball is to be on 12th October and will follow a similar format. A save the date Parentmail is due to be sent out soon to confirm.
- It was noted that due to the bazaar and ball being at a similar time of year the two teams will work together to divide potential targets for donations, sponsorship etc. HAth advised that a note is being prepared from the PA to all local businesses to thank them for all the support and donations in the past year.
- **Co-op** – JC confirmed that Co-op funding is currently at £300. This round of funding finishes in October 2019. SC advised that it is hoped that the money can be put towards a climbing / activity

wall in the playground. Further reminders will be sent out to parents to register their support for the fund to ensure as much of the money raised is donated to CPS as possible.

- **Quiz Night** – HC confirmed that the well tested and successful quiz is being run by Kevin Warner again. LM to add details to the school website.
- **Easter Activities** - JC outlined the week of Easter activities being prepared for the week before the Easter holidays, including egg hunt, name the bunny, mufti day and an art display in coordination with Holy Trinity Church. HAth outlined a further fundraising element of the Easter activities – the 'Easter Island Challenge'. It is intended to have a fun and healthy focus in order to raise money for four new all weather ping pong tables. Handouts outlining the project will be put in all childrens book bags. SC confirmed her support for the initiative and that the tables could be used to support a new competition league within the Ember Learning Trust.
- **Summer Fete** – KH confirmed the fete is being held on 29th June. Two additional volunteers are needed to support the team. A further update would be given at the next PA meeting.

Future Spending

- **Books** – the home reading books are much better so far. Would like to agree release of funds to fill final gaps. **AGREED.**
- **All weather table tennis tables** – JC advised that the tables have a 10 year guarantee. SC confirmed that the tables could be used at playtimes with a rota and also during PE. HAth advised that the Claygate Table Tennis Club will use the tables during the summer months as the club is sponsoring a table. **AGREED**
- **Link Corridor** – SC outlined that she had been to visit a school with a very impressive corridor with one way viewing treatment to windows creating an underwater scene. A number of parents questioned whether the funds would be better spent on making improvements to the hall. It was agreed that the money should be saved and the options considered further.
- **Climbing Wall** – to be funded by Co-op funding. Funding to be released earlier by PA in order that the climbing wall can be installed for children to enjoy during the summer term. **AGREED.**
- **Climbing Frame** – intended to be a climbing frame for older children and lots have already been done for reception playground. SC advised that the climbing frame would be fully risk assessed. There is currently a huge lack of climbing opportunities in the playground and as such the children find their own ways to climb. It would be much more preferable to offer a safe engineered alternative. **AGREED**
- **New PA Shed** – a new shed is needed to replace existing leaking PA shed which would also free up shed in reception playground to allow it to be used for reception storage. Agreed it would be preferable to spend a bit more, up to £1,500, to buy a quality shed that would have a longer lifespan. **AGREED**
- **Reception Improvements** – SC outlined that the school is currently undersubscribed which directly impacts on the level of funding the school receives. It is important that the reception classrooms are attractive in order to achieve a full reception intake each year. HA advised that new self selection storage would make a big improvement in helping with learning and appearance of the classrooms. Quality and suitable storage is expensive and it was agreed that funds of £2000 for each classroom would be provided. **AGREED.**
- **Forest School** – SC provided an update and confirmed that a forest school teacher had visited the school to provide advise on the area to the side of the field, reception playground and the Woodland Learning Area. The new signage is up which has been paid for by the Aviva funding. Two members of

staff are keen to undertake forest school training which is a full year of training. The pond would need to be fenced off and it would be preferable to understand the seasonal differences of the pond before adding a pontoon. In the meantime den play would be relatively easy and cheap to create. The forest school areas could be hired out to other schools or for parties. The Friends of Claygate are considering the feasibility of the forest school areas and potentially funding the teacher training. Parent volunteer days will be run in order to clear the areas as much as possible.

Other Matters

- **Library** – HA advised that there have been IT issues preventing the use of the library at the moment. There is a plan in place and the library should be open again soon.
- **Swimming Pool** – LW requested the support of the PA in making a funding application to the Parish Council to seek funding toward changing rooms for the swimming pool. GB confirmed that she would investigate the potential for securing funding. MA advised that the Scouts have previously been successful in securing funding from the Parish Council, Elmbridge and Ride London. Match funding is a big source of funding.
- **Friends of Claygate and the PA** – HAth noted that it would be helpful for parents to understand the difference in the roles between the Friends of Claygate and the PA. HC advised that at present the Friends and the PA have identical charity charters. The definition and roles of each could be confirmed separately and a parent communication would be issued to update parents.
- **Terracycle** – AS suggested Terracycle as a potential option to consider for recycling which would also raise funds for the school. Terracycle also offers educational talks in schools. AS to consider feasibility further. SC advised that this would help the school received Green Flag award.
- **Coffee Machine** – JC considered that it would be nice to buy a good coffee machine for use by parents at assemblies etc and also for staff to use in the staff room. GB to research options.
- **Termly Discos** - SC raised whether it would be possible to have a disco at the end of each term in order to raise additional funds. This was very successful in previous school and can use early finish times. HC confirmed that the PA is very open to new ideas but a volunteer team would need to be found to run the discos.
- SC closed the meeting by thanking parents for the daily support in enriching children's lives at school.

Date for next PA meeting TBA