

Parents' Association Minutes

24th February 2020

Attendees:

Sandra Cunningham (SC)

Hilary Ali (HA)

Kate Harris (KHA)

Katie Holmes (KHO)

Jen Cottingham (JC)

Sue Hobbs (SH)

Ruth Box (RB)

Di Kelly (DK)

Gemma Donnelly

Sue Luck (SL)

Gemma Brickwood (GB)

Sonia Davies

Liz Pearce (LP)

Sachia Broadbent (SB)

Alex Smith (AS)

Welcome

KHO – thanked those attending and welcomed the new Secretary (JC), Treasurer (RB) and Sustainability Lead (DK).

KHO confirmed that minutes of the meeting would be circulated to all class reps.

Fundraising / Income Generation

SH ran through the Financial Report and confirmed the total income raised by the PA for the current school year is £33,407.

£6,957 has been spent to date, namely on the Community Pool Project, donations to the Dylan Howells Foundation and the new PA shed. The shed has been purchased but needs to be built in the new location. KHA confirmed a person has been lined up to undertake this work so will chase this up. The old PA shed will be removed to make way for a new Reception woodland learning zone. It was suggested that once the new shed was up, items stored in the PA sheds should be reorganised to ensure heavier items are in the best location.

SH confirmed the amount available to the PA for future spending is £68,049. Some of this will be used to pay for the new climbing frame.

- **Easter Egg Hunt** – SB had hoped to replace the annual Easter Egg Hunt with a 'Bunny Bop' Easter Disco to generate more money. The plan would be to have a disco in the school hall with decorations and food but no fancy dress. Given the limited time to organise a new event before Easter, it was agreed the disco will be rolled over to next year. The Easter Egg Hunt – a firm favourite with the kids - will go ahead as normal. DK agreed to consider sustainable ideas for the egg hunt and Easter decorations.
- **Movie Nights** – Two new dates have been proposed for the PA movie nights – Wednesday 22nd April and Thursday 23rd April. These will run in the first week after

the Easter break so will not clash with after-school clubs. LP confirmed the first movie night for Reception and Years 1-3 will take place straight after school until 5.30pm. The second movie night for Years 4-6 will offer two showings; one straight after school and a later showing which will finish around 8pm. Tickets will be £5 each. Snacks (fruit and biscuits) will be offered during the evening, but popcorn has been vetoed to avoid potential popcorn fights. LP stressed that a number of volunteers will be required to help run these events. The films are still under discussion but will be gender neutral and available under the school's video screening licence.

- **Quiz Nights** – This event has been extremely popular. KHO confirmed it is now taking place on two consecutive nights at the Hare and Hounds. Tickets for Thursday 26th March have sold out but there are still 6 tables available on Wednesday 26th March. Platters of food will be available on the night. KHA confirmed that donation envelopes will be distributed on the quiz tables.
- **Summer Fete** - the date has changed to Saturday 13th June. KHA was pleased to confirm that a team is in place to organise the event. A query was raised whether the Year 6 camp-out will clash with the fete as they are now on the same day. KHA was not sure if the camp-out was going ahead but could not see why there would be a clash as the camp-out is an evening event.

Library

The library team has been working closely with Friends of Claygate to update and improve the library resources and facilities.

AS commended the library team for doing a fantastic job clearing out old and out-dated books. The children have embraced the new library and AS wanted to thank the team for all their hard work on this project.

AS stressed that more books are needed for the library, particularly up-to-date reference books and specific interest books e.g. pets/animals. Friends of Claygate are contributing £2,000 for new library books. AS suggested the PA could contribute another £1000 to boost this total. SH commented that £7000 has been allocated for new books under the accelerated reader programme and an additional £300 for new Reception books. AS stressed that these were separate initiatives and that investment was needed for KS2 reading material. The library had plenty of resources for Reception and KS1 as most books left over from the Christmas Bazaars and Summer Fetes are for younger children.

SL suggested that the Scout book sales provide a great opportunity for purchasing cheap books in excellent condition.

It was agreed that teachers should be asked to compile a wish list of books they would like to see in the new library. Parents who wish to donate books as part of the birthday book scheme could then consult the wish list before making purchases.

AS confirmed that the library facilities are also being updated. Carpets have been cleaned and new IKEA furniture and bean bags will be purchased to spruce up the library environment.

It was also suggested that the school uniform bin could be used for collecting book donations all year, not just around the time of the school fairs.

Swimming Pool

£340,000 has been raised so far for the Community Pool Project. A project manager has been appointed to consider the design options and complete a feasibility survey of the existing swimming pool site. Other applications have been submitted to close the funding gap and a PR campaign is underway to keep people informed about the project.

SH confirmed that £50,000 has been committed for the project this year. So far £5,000 has been spent on surveys/design fees. Although £45,000 has been committed to the build, building works are unlikely to commence until later this year. SH queried whether some of the money could be released to pay for other pressing school resources. Particularly when that money will not be required for the pool build in this academic year and the future fundraising events like the Summer Fete are expected to raise large sums for the project.

SL suggested that charitable grants should be considered for the smaller investments needed in the school. The PA should avoid dipping into the PA's pool fund when charitable grants may be available to plug these gaps.

It was argued that the benefit of PA money is that it is not ring-fenced for specific purposes or subject to conditions like some charitable grants. Other than donations for the library, the PA is not considering any other essential investments. The PA would not want to delay purchasing new books which could happen if having to await the outcome of grant applications.

New sustainability role

KH thanked DK for taking on the new sustainability role. There is a real drive from the children and society as a whole for more sustainable lifestyles and the PA is keen to be at the forefront on sustainability, leading by example. KH wanted to thank all those that had put themselves forward for the role.

Votes

JC and RB were voted in as the new PA Secretary and Treasurer respectively.

It was agreed that the PA will make a contribution of £1000 for school library books.

AOB

- **School website** – HA commented that the PA link needs updating to include information on future events and minutes from recent meetings. KHO confirmed that Lisa-Marie Santelli will be leading on the work to update the website.
- **Broken fences** - KHA queried whether the broken fence at the entrance to Foley Road will be repaired. The broken fences are unsightly and are necessary to discourage children running on the grass bank. The PA agreed it did not create a good impression.

SC explained that the road is an unadopted road, which means it is not under the local authority's remit. Responsibility for its upkeep rests with the residents and property owners so they will need to be consulted in the first instance. KHA queried whether the PA can assist with this by contributing some money to the repair or seeking donations from local businesses like Champions.

- **Mud patch in carpark** – A query was raised whether it would be possible to remove the large mud patch at the bottom of the car park either using concrete or bark. KHO confirmed that bark had been used two years ago but unfortunately it does not last. It is likely this area of the carpark will be surveyed and redesigned under the Community Pool Project when access routes are considered. In the meantime, the PA could consider approaching the community for donations of bark.

SC ended the meeting by thanking the PA for their hard work and on-going support to the children and school. The events organised by the PA not only bring the school community together but raise vital funds which have a huge and long-lasting impact. The work carried out by the PA is very much noted and appreciated.

Date of next PA meeting

The date of the next meeting is TBA. It was agreed that future meetings will start at 7.30pm.

Action Items

1. KHA to chase up installation of the new PA shed.
2. DK to consider and report back on sustainable ideas for the Easter Egg Hunt.
3. AS to send a request to teachers for a library book wish list.
4. SH/RB to provide £1000 from the PA fund for new library books
5. Lisa-Marie Santelli to update the PA information on the school website.
6. The PA to consider options for engaging with local residents to ensure the broken fence is repaired.
7. The PA to consider approaching local garden businesses for bark donations.