

Totternhoe CE Academy Parents Association

Meeting Minutes

Date and Time	07/11/2019
Chaired	Susie BB
Attendees:	Lucy Brown, Andy Knox, Laura Tunstall, Susie Boiteux-Buchanan, Bryanne Swain, Petra Cook, Natalie Barford, Gemma Joslyn-Walker, Becky McGlone, Francesca Gagliardi, Lindsey Peacock, Lisette Arenas-Tingay, Teresa Pritchard Mrs. Bates, Miss Jesson, Mrs Tebbutt
Apologies	Alexa Smith, Tessa Knox, Lori Lewis
Notetaker	Bryanne Swain/Petra Cook

Agenda:

1. **Treasurer Report and Feedback on past events**
2. **Future/ Planned Events**
3. **Requests for Funding**
4. **New Diary Dates**
5. **Comments/ Suggestions**

All Action points/responsibilities are in red

1. Treasurer Report (Andy Knox): **Please see full report attached**
 - **Mc Millan event:** £242 (went directly to the Charity)
 - **Football Festival:** Profit of £550+ (increased this year through voluntary entry donations, bacon rolls went well, may try BBQ next year.)
 - **Pumpkin Disco:** The split sessions R/1 and then 2/3/4/5 worked well.
We will probably split into R/1/2 and 3/4/5/6 next year.
Some photos were taken in iPad but we ran out of space quickly.
Discussed having camera in the school but photos taken must stay in school.
 - **Risk assessment:** **Petra to ensure that this is e-mailed to Mrs Bates and Mrs Mitchelmore a week before all events**
 - **Film Night:** Profit £303.
We need to ensure more adults in the classroom next time
 - **Xmas cards :** Profit £241 but to be confirmed.
Suggestion to look for a different supplier with more options or a new product/ idea (tea towels)
 - **Gardening Club:** Was agreed that £60 will be assigned to Gardening club to purchase whatever they need as and when during the year.
 - **Current available funds:** £12,485

2. Planned Events

- a. **Christmas Fair: Sat 23rd November 11am- 2pm** (FULL OVERVIEW WITH STALLS, LAYOUT AND RESPONSIBILITIES WILL BE SENT TO VOLUNTEERS NEARER THE DATE)
 - i. **Susie BB: Overall Lead**
 - ii. **Setting up Friday 22nd after school and Saturday from 9am**
 - iii. **Grotto: Petra: Lead** (helpers set up Friday: Theresa, Francesca, Kate Colomb, Saturday: Theresa, Petra and other, plus SANTA)
 - iv. **Refreshments: Lucy B and Lindsey: Lead**
 - v. **Stalls Lead: TBC**
 - vi. Photo booth to be set up, parents to be e-mailed in advanced and book.
Lisette Arenas-Tingay: Lead
 - vii. Crafts & Badges: **Tessa Knox: Lead**
 - viii. Stacking Game: **Kat & Matt Yapp: Lead** (additional)
 - ix. Christmas jumper stall (additional this year).
 - x. Bring a bottle prior to the event. Children can bring bottle of anything (alcohol must be only delivered by parents) and in return can have a “non-uniform” day. Date confirmed as Fri 22ND November / flyer sent out
 - xi. **Miss Jesson to ask Kate C to purchase glitter tattoos. - complete**
 - xii. **Andy Knox to purchase supply for badges making**
 - xiii. **Mrs Bates to ask school council to help in a game room.**
 - xiv. **Susie BB to identify First Aiders and they must be informed**
 - xv. **Petra C: Risk assessment prepared a week in advance and Recycling in place for event**

- b. **Christmas Presents stalls : Date: 2nd to 6th December**
 - i. **Lead: Susie BB**
 - ii. Volunteers **Tues/Wed – Laura, Lindsey, Susie**
 - iii. Gifts priced at £2 each
 - iv. **If anyone finds nice items please let Susie BB know**

- c. **Nativity Refreshments : 11th (Wednesday) and 12(Thursday) December (Wed 1.15 set up, Thursday (after drop off 9am)**
 - i. **Lead: Susie BB**
 - ii. Volunteers so far: Wednesday 11th: Becky, Susie, Lucy
Thursday 12th: Lindsey, Lizzie

- d. **Tea Party : Mrs Mitchelmore to give more details**
 - i. **Lead: TBC**
 - ii. Volunteers : TBC

- e. **Santa Float: Thursday 12th December from 5 pm.** Date to be kept private for security reasons.

- i. **Lead: TBC**
- ii. **Volunteers: Mrs Jesson, Petra C, Lucy B, Jo B, Lisette, Laura T, Susie, Mrs Van Vuuren, Natalie Barford and more required**
- iii. **Miss Jesson to ask staff/ volunteers**

3. Request for funding:

- a. Mrs O’Neal: Builders set - **£148.03** : Voted: Yes: 9 (Passed)
- b. Read Write INC: to purchase 60 “take home” leaning bags: **£189.70** Voted Yes: 9 (Passed)
- c. Visualizer (tool for interacting with screen) : **£119.70** Voted Yes: 9 Passed
- d. Mrs Mitchelmore: Selfish Giant (Theatre performance) which would benefit to all the children: **£310**; Voted Yes : 9 (Passed)
- e. Pre-school: Learning Sheds for outside. It allows for easier and safe storage, play and already successful in the main school. : **£1412** for 3 sheds and additional play shed. Voted: Yes 9 plus additional votes : Passed
- f. Mrs Bates: Additional 2 touch screens (**£ 3,705 total**) and 3 compatible laptops at £927 total) to replace existing damaged screens. Although all (9) voted Yes , the Chair will also make aware all those who did not attend as a courtesy due to the value of the items.

4. Further Dates for your Diaries:

- a. **Next Meeting: Thursday 16th January 2020**

5. Additional Comments

- a. There was a discussion if to continue with the traditional visit to Dunstable Christmas Panto or to have an “In-House” cheaper performance. The attendees felt strongly that it is a deferent experience/ opportunity for children who would not have been to theatre otherwise and would like it to continue.
- b. There was a suggestion to move the PA box to the front by the reception
- c. Confirmed that the PA can have a Facebook Group – SusieBB to meet with Mrs Bates and Chair of Kensworth PA to discuss rules
- d. PA given a login to amend school website content

Treasurer Report

Activity since Sept 2019

Funds raised from events

		2019	2018
5-Oct-19	Football Festival	£556.88	£244.37
9-Oct-19	Film Night Oct	£303.62	£160.60
29-Oct-19	Pumpkin Disco	£231.16	£137.77
1-Nov-19	Xmas Cards	£241.50	£378.30
	Total	£1,333.16	£921.04

Contributions made to school

	£0.00
Total	£0.00

Pending contributions to school

18-19	TT Rockstars App	£131.95
18-19	Poetry Workshop for Years R-4	£360.00
18-19	Charanga Music & 20 Glockenspiels	£600.00
18-19	5 Tables, 22 Chairs & 2 Shoe Boxes	£1,655.00
19-20	Gardening Club Fund	£60.00
	Total	£2,806.95

Overheads

Parentkind insurance, Annual gambling licence, stationary, etc.	£0.00
Total	£0.00

Closing Balances

Closing Bank Balance	£13,618.34
Outstanding Expenses	£711.25
Outstanding Income	£963.30
Pending contributions	-£2,806.95
Unallocaterd funds	£12,485.94