



Minutes of PTA Members Meeting Tuesday 12 March 2024, 7pm in person/Zoom

**Alban City School
7 Hatfield Road, St Albans, AL1 3RR**

Attendees in person

Kate Davies - Chair
Mrs Stray
Lucy Cooper
Helen Page
Sarah Boorman-Fisher
Rachel Brown

Attendees on zoom

Julie Fernandes-Tansley

Apologies

Tania Douglas
Roxanne Barrett
Camilla Benjamin
Jean Liao
Michelle King
Gizem Erdem
Heather Birt

1. Welcome

- Apologies

2. Approval of Minutes

- Postpone approval of minutes from AGM meeting until next PTA meeting

3. Coffee morning 19.2.24

- A good attendance and some new faces from the reception and Y1 classes. Uniform sale made £238.88, one of our best sales ever.
- A lot of people wanting to give money for coffee and cakes - talked about organising a donation box / QR code / card reader.
Natalie and Kate happy to help out in the coffee mornings when they can but would like to welcome more helpers.

4. Upcoming events

- **Reception / Y1 film night** - we have 4 volunteers which should be enough (Tess Waldron and Sarah Wright may be able to help if additional people needed). At least 3 teachers will be in attendance alongside Mrs Stray.
Email to go out asap to start selling tickets. Poster will be circulated this week. Julie can help buy the snacks, Rachel to be in touch with her directly to organise.
- **Easter raffle** - Lucy C is working on the website ready to go live on Friday 15.3.24.
Regarding filling the Easter bags, it was mentioned to all PTA reps that donations were optional - we do not want named names of who has/hasn't donated as per Lucy C message in the PTA class reps what's app.
Reps to push the school email and what's app to round up tickets from Friday 15.3.24.

Talked about what the donations will be for - 'this will support/go towards our objectives for the year/future projects.

- **Uniform sale - 22.3.24** - Helen to send out the comms around this.
- **Easter Bake sale - 27.3.24** - Sarah Todd is leading and has everything under control. Sarah Todd and Kate Davies will be selling the cakes as they are card reader registered.
- **Summer Fair - 9.7.24** - need someone to help with the card readers as Helen will not be able to attend.
Discussed having 8 devices to use to take card payments (previously had 2) and 8 email addresses connected to PTA account which would make it easier, rather than each person having to log-in/logout. Suggested to have old devices from parents to use (need to have minimum IOS 17). We could use less devices if need be.

Kate could take the lead on it but will need help from other parents. Divide the workload - into easy chunks. E.g. at the Xmas fair 4-5 people were in prep team who were responsible for a part (1 on prizes, 1 on food and drink, 1 on bar, 1 on games). Lucy will speak with Kate to talk about organising the fair.

Mrs Stray mentioned that in another school, each class rep or each year group would be responsible for a part in the fair using the same format every year.
Suggested each class run their own stall which will take some of the workload away.

Need to give clear guidelines - signage/pricing etc. Lucy to email the bbq man.

5. Chair position

- Kate raised she is now a member of staff as well as Chair. If there is a conflict of interest, Kate will not vote.

6. Upcoming Events (after Easter)

- **Quiz** – will speak to some of the parents who have helped / supported the event previously to see if they can help.
- Mentioned the bar took too long to set up (1hour).
Suggested to do BYO drink and BYO glasses as this still made a decent amount of money for the PTA without the stress and time to sort the bar out.
Add a few extra £ to the ticket price.
Fish and chips delivery is included in the ticket price.
- **Y2 and Y3 disco** – needs to be organized.
Discussed sweets that are normally given at the disco – does this need to be given at the end of the disco rather than at the time?

7. Easyfundraising

- Bumper money raised. Drive for reception / Y1 drive - do a demonstration coffee morning. Sarah B happy to do this.
Easyfundraising donations work on a quarterly basis to the school.
Can we communicate / raise awareness on what we are fundraising for and what we have paid for.
Need more 'PTA self-promotion'.

8. Giftaid

- Can we set this up as an easy way to make money. If there is time we can backdate up to 4 years. We can do this but an annual return will need to be done every year, we would need someone with access to the finances to manage this.

9. Mrs Stray wish list -

- Set of drums - Mrs Stray is getting a price.
- Big project: redesigning the playground - green space and proper sports pitch, smaller climbing frame, shelter, seating. Noise cancelling. Approx cost £77,000.

We would need the Treasurer to approve.

Can we break down the playground project in 6 monthly chunks to help raise money. Can we accept donations rather than raising money? Can children vote for what they would like for the playground?

We may be able to apply for grants which Mrs Stray would like to explore. Discussed that Gemma put her name forward to help with this.

Do we need a Totaliser - neon lights - big song and dance around it.

10. 100 club winners:

No' 62 - Selina Eaton

No' 32 - Erika Brown

11. Crazy hair day alternative –

- Gizem suggested an idea as an alternative to crazy hair day as some children don't like doing this – 'break the school uniform rules day' 50p for each rule broken - put some parameters around it. October time.

12. Meetings date format –

- Block book 1 every half term.
Discussed mixing up the format - mixture of zoom or Friday afternoon or evenings. Try the next one as a Friday morning/afternoon.

13. New ideas to fundraise for the PTA -

Parents offering their time and expertise from their job to help other parents who will then in turn donate money to the PTA?

Mrs Stray does passport sign offs already which could be chargeable.

Need to think about how this will work and who will manage it.

14. AOB:

- **Next PTA Meeting - TBC**