

## **ACS PTA Meeting – Monday 9<sup>th</sup> March 2020, 7.30pm**

**Attendees** – Lizzi Hodgkinson, Julia Milligan, Amy Leary, Suzy Hope, Julie Fernandes-Tansley, Nicole Ho, Mrs Carter, Miss Jackson, Rob Crick, Richard Brown, Nami Nishimo, Marta Skotnicka

**Apologies** – Nadeene Stewart, Claire Toms, Karen Francis, Susie Williams, Ayanna Rezulska, Abbie Hollick, Heather Birt

**Approval of last month's minutes** – everyone was happy with last month's minutes – signed off and approved. Lizzi followed up on a few points (Metro Bank has still got to approve her for payments; we've decided not to pursue asking businesses for donations to the theatre now the work is finished; Sophie Ashcroft is checking whether the 2-3 days advert is still valid)

### **Draw for 200 Club**

#### Feb draw:

First prize – 48

Second prize – 36

#### March draw (drawn at meeting):

First prize - 31

Second prize – 40

## **EVENTS ROUNDUP**

### **Valentine's Bake Sale – 13/02**

£160 profit made. Needed more cakes as a run to Tesco was required to provide enough for XYZ. Sufficient number of helpers. Discussed the possibility of tying a bake sale in with World Book Day next year, in case that may encourage more donations, but we decided it may prove too much work if children are dressing up too.

## **UPCOMING EVENTS**

### **Comedy Night – 13/03**

We need 55 attendees to break even. Richard and Rob provided an update - 38 so far. Discussed if there are any reasons why there is not a higher take up and if any more can be done. Agreed sufficient promotion. Enough volunteers. Mr Edwards to set up tables from Year 1 classrooms – it was suggested that a photo be taken of the classroom first so they can be returned in the same position.

Agreed to emphasise the Comedy Night on the class rep notes as a last push.

### **Spring Disco – 26/03**

Plenty of volunteers including new parents. Ideally need more teacher volunteers as only have Miss Jackson. Discussed the issue of lack of first aid trained people at events - Mrs Carter confirmed that a number of staff are to be first aid trained before September which should help.

### **Coffee morning/Nearly New Sale – 27/03**

Amy and Nami to run coffee morning, will send reminder out. Need to check tea and supplies. Nearly New sale to be held Friday morning and after school, until late so XYZ can have the opportunity to visit as well. Mrs Carter confirmed ok to leave uniform in the front room until Monday morning, when Lizzi will collect it all up.

Sending uniform to Africa – it was highlighted that postage to Africa cost £210 last time – normally a member of the cleaning staff covers the cost of this. We decided to reimburse the cleaner this time, as a charitable donation. We agreed this was an enormous amount of money and questioned whether we should reconsider doing this again, are there better ways to help/alternative uses for the uniform that isn't resold? Discussed how going forward we may put the unsold items in a clothes recycling bin straightaway, as storage is tricky.

### **Film Night (Year 2-6) – 01/04**

Alison and Karen to run. Plenty of teachers (helped by the timing?). To be held straight after school. No clubs on. Need to know who is going back to XYZ afterwards. 90 min films.

Y2&4 – Shrek

Y5&6 – Bill and Ted's Excellent Adventure

Dismiss from the playground at 5.10pm in class lines.

1 classroom needed for Y5&6 (Year 6 classroom)

2 classrooms needed for Y2&4 (Year 4 classroom)

### **Odyssey Takeover – 01/06**

Suzy has booked us in for The Secret Life of Pets 2.

Fleetville Infant School are sharing the hire with us again (Lizzi put a shout out on a PTA facebook group).

Pencil in Nov 1<sup>st</sup> for next showing

Someone needs to take over from Suzy to coordinate with the Odyssey going forward.

### **St Albans Half Marathon Marshalling – 14/06**

Stall booked, may need another one going forward as booked in Suzy's name. Need someone to take this on next year, can ring the Council to get another stall booked (will need to do this soon if want one for 2021).

### **Summer Fair – 27/06**

Julia and Karen leading.

Football Festival theme to coincide with Glastonbury and Euro Football Tournament.

1pm-3.30pm

Plan to get pizza caterers in for food offering

Discussed whether to keep a brochure - although it is funded through sponsorship, need to consider environment and whether money could be better used – printing is quite expensive.

Agreed that an online brochure would be a good alternative to provide details of sponsors and running orders of events etc.

Do we want another adult event in the summer term? Agreed not at this point.

**First Aid Course** – costs? Only 2 people expressed interest in being trained. Shannon previously offered to see if she could find cheaper training provider. Mrs Carter said she would pass on details of who the school teachers were trained by recently.

### **Fundraising targets**

What does the school need? We would like a wish list from the school so we know what we are fundraising for

- Chromebooks – 32 new Chromebooks (cost approx. £7000) – agreed that we will pay for these after the spring term's events.
- Water fountain
- Air conditioning – any more eco friendly options? Mrs Stray looking into alternatives following governor meeting.

### **Theatre Fundraising**

Nadeene has updated the Just Giving Page (currently c. £4k raised). Need to inform parents. £37,301 total contribution towards the basement from 2.5 years of fundraising. Need to announce in the next newsletter.

Nadeene is drafting thank yous.

Agreed not to continue pursuing business sponsorship for the basement

Plaque names – discussed how best to present these. Agreed to present as they come (not standardised).

### **Online PTA Community**

Communications platform, like school gateway but for the PTA to better communicate with the school community.

Annual fee of circa £200.

E.g. PTA Plan, Plan Social etc.

Rob agreed to look into options further. Discussed how it may take some time for everyone to start using an app but could be a lot easier in terms of not needing to return physical slips/have someone collect and collate responses, payment online. Also discussed how all parents use school gateway now, so it would be a similar change to introduce. Also useful for online rotas etc.

All documents should be saved on shared drive so easy access, all in one place (eg old risk assessments). There is a shared drive already in existence, but we should try to be better at saving everything to it, to save time spent digging around to locate documents.

### **Any Other Business**

- Outside store cupboard is leaking. Haven't yet cleaned the fridge/freezers.
- New baskets purchased for toys in the community room
- Up to date notice boards – Lime and outside
- Easy Fundraising - £180 raised recently. Nicola Mongon to remind on Facebook periodically – Lizzi to follow up with her
- Tea towel – someone to take this on instead of a calendar? Who to sponsor? Christmas card company possible?
- Need someone to take over from Suzy Hope as xyz liaison – Lizzi happy to do this

**Date of Next Meeting – Thursday 14<sup>th</sup> May 2020**