

**Minutes of Shipbourne PTA Meeting
Friday 22nd January 2.45pm**

Attendees:

Davina Morgans
Louise Tordoff
Violetta Nash
Nichola Gardiner
Luisa Harris
Steve Norman

Wendy Mitchell
Clare Brown
Susi Munier
Terri Daters
Kim Parsons

Apologies:

Nick Brown (Treasurer)

- Davina welcomed everyone to the meeting and reminded everyone that James Mills had stepped down as Chair.
- Davina informed everyone that for a vote to be passed it needed a least 4 PTA members to agree at the meeting but this is only valid if all members have been informed of the meeting.
- Davina said she would be happy to be Chair again if everyone was in agreement and everyone agreed.
- It was then proposed that Violetta Nash would be Co-Chair which was approved.
- It was then proposed that Louise Tordoff would become PTA Secretary which was approved.
- It was agreed that Nick Brown would continue as Treasurer.
- It was agreed that Terri Daters would continue as Teacher Rep.
- Steve Norman then proposed there should be a “Dad Rep” to help ensure male support especially when it came to setting up and dismantling event sites. Everyone agreed this was a very good idea and this person should be Steve Norman.
- Class reps were then discussed and it was agreed there would be at least 2 per class who would attend each PTA meeting, assist at events and encourage involvement from the rest of the class:
 - Tinley – Kelly Ball (not in attendance but already a class rep) along with Susi Munier and Nichola Gardiner
 - Hampton – Luisa Harris and Louise Tordoff.
 - Fairlawne – It was suggested at the meeting that this would be Steve Norman and Violetta Nash but as Steve is the Dad Rep

and Violetta Co-Chair, Kim Parsons and Wendy Mitchell have since agreed to fill this role.

- The PTA Constitution was then circulated and Davina asked for feedback. A couple of amendments were made and a new Constitution will be circulated.
- Due to Nick Brown's absence Davina read out his finance report which showed nearly £12,000 in bank. Davina explained that we need to make sure we keep around £4000 in the bank so have £8000 to spend.
- Mrs Daters then began to read out the School's wish list
 - My Maths to include Mathletics which will cost approx. £450 which was proposed and agreed.
 - Additional guided reading and story sacks for Tinley were proposed and agreed up to a total of £1000.
 - The refurbishment of the Staff Room was then raised including the fact Mrs Daters has spent £200 on a new dishwasher as there were no school funds available. Everyone agreed that the children were a lot happier with the new school layout. Mr Boland has already volunteered to paint the staffroom and Susi commented that happy teachers meant happy children and we should help with their room especially with the additional staff in the school. Everyone was in agreement that the PTA should contribute up to £500 to help with the costs of completing this room to include reimbursing Mrs Daters her £200.
 - Steve Norman suggested Astro-turfing more of the grass area and putting in additional seating. He agreed to investigate ideas and costs and report back at the next meeting.
 - Mrs Daters also raised the issue of the hall chairs again as they are unhygienic and difficult for children to move/stack. This will be put on the agenda for the next meeting once Astro-turf costs have been investigated.
 - Steve Norman suggested we should also look into selling the current chairs to go towards the cost of the new ones.
- Events
 - Valentine Disco
 - It was decided this would go ahead but directly after school on Friday 12th Feb 3.30pm to 5.00pm.
 - Wendy Mitchell will amend invites and send to Lou who will co-ordinate.
 - Luisa Harris reminded everyone that we would now need to use Hampton's class (old staffroom). Nichola Gardiner

and Violetta Nash to be in charge of this room and organizing the novelties, sweets and face-painting.

- Luisa and Davina will be in charge of the food.
- Davina to speak to Clare Palfrey regarding cakes.
- Steve Norman agreed to man the door – Wendy to update list.
- Davina to speak to Mrs Leafe regarding her husband being the DJ.
- Terri Daters said we need a risk assessment and Wendy Mitchell to pass on last year's report to Steve Norman.
- Terri Daters also said reception parents do not need to attend.
- We all agreed that only parents/guardians who are helping need to be in attendance.
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- Easter Egg Hunt
 - Agreed this would go ahead on the last day of term ie 24th March at 2.30pm – Kelly to organise with school.
- School Fete
 - Date set for 9th July and will be discussed in more details at the next meeting. However Sue Rayner-Thomas who was unable to make the meeting has already agreed to run and organise the bar.
- Fireworks
 - Davina confirmed 5th November provisionally booked with firework man who is yet to confirm. Need to chase due to Fireworks Night actually being on a Saturday and therefore he will be busier.
- Film night
 - Clare Brown mentioned this as it used to be very popular and it was agreed to discuss at next meeting once Valentine's Disco was over.
- Date of next meeting March 11th at 2.45pm in the School Hall.