



Boxgrove Parent Teacher Association
Minutes for the PTA Meeting
12th March 2024 – 7.30pm PTA Meeting (Staff Room)

***Welcome Persons Present:**

Marianne Webb (Events Coordinator), Josh Andresen (Co-Chair), Philip Harris (Co-Chair), Mary Chambers (Staff), Alison Fitch (HeadTeacher), Claire Haslett, Pareesha Dos Santos (Secretary)

***Apologies for Absence**

Louisa Furniss, Nick Griffiths

Meeting chaired by – Josh Andresen

***ACTION points from last meeting**

- St. Peter's Equipment Loan (MW) – all done – coconut equipment has been replaced and now in the shed
- 2nd Co-Chair & Events-Coordinator vacancy for next year – Marianne feels confident that there are enough people in place who should be able to pick up most of the events on their own/as a mini team, but not so much with a specific 'coordinator role' in place. Ideally looking for an Events 'Secretary' type of role, which Claire Haslett, may be able to take on if she would like to!
Regarding the Co-Chair role, still no one has come forward but the plan is to roll out more information on the Co-Chair role and about participating in the PTA, to all new incoming families.

***Chair's Report**

- Christmas mugs sale brought in £1037.06 commission; many thanks to Svetlana for organising it. **
We need a new organiser for the coming year. **
- Insurance: we have good liability coverage for ourselves, but we need to ensure at each event that external stallholders fill in appropriate forms for themselves.
See <https://www.parentkind.org.uk/third-party-insurance-requirements-for-pta-events#>.
- NatWest: we have opened interest-bearing accounts:
 - Instant access, with low interest rate
 - 35-day access, with medium interest rate
 - 95-day access, with relatively high interest rate.
 - For future reference, when such accounts are opened they have to be explicitly registered with Bankline in order for them to show up on the Bankline list. Most of our reserve is in high-interest account. In a change of procedure, we have agreed with Janet that rather than refunding piecemeal throughout the year the school will instead ask for a lump sum towards year end, giving notice in March of anticipated amount so it can be withdrawn from high-interest account. PH will propose changes to policy document to reflect this.
 - There have been more complications over obtaining online access for Josh and Becky, but hopefully this will be resolved soon.
- Summer fair organisation has a dedicated email address: bptasummerfair@gmail.com.

***Feedback on Events**

- Sustainable transport (AF) – Not sent anything out yet as waited for the 'walk to school' initiative first. Plan is to send out a survey via Google Forms to find out what the barriers are for people when it comes to walking/cycling to school. Plan to see if Surrey council or Guildford flames would do a road safety course for families at the school. Cycle to school groups in different areas with parent and child in groups of other parents and children coming to school is another idea to add to the survey.

- Spring/Summer Auction (MW/JA) – Marianne’s biggest worry is the asking people/companies for things to auction. Josh suggests if we considered not doing raffles during the other events and have a standalone auction during a term.
- Painting & Prosecco (MW) –£409 – also a really nice night for parents (attested by Pareesha who attended and Josh’s wife). Numbers were lower since last time but hopefully if we run it again in future it will gain in numbers again.
- Sponsored pancake flip – made £792.51 – once again a successful mini event and it did really well and as always the children really enjoyed it. Should be in good hands for next year with 2 volunteers.
- Discos (MW) – made over £1800 and was a really fun event for all the kids and the inclusion of the glow wands was good. Claire wondered if we could do more discos a year however as Alison explains it is hard to as staff to participate in too many after school activities. Or maybe a family disco – would need to be ticketed for numbers.
- Quiz Night (Pds) – Raised £1040 in profit and it was overall a rather successful night despite lower ticket sales compared to previous years. It was great to have a big staff table representing the school. Alcohol sales were down compared to last year but the food was outstanding and no leftovers! Thanks again to Nick, Tom and Dan and all other volunteers for the event and on the night. Feedback from Josh Andresen who attended quiz night was that some parents were not aware that there would be a bar/drinks available on the night or that food was included so next year, if we run it, we will ensure the advertising is much more explicit to state that food is included in the ticket cost and that drinks are available to purchase on the night. Another idea that was thought of was instead of a night, adults only event, perhaps a Family quiz afternoon might be a good idea to try which might help increase ticket sales IF babysitting/night events are increasingly harder to promote/sell. Although that poses other difficulties/risks and obstacles so not 100% sure it is going to work either. Future on quiz night is very much to be confirmed.

***New Events/Initiatives –**

- Candy Floss (PH) – Someone emailed into PTA about having their candy floss stall at one of our events so Philip looked into it and could get a commercial unit and have our own stall and make it ourselves – store in shed as can make room in Shed – in discussion with Nicholl as to whether this is something that the Fair team want to have or not before a decision/purchase is made. On the back of this, it has also been requested that a chocolate fountain is purchased as it is one of the most popular events at the summer fair and another one will be very useful.
- Survey for Parents – summer term – see what Parents want from the committee. As a survey is soon going out around transportation to and from school, Alison says that we as the PTA can roll out a survey to parents (to check what it is parents want from the PTA, willingness to volunteer and understanding of PTA) but to wait until the summer time so to space the number of surveys we are asking of parents this school year.
- Class reps group – action point to Claire to ask rep group who can take over the Christmas Cards & Mugs and wants to help with the Christmas fair

***Funding Requests**

- Outdoor structure requested by Mary Chambers – Voted YES by the committee just waiting on final amount required.
- **OPAL - £1600.57 – Voted YES by committee**

Funding requested by Alix Blakeway to help complete the OPAL development project (improving positive play opportunities for all children/whole curriculum)

Purpose:

To develop storage for the OPAL project so that we already have. The children in both key stage one and key stage two have no bats for table tennis and the tables are not being used. There are no basketball stands for the children aside from the key stage 2 playground. The bum bags and stickers are for each lunchtime supervisor to promote good behaviour.

We have lots of donations of bikes and scooters but do need helmets and these should not be Second hand for bikes. The children have no skittles and these resources are easy for lunchtime supervisors to use with the children.

We also do not have ANY skipping ropes for playtimes. There are some for P.E. lessons but must be kept for that as well as sports days and events.

- **Art and Design – Public Art for Boxgrove - £1050.85 – Voted YES by committee**

Purpose. Will we be having a whole school 2-day public art event where the children will make art for the environment. We will also be adding floating shelves and living displays using real and artificial plants as well as found objects. Air cleansing plants will be included. We will aim to create a more inspiring environment with indoor art gallery spaces dotted around the school.

- **Project Year 4 Soup Makers - £93.60 – Voted YES by committee**
 - To understand and apply the principles of nutrition and learn how to cook
 - select from and use a wider range of tools and equipment to perform practical tasksPurpose: For children to safely cook soup that they have designed.

- **Reception outdoors - £1, 212.26 – Voted YES by committee**

Curriculum links:

EYFS

ELG: Listening, Attention and Understanding Children at the expected level of development will: • Hold conversation when engaged in back-and-forth exchanges with their teacher and peers.

ELG: Speaking Children at the expected level of development will:

- Participate in small group, class and one-to-one discussions, offering their own ideas, using recently introduced vocabulary.

ELG: Building Relationships Children at the expected level of development will: • Work and play cooperatively and take turns with others.

ELG: Fine Motor Skills Children at the expected level of development will:

- Use a range of small tools, including scissors, paint brushes and cutlery.

ELG: The Natural World Children at the expected level of development will: • Explore the natural world around them, making observations and drawing pictures of animals and plants. •

Know some similarities and differences between the natural world around them and contrasting environments, drawing on their experiences and what has been read in class.

- Understand some important processes and changes in the natural world around them, including the seasons and changing states of matter.

ELG: Creating with Materials Children at the expected level of development will: • Safely use and explore a variety of materials, tools and techniques, experimenting with colour, design, texture, form and function.

Purpose: To improve the children's learning experiences outside.

***Dates for Diary**

22 May – 8.45am PTA Meeting (Buzz Room)

7 June – Summer Fair Bottle Mufti

22 June – Summer Fair

2 July – 7.30pm PTA Meeting (Function room – Horse & Groom) – Need to reserve

12 July – Family BBQ

***AOB**

Left over Fair toys (MW) – 12 bin bags worth of toys in the shed; does anyone have time to look through them – Alison suggests Alix looks through them for OPAL and Cristina can look through them for Grovers

Policies Update (PH) – Policy document states that the treasurer will release the funds to the school which we need to amend proposed wording. With money in deposit accounts it makes sense to change procedures to reimburse the school towards end of financial year rather than straight away (which makes no difference to them; Janet R has already agreed). I'm therefore going to propose a change to our policy doc (already shared with Josh) as follows: I suggest replacing

"Where the BPTA agrees a purchase, the requester will be informed, and the Treasurer will release the money to the Boxgrove Primary School Finance Department once the purchase cost has been confirmed."

with:

"Where the BPTA agrees a purchase, the requester will be informed, and the school may proceed with the purchase in the assurance that funds will be reimbursed. In March each year the Boxgrove Primary School Finance Department will request funds to cover the confirmed cost of all such purchases. The PTA Chair and/or Treasurer will then give notice to the bank for transfer of funds from interest-bearing accounts, and will ensure that funds are transferred as appropriate once the notice period has expired. The Treasurer will then ensure the money is released to the Boxgrove Primary School Finance Department before the end of the financial year. Expenditure required in the summer term may be drawn from accounts that have short or no notice periods."

Please let me/us know if you agree/object; or if you like it could wait until AGM review of policy document in autumn.

Action: To be updated in Policy document