



Head Teacher: Mrs Sarah Horbury-Jakeman
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Minutes of the PTA meeting held at the School on Thursday 7th November 2019 at 19:00

Present:	Sarah Horbury-Jakeman (SHJ)	- Headteacher
	Rachel Steiger (RS)	- Chairperson
	Jo Blencowe	- Co-Chairperson
	Jo Casey	- Treasurer
	Fiona Minney	- Committee member
	Kayleigh Targett	- Parent representative
	Katherine Rodgers	- Parent representative
	Marta Kepska	- Parent representative
	Emily Brown	- Staff representative

Apologies:

Natalie Lella
Kate N
Kirsty Wallis
Helen Smith
Tracey Thomas

The meeting opened at 19:00

The meeting was quorate.

1.	Welcome and Apologies for Absence
	The chair welcomed everyone to the meeting and gave apologies for the above parents
2.	Urgent items that have arisen since the compilation of the agenda
	None
3.	Approval of the Minutes: No corrections of amendments. Noted that Family Bingo has been cancelled. RS and SHJ signed.
4.	Review of term 1
	Both were very successful. 5p challenge created a real buzz across the school. Yr 1 Mrs Bibi class was the overall winner. Y2 Mrs Newman class was the winner of best decorated.

Signed:.....

Date:

	<p>Feedback from a parent requested that all classes get a prize. PTA agreed that this could dilute the effort but that a certificate for each class would be a good idea. Action: FM offered to coordinate this.</p> <p><u>Bake sale:</u> Again very positive. PTA liked the additional opportunity to buy cakes on the Tuesday. Main learning was around judging and awarding of prizes. Some issues regarding the speed of service. Next time judging to be done before the cake sale. Also cakes to be pre-cut, also tables will have a mixture of cakes/tray bakes and cupcakes in order to reduce the queuing. Learning regarding the aftermath of the event. This is as resource intensive as the prep – e.g. clearing up, left over containers, unclaimed raffle prizes. Future event planners to consider this when planning all events.</p>
5.	<p>Finance Update</p>
	<ul style="list-style-type: none"> • Cake Sale and bake off £204.92 • 5p challenge: £679.88 • Total: £884.80 • Previous balance: £5144.19 • Lottery £179.50 <p>Balance as of 04/11/19 £6208.49</p> <p>Further deductions need to come off the 5p challenge total for prizes – est. £20</p> <p>Upcoming expenditure: Yr 6 leavers books and membership of parent kind.</p>
6.	<p>Upcoming Events</p>
	<p>Family Bingo: due to timings/organisation and the recruitment of volunteers, the family Bingo night has been postponed until next year.</p> <p>Christmas Fair: Some members of PTA had a pre planning meeting. Next meeting 27/11/19. Stalls at the Christmas fair are as follows:</p> <ul style="list-style-type: none"> • Children’s stall – Managed and set up by teachers & teaching assistants • Raffle – PTA = KR& KT to lead • Tombola – PTA = RS to lead • Toy sale - PTA = MK&FM to lead • Guess the teddy name - PTA = RS to get teddy • Candy cane in the jar – PTA = ?? any volunteers? • Staffs hamper (food and drink) – JB to write letter for staff room • PTA hamper (pamper products) – KT has asked PTA members for donations <p>PTA considered Santa presents and agreed books are the preferred option. JB to coordinate with ST and CN re-checking the content of books and age appropriate reading across the year groups. PTA will organise a wrapping evening. SHJ confirmed cooking club can make cakes for Christmas fair. Grotto – SHJ will source location, possibly Debbie’s room or Gazebo in the Library. Location of popular stalls will be in Yr 6 block for cake stalls to allow a flow through. SM to assist with signage.</p>

Signed:.....

Date:

	<p>Christmas Disco: Weds 18th Dec: School have agreed that the Christmas disco should move to after school / early eve. RS & JB leading. RS to book DJ with new timings. 1515-1615 – Foundation and Yr 1 disco 1630-1730 – Yr 2 & 3 1745-1845 – Yr 4 – 6 Entry fee of £1 to be paid on the day. More volunteers required due to the event being after school. 3 members of SLT will attend. JB – 1745 - 1845 FM – 1630 - 1730 MK – 1515 – 1615 JB – 1630 – 1845 KT – 1630 -1730 & 1745 -1845 KR – 1515 – 1615 & 1630 - 1730</p>
7.	<p>Social Media and FB page:</p>
	<p>Item raised by KR. Discussion about name of the group and whether including 'PTA' is putting people off joining/posting. Purpose of the group was clarified and the PTA agreed the current name is appropriate for the purpose. KR commented that leaders of events should be proactive in promoting events using the FB page to drive FB traffic and increase awareness of events. Flyers to raise awareness of the page was agreed as currently there are only 95 members and we would like to increase that in order to increase the PTA's reach to parents.</p>
8.	<p>AOB</p>
	<p>MK: Fundraising: Have we considered recycling schemes? Some have been explored previously. MK is aware of teracycle – recycling crisp packets to earn points to redeem for cash or other items. MK will explore this. Things that need to considered are storage, hygiene, healthy eating. The Sun newspaper – books for schools promotion. SHJ – to pass info to reading leaders for development. Ryman vouchers: Parent has raised this. FM to explore. Non uniform day: Request from parent on FB. PTA discussed and noted that we already have one per term given the charity events etc. Online shopping: School needs to register. MK to look into this.</p>
	<p>Date of Next meeting: Mon 13th Jan 2020, 8:45am in SHJ's office</p>

The meeting closed at: 20:15

Signed:.....

Date: