



Minutes

Date	Friday 23rd September 2022
Purpose:	Scheduled half termly PA Meeting
Meeting Venue:	St Michael's Boarding House, Kettering Road, Stamford

<u>Attendees</u>	<u>Apologies</u>
Mr O' Reilly - Head of SJS Mrs Butress - Deputy Head Academic SJS Mrs Hughes - Deputy Head Pastoral SJS Iryna Jordon - Chair & Yr 4 Rep Alice Barker - Vice Chair Liz Thompson - Secretary & Yr 1 Rep Suzie Sumner Mandy Ingram - Yr 2 Rep Lindsey Whittiker - Yr 6 Rep Amy Metcalfe Amanda Trolley - Yr 3 Rep Mehi Davies - Yr 4 Rep Rosie Klein Irene Poniewasz Leanne Ball	Lucy Clarke - Secretary Toby Cole - Treasurer Helen Cole - Yr 1 Rep Kate Symonds - Yr 6 Rep Kate Peach - Reception Rep Anna Davies - Reception Rep Angela Holland Fleur Disley Naomi Nightingale - Yr 5 Rep Claire Middleton - Yr 3 Rep Francesca Alexander - Yr 5 Rep

ITEM	Action Required
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<p><u>1. Welcome</u></p> <ul style="list-style-type: none"> Brief into to new comers about who and what we are. PA Reps for this acadmeic year were confirmed as follows; <p>Reception - Anna Davies and Kate Peach</p> <p>Year 1 - Helen Cole and Liz Thompson</p> <p>Year 2 - Alice Barker and Mandy Ingram</p> <p>Year 3 - Amanda Trolley and Claire Middleton</p> <p>Year 4 - Mehi Davies and Iryna Jordon</p> <p>Year 5 - Francesca Alexander and Naomi Nightingale</p> <p>Year 6 - Lindsey Whittiker and Kate Symonds</p> <ul style="list-style-type: none"> Alice apologised for the chaos of past week, due to the mourning period pushing all our prep back. Mr O'Reilly spoke about current and future plans for the Junior School, with a hope that we can formalise our partnership in supporting the school. Mr O'Reilly thanked the PA for the support they have shown to the School in his first year. 	
<p><u>Mr O'Reilly Section:</u></p>	
<p><u>1. Harvest Festival:</u></p> <p>- Thank you to all who manned the stall. There was large number of donations and will be delivered to food bank on Wednesday 28th September 2022, by the grounds team. Assembly will be about 'Gathering' for the next week and a display of some of the items donated will be put up for the children to see. Thank you to Leanne for donating flowers and for the team who have offered to help decorate the Chapel for the Year 2 Harvest Festival Service this Sunday 25th September 2022.</p>	<ul style="list-style-type: none"> Reps to pass on thanks to all families



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2. Playground:

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| <ul style="list-style-type: none">• Mr O'Reilly gave an update on the work, which to date has cost £48,000 on the front playground and building decoration. Huge thanks to the PA for our part in bumping that total up.• Mr O'Reilly outlined the plans for continued improvements. The bands stand, planters and playground painting took more funds than expected because of rising material costs, having to dig down into the tarmac to create strong foundations and for insurance purposes needs to be made 'properly' and very robustly so injury can be illiniated and they last! Next project is back playground for years 1-2 to benefit with hedge, planting, equipment_ | <ul style="list-style-type: none">• Reps to disperse information down to families• Full committee to think of fundraising ideas to help build pot for next instalment• Request that with next venture where PA invest that maybe a representati ve is kept in the loop to better relay info back and forth |
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<p><u>3. Hub - After school care:</u></p> <ul style="list-style-type: none"> • Mr O' Reilly was aware of the concerns about The Hub and he and the School are focusing heavily in sorting this. New staff are being brought in, they have plans to renovate the space and the perception. • Currently they have found and updated the space with sofa, cushions, a TV and Wii. There is a chill out zone, boarding room table space for big games, and puzzles and quiet working area for those with homework. Snack is provided and outside play encouraged when weather is good. • Looking ahead to bad weather months they would like to ask the PA for funds to help further rejuvenate the space. • We asked that they speak to children to engage them in this process and help build awareness of the renovation and what they would like in there. Shopping list is going to be created and then we will look to provide those funds. • Strong approval from all that this is a great use of our time and budget 	<ul style="list-style-type: none"> • Approved concept to give funds for • School to create list • Rep Volunteers to lead interior design help!
<p><u>4. Funds:</u></p> <ul style="list-style-type: none"> • School have asked if we have a formal way of the staff requesting funds. • We need to create a form that helps us filter through what is being requested and checking this with Mr O'Reilly first. If appropriate the PA can then proportionately distribute funds fairly and without discrimination or bias. 	<ul style="list-style-type: none"> • Toby to create a form for fund requests to be available for all to download and use
<p><u>5. Outdoor Learning:</u></p> <ul style="list-style-type: none"> • Big push from School to make this available to all from Reception to Year 6. • Jubilee funds to support this and eco habitat projects in line with queens green tree top canopy jubilee project. 	



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<ul style="list-style-type: none"> • Alice provided an update as to the reason we are looking to obtain Charity Commission Status, due to the amount of money going through the accounts. Last year £56,000 went through the PA accounts and we need a legal framework, which Mr O'Reilly supports. • Lucy Clarke, PA Secretary was thanked for all her hard work at obtaining us membership to ParentKind (which is a good way of obtaining guidance as to obtaining Charity Commission Status). ParentKind provides PA's with guidance, insurance, risk assessment and forms and is a step way into obtaining Charity Commission Status. • Lucy had put together a Constitution but Parentkind have a formatted one, which we are going to use. We would need to create the one they recommend) create a mini motto for everyday. By going through Parent kind fast tracked us through the registration process and the next step would be to call an Annual General Meeting and all the parents should be sent a notice about the change. The plan is to use the next meeting the first Friday after half term for our AGM. Under the rules we would need to provide 21 days notice. • Alice advised that there would need to be at least 3 Trustees, one from School, and the other from the PA team Chair, Vice Chair, Secretary and Treasurer. • The proposal is for us to be turned into a Parent Teacher Friends Association. This opens up the options for grandparents and Old Stamfordians. At present as a Parent's Association, just current parents can attend. • Day to day nothing will change but at the end of the year we will be required to call an AGM. At this meeting we can present the records, treasury report, minutes of meetings and the opportunity for questions. • The aim is to increase transparency and it will allow for any issues to be raised formally. Lucy and the core PA team believe this is the best structure and policy as everyone is giving time and money in good faith • One other advantage is that if the core team step down, everything in place and those who take over will have the body behind you structure in place. 	<ul style="list-style-type: none"> •Reps to update their year groups. •Lucy Clarke to provide an update to Mr O'Reilly and the Core team about the registration process. •For the formal notice to be given that the next meeting will be an AGM.
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<u>GENERAL MEETING</u>	
<u>5. Formula One for Schools:</u> - Raised by PA member as something to look into bringing back as an engaging activity/event for students to take part in	•Mrs Butress to explore.



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<p><u>6. Halloween Disco:</u></p> <ul style="list-style-type: none"> • Year 1-3 from 4-4:45pm • Year 4-6 from 5-6pm • Reception teachers we approached beforehand and discussed topic with. Agreed that it would be best for Reception to not be included in the evening disco but PA would gift them funds to create their own Halloween event in class time when they would like. • This is a PA activity so will be manned by PA members • Mrs Worthington and Mrs Owen are leading from the teaching side, overseen by Mrs Buttress and Mrs Hughes • Ticket sales should cover cost but make money to go directly towards supporting Author Visits for next year (approx. £1,200). • Ticketing will be through website. • £3 per head - including paper bag with bag of crisps, water bottle and sweets. • No facepaint / UV skin pens or smoke machine allowed. Children can change into Fancydress after School. • Kingsbury family have offered to 'host' the event - decorate, light and run the disco for the event. • In thanks, the PA will look to contribute towards a new bit of kit for the Kingsbury families halloween collection as thanks. • Parents are not allowed into the disco due to numbers. • Clubs to run as normal for those not attending - Mrs Hughes and Mrs Buttress will work out logistics. • 3pm set up in hall. • All help encouraged from PA team for set up and manning event. • Ticket sales used to keep idea of numbers, needs to have if they are to stay on after at school or being picked up by parent directly, if they have any allergies for food. 	<ul style="list-style-type: none"> • Alice and Iryna to create a team/sub committee to organise the event. • Mrs Hughes and Mrs Buttress to advise about Clubs and organisation for the event • PA Reps to advertise through Facebook and What's App groups.
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<p><u>7. Fireworks:</u></p> <ul style="list-style-type: none">• Grounds team say that Sports Department have portable lights we can use to flood light the gravel area to make event brighter.• Policy of no plastic stuff to be sold by PA at event.• PA to run and popcorn/marshmallow stall.• Food team need to confirm stall holders attendance - £50 commercial and £20 for local stall holders<ul style="list-style-type: none">• New Lodge - Burgers• Pizza my heart - pizza• Cheesy Pig - fries• Silver Oak - Hot drinks• Price to be raised from £6 to £8 a head flat fee to cover rising prices. Babe in arms go free as before.• St John's Ambulance booked for the night. Gazebo needs sourcing for them along with table and 2 chairs.• Gate manned by 2 people only due to success of QR code check in.• Mrs Buttress and Mrs Huges happy to be school representatives on the night.• Risk assessment form needs doing.	<ul style="list-style-type: none">•Iryna and Jess to confirm food pitch choice•Risk assessment form needs doing•Gazebo needed•Alice and Iryna to create sub committee of PA to organise and help at the event.
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<p><u>8. Uniform:</u></p> <ul style="list-style-type: none"> • Sale needed at some point. School to give a date, ideally last week of this half term. • Donations of unbranded uniform taken to Bump and Beyond. taken reluctantly by staff there but all was sold on to their surprise and great appreciation. Thank you Sussie for sorting. • Mrs Aspenal is collecting non branded uniform so need to loop in with her next time. • Drop box to be bough to store donations and drop off items so that shed can be kept locked. Agreed a better quality box should be purchased to make it last. • More boxes need buying too for the new donations. 	<ul style="list-style-type: none"> •School to confirm date.
<p><u>To Add To The Agenda Next Time:</u></p> <ul style="list-style-type: none"> • Use of website to collect funds for classes at xmas/end of term to help reps and reduce individuals collecting so much cash. • Fireworks update. • Xmas Fair details. • Halloween Disco update. • Charity Commission Status and formal vote. <p><u>Next Gerenal Meeting:</u></p> <ul style="list-style-type: none"> • Friday 4th November 2022 at St Michael's Bording House 	<ul style="list-style-type: none"> •21 day notice of AGM to be sent.