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| **Date** | **Friday 19th January 2024** |
| **Purpose:** | Scheduled half termly PA Meeting |
| **Meeting Venue:** | St Michael’s Boarding House, Kettering Road, Stamford |
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| **Attendees** | **Apologies**  Alice Barker - Vice Chair / Events  Amy Gibson  Lian Vile |
| Mr O’ Reilly - Head of Stamford Junior School  Mrs Buttress - Deputy Head Academic Stamford Junior School  Mrs Hughes - Deputy Head Pastoral Stamford Junior School  Iryna Jordon - Chair  Lucy Clarke - Secretary  Nina Ogureeva - Treasurer  Liz Thompson – Secretary  Leanne Ball  Nicola Spooner  Faye Wilson  Louise Wyer  Ubhi Mistry |

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| **ITEM** | **Action Required** |
| **1. Welcome**   * Iryna welcomed everyone to the meeting, especially to those who have not attended previously. |  |
| **2. Round up of last term**  Iryna informed the meeting that we had raised £3000 from the events of last term, to be added to our fundraising goals. The PTFA had purchased the following -   * Lego stamp set bought for Mrs Dixon for the Lego Club. Mrs Dixon will provide a fuller update but the Lego Club can now use them so that can enter in competitions. * Wothorpe benches to provide seating outside the Sports centre. * 6 Coronation trees, which have now been planted. Mr O’Reilly confirmed that the school arranged for each year group to plant a tree and they will help to water it in the summer. There is a plaque to state they the trees were donated by the PTFA. * Lucy suggested that we need a plaque for the Wothorpe benches to also state that SJS PTFA who they were donated by. Everyone at the meeting agreed this was a good idea. * Choir folders that were used at Christmas for Carols at the Bandstand and made the choir look very professional. * Given the success of the Wothorpe benches there is room for 2-3 more and this could be included in ours or the Senior school PTFA’s fundraising goals in the future. | * Iryna to look into getting a plaque for the Wothorpe benches. |
| **3.**   * **Financial Update by Nina Ogureeva Treasurer** * – Nina gave an update and provided a handout setting out the current financial position. * Over £9000 has been raised – contributions from all the events. Had some expenses at the moment, especially upcoming fireworks payment but currently we have over £14,000 in the bank. * We need to think about fund raising in this quarter, depending on agreement on spending re playground. |  |
| **4.**   * **Playground Update**     We have agreed as previous meetings to go ahead supporting the school in this project.  Mrs Hughes provided an update confirming that we had a couple of companies come in to provide quotes and the school would like to go with Sovereign. The representative who came to provide ideas was very helpful and the materials that they use look as robust as they can be. The design will be a trim trail (cost £8000 that PTFA have agreed to cover at previous meeting) and the school will be paying for raised beds and wigwams. There will be a quiet sensory area, to accommodate those that need a quieter space for break time and as the children love to dig they have decided to install some raise beds with bark and sand. Mrs Hughes confirmed that this re-development will be on the back playground but that year groups 3/4/5/6 do still use it and the school will create a rota, to ensure it will be used by everyone.  Mr O’Reilly confirmed that this will be on the flat area at the bottom, that has never flooded previously. The school is hoping to move ahead and want to get the re-development work completed as soon as possible. Mr O’Reilly also confirmed that Mrs Worthington was going to look for something for Year 5/6 area and some picnic benches.  Iryna confirmed with Nina that we have already raised that £8000 for the trim trial and all agreed that this should be given to the school now in order for the redevelopment to begin. Nina and Iryna asked if they could send the invoices as we can only get out £1000 of the bank account at one time.  Re the re-development of the Year 5/6 area and further benches, the PTFA agreed to aim to raise a further £2000 to contribute towards this.  **5.**   * **Fireworks**      * £1500 deposit for the fireworks and £3500 due by the end of January (this was agreed at the last meeting) – to be paid by end of 31st Jan. Agreed for this to go ahead and school will support, as at present time it is not clear who will take over from Alice and Iryna).   **6.**  **Year 6 Leavers**     * Nicola Spooner provided an update on the year 6 leavers plans. The money that has been asked for from all the parents has now been received. Jumpers have been ordered and the year book is under way. They have obtained a free venue and catering at cost price for the leavers party. Those planning may need to go back to the parents as there is a shortfall of £800, due to a fewer number of children’s in this year 6 group. There are 54 children in year six, so any donation from the PTFA to help with the cost of the party would be greatly received. * It was agreed that each year the PTFA would pay £10 per child in Year 6, towards their end of year leavers event. This would ensure consistency in the future. Nicola will provide a further update next meeting, and will liaise with Nina re the payment of this year’s money. | * Mrs Hughes and Nina to arrange invoices so payment of £8000 can be made. * PTFA to come up with further fundraising ideas to raise the rest of the £2000. * Iryna and Nina to arrange payment of deposit |
| **7. Upcoming Events this Term**  **3rd March – Year 4 Chapel with theme of Friendship**  PTFA Year 4 rep to put out a reminder – Nicola Spooner to speak about Year 4.  **7th March – Book Swap**  Mrs Stratford is changing the format of World Book day this year and there will not be author visits. Instead the school will host a Poetry day and the school is paying for the speakers.  It was agreed that the school and the PTFA still would like to go ahead with the PTFA book swap. Iryna will look into the day that would be best for book donations that weeks and Mrs Buttress will look to check that afterschool clubs can go ahead. Mrs Stratford will be asked if she could look at age appropriateness of books. There was a discussion if we could we ensure that the children who came in last previously come in earlier this year. Mrs Buttress said this may not possible as teachers choose the timetable, depending on their teaching plan for the day so the PTFA agreed that they will try and hold back some age appropriate books for the groups coming in last.  **27th March – Easter Egg Hunt**  Iryna confirmed that last year (despite the bad weather) 283 children last year came and took part in the Easter Egg hunt and the cost was £1 per egg. The price of Easter Eggs seems to have risen (£1.50) this year but there were no objections and all those at the meeting said that they were happy to go ahead again this year. Hopefully, if the weather allows it will be held outside but Mr O’Reilly said that the school fence needs to be fully mended first in order for us to use the area near the river, due to recent storm damage, but there are other places we can use, in the event this area is still not fully repaired.  Iryna confirmed that those at the meeting were happy to use funds in the account to buy the Easter Eggs and as we will need volunteers, Liz to draft out a note to go out to all reps.  School lunches for helpers will be available but Mrs Buttress confirmed that the school need to know in advance the numbers of PTFA helpers that would be attending this.  **15th March – Comic Relief**  Mrs Hughes has received some ideas from Year 5 for a talent show and this might be linked in with A level students at the Senior School.  **8. Fundraising in the Future**  Nina stated that given the amount that we have just agreed to spend and in light of our aim of raising a further £2000 for the Year 5/6 area, we need to come up with other fundraising ideas for the next term, as at present we have no planned events to boost our accounts. Mrs O’Reilly is grateful for all the PTFA support with school projects but would like us to be mindful that at present, given the cost of living crisis/fee increase that we need to take this into account, given the financial pressure on many families.  **Nearly New Sale – Sports and Uniform**  One suggestion was holding another Nearly New Sale and Iryna confirmed that this would be possible, however before the changes to the uniform to PTFA made more from this event. All agreed it was still worth holding one as it may be a way of helping raise the £540 to assist with the year 6 leavers funds. Mrs Buttress will have a look to see if there is a date when we can use the Assembly hall and Mr O’Reilly will ensure that new parents will be given an invite. It was agreed that a date closer to Easter would be preferable, but we need to try and avoid the date of the Burghley run.  **Potential Future Events**  Lucy suggested taking a more collaborative approach so one or two people do not have such a huge work load. This suggestion was supported by others at the meeting. There would need to be a calendar of events and different year groups would be taking the lead for organising them. There was a suggestion that as the Autumn term is so busy to think about moving the Halloween disco to perhaps February making it a Valentine’s disco and it was agreed that we should concentrate more on children focussed events.  The idea of a summer fair to be held in May/ June was floated and all agreed that this would be a good idea, and it would be almost the summer version of the Christmas fair, with different year groups being responsible for different stalls. Mrs Buttress said that if this was to happen a date would need to be agreed with the School in the next two weeks, due to how busy the summer term is. | * Nicola to message all Year 4 parents. * PA reps to send out the notice about the offer for lunch and to confirm numbers to the school. (Liz to draft) * Iryna to liaise with Mrs Buttress re best day for book donations. * Alice and Iryna to liaise with school re a date for the summer fair. |
| **9.Sucession Planning**  Iryna announced that both herself and Alice will be stepping down at the end of this academic year. They wanted to inform the PTFA early so those interested in taking over the role of chair/vice chair could work with Alice and Iryna to ensure a smooth transition. Iryna confirmed that if they are hosting a summer PTFA event it would be for the new team to take the lead but supported by Alice and herself, as much of the events contacts/ plans have been created in a pro forma. Mr O’Reilly thanked both Iryna and Alice who have worked hard over the last two years to make the PTFA more professional/ inclusive and thanked them for ensuring that the PTFA has put on fun events for the children.  Lucy and Liz will continue to advise on legal issues and are both working to ensure the Charity Commission on line issues have been resolved. Lucy confirmed that we are going to have to hold an AGM, which only needs to be 5-10 minutes and to cover the election of trustees. Iryna will draft a notice to go out in the digest advertising the roles and the PTFA reps just need to spread the word to attract interest. Liz confirmed that the Chair would need to be happy to be a Trustee and would need to hold legal responsibility. | * Alice and Iryna to draft notices to advertise their roles. The PTFA reps to notify their year groups to see if anyone is interested taking over the Chair and Events role. * Liz and Lucy to carry on working with the Charity Commission to fix the website issues. |
| **10. PA Website**   * The website is still being updated and is a good source of information. | * Alice to update website |
| **NEXT MEETING -**   * Friday 1st March 2023at St Michael's Boarding House |  |