

STAMFORD JUNIOR SCHOOL PARENTS' ASSOCIATION



Minutes

Date	Thursday 3 rd March 2022
Purpose:	PA Meeting
Meeting Venue:	St Michael's House, Kettering Road, Stamford.

Attendees	Official Role	Current Year Rep
Matthew O'Reilly Sarah Buttress	Head Dept Head	- -
Victoria Carroll Gaynor Keys	(exiting) Co-Chair (exiting) Co-chair	Y6 Y6
Iryna Jordan Alice Barker Lucy Clarke Liz Thompson	(elected) Chair (elected) Vice Chair (elected) Joint Secretary (elected) Joint Secretary	- Y1 - Reception
Leanne Ball Anna Davis Jess O'Reilly Rosie Klein Naomi Nightingale Kate Symonds Angela Holland Mehi Davies Fleur Disley	- - - - - - - Nearly New Uniform -	- - - - Y4 Y5 - Y3 -
Apologies	Role	Year Rep
Clare Jaggard Samantha Cowley Suzanne McCarthy Francesca Alexander Toby Cole Helen Cole	- - - - (incoming) treasurer -	- Y2 Y2 - - Reception



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ITEM	Presented	Action Required
<p><u>1. Welcome</u></p> <p>Gaynor and Victoria opened the meeting and thanked those who were able to join.</p>	Victoria and Gaynor	
<p><u>2. New Core PA Committee</u></p> <p>Thanks was given to Gaynor and Victoria for all their hard work over the past couple of years covering all the roles as Chairs/ Treasurer and Secretary.</p> <p>As they have stepped down new core PA committee were voted in as follows-</p> <p>Iryna Jordan - Chair Alice Barker - Vice Chair Lucy Clarke and Liz Thompson - Joint Secretary Treasurer role still to be formally elected at next meeting. Toby Cole has put his name forward but not able to attend the meeting.</p> <p>Gaynor will put together a handover pack and will finalise the finances and do a full handover. Advised not to let account go below £10,000</p>	Positions proposed and seconded by committee	Handover required
<p><u>3. Year Reps for 2022-2023</u></p> <p>Reception - Reps need to be confirmed. Year 1 - Helen Cole and Liz Thompson Year 2 - Alice Barker Year 3 - Susan McCarthy Samantha Crowley Year 4 - Mehi Davies Year 5 - Naomi Nightingale Year 6 - Lindsay / Kate</p>	Iryna/Alice	Provide/ check contact details that will be shared to new parents - (email or mobile)



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<p><u>4. Sports Events / Refreshments</u></p> <p>Mr O'Reilly has started to improve the match teas that SJS offer and would appreciate the PA's members help to help serve and be a welcoming face. Now have filter coffee and cakes, vintage crockery - if people wish to make cakes would be welcomed but mainly need help serving. Parent's refreshments will now be in the main hall and the children will be eating in the dining room.</p> <p>Mr O'Reilly is still looking into the weekday match refreshments that need to be got right.</p>	<p>Mr O'Reilly</p>	<p>PA reps to help muster help serving tea/coffee for their own year group fixtures</p>
<p><u>5. World Book Day / Book Swap - Friday 4th March 2022</u></p> <p>Final volunteers and arrangements confirmed.</p>	<p>Iryna</p>	<p>Iryna Alice Mehi Jess Leanne Francesca Mandy</p>
<p><u>6. Proposed Future Events</u></p> <p>Need to have better communication with dates and events need to be spread more evenly across the year.</p> <p>Discussion about potential fundraising ideas for:</p>	<p>Alice</p>	
<p><i>Mother's/Father's Guardians day -</i> Discussion over possible options included a Gift amnesty / Buying potted plants/ flowers/, invite parent's / guardians into school eg family picnic". Also discussion about leaving this event in light of emotional trigger day for those effected so suggest more general family day to celebrate together instead.</p>	<p>-</p>	<p>Mrs Buttress look into possibility of a family picnic after Sports Day.</p>



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<p><i>Easter Egg hunt/raffle - 1st April 2022</i> it was agreed it would be a good idea on the last day of term to organise an Easter Egg hunt for each year group. Jess O'Reilly has 600 plastic reusable eggs we can hide and these would then be traded in for a single chocolate egg per child for a cost of £320 (including Nursery). Will be aware of trying to be eco aware and children's allergies. Possible POSH mascot which is a bunny to attend. POSH need to be approached.</p>	<p>Jess</p>	<p>Mrs Buttress to help with timings for classes</p> <p>Jess to find her plastic eggs</p> <p>Chocolate eggs need purchasing</p> <p>POSH to be contacted</p>
<p><i>Fireworks - 4th November 2022 -</i> Dave "Rocket Man" has confirmed that fireworks have increased in cost significantly. Would need to pay £1000 deposit to confirm booking. Everyone agreed it was a huge success and very popular and voted to go ahead, despite rise in costs. May have to increase ticket price and consideration was given to a "family ticket". Gaynor advised we would need at least £4000 in the bank to put this event on.</p>	<p>Victoria and Gaynor</p>	<p>Deposit to be paid</p>
<p><i>Voluntary £50 donation to PA from Parent's -</i> As fundraising is so difficult the idea was raised of asking parent's/guardian's to pay a voluntary fee of £50 each year into the PA. Some at the meeting had experience of this at other schools where it has worked well. It was agreed that this is something that the Chair would need to discuss with Mr O'Reilly, before being actioned.</p>	<p>Leanne</p>	<p>Iryna, Treasurer and Mr O'riley to discuss approach and execution ideas</p>
<p><u>7. PA Constitution</u></p> <p>Copies of the PA Constitution were handed out at the last meeting. At present we operate as a PA not at PTA, but it was agreed that a possible change in status may be beneficial.</p> <p>Would need to consult School and Mr Phelan is re-writing the PA Constitution of the SHS, SS so that all operate in the same way.</p>	<p>-</p>	<p>Await Mr Phelan revised documents and asses</p>



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<p><u>8. Summer Fair</u></p> <p>At the last meeting the idea of a Summer fair was raised. Mrs Buttress attends Calendar Committee and advised that a SES wide summer fete linked to the celebration of the Queen's Jubilee. A provisional date of the 15th May 2022 and it was thought that this family event would fall in-between Mother's and Father's day and would cover those celebrations this year.</p> <p>Mrs Buttress is waiting to hear from SS and will speak to Mr O'Reilly but everyone agreed it was a good idea and something SJS PA would support.</p> <p>A "Jubilee Event Planning Committee" Meeting was arranged provisionally for Monday 14th March 2022 at 8.30am. Mrs Buttress would check the date for availability and book a room.</p> <p>Discussion over whether this event should be open to the whole community and not just families of SES. Agreed that opening it up would be a good way of promoting SES's but from a safeguarding point and volume of traffic expected from SES wide event agreed better to remain school family event.</p>	<p>Mrs Buttress</p>	<p>Mrs Buttress to check availability and book boarding house room for sub committee meeting</p> <p>Sub committee to meet 14th March and start planning event and scope out help required</p>
<p><u>9. New Pupil Day / New Parents Evening - 29th June</u></p> <p>SJS has asked the PA Reps to help at event</p>	<p>School</p>	<p>Reps to help where possible</p>
<p><u>10. Nearly New Uniform Sale - 2:30 to 4:30pm - 29th june</u></p> <p>Iryna advised stock is running low and could PA Reps please ask for any unwanted uniform, sports kit, sports equipment and fancy dress.</p> <p>Going to push to re-use / recycle as part of our Eco initiative.</p>	<p>Iryna and Mehi</p>	<p>Reps to drum up old uniform to be donated asap for sorting</p>



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<p><u>11. Communication</u></p> <p>It was agreed clearer communication was required with dates for events advertised well in advance. Mrs Buttress was going to liaise with Alice Cox about how best to do this and if the Agenda for the future PA Meetings could be sent out by the School.</p> <p>A suggestion was that the PA Newsletter should be in the digest in full on Thursday, and not as a PDF attachment. In Newsletter need clear bullet points of upcoming events and dates. Only the minutes of the PA meeting need to be a PDF attachment. Minutes to be checked by Chair and then sent to PA Reps to distribute as appropriate.</p>	-	<p>Alice and Iryna to liaise with front office to embed summary into Thursday Flyer</p> <p>Liz/Lucy to help write and summarise minutes for usage</p>
<p><u>12. Ukraine</u></p> <p>Mrs Buttress gave an update as to how SJS are explaining the situation in Ukraine to the children. This is being led by Mrs Hughes and children are creating sunflowers to display.</p> <p>A suggestion was made that Shelterbox are approached to deliver a special assembly. Mrs Buttress said that she would look into this but it needed to be age appropriate.</p> <p>Discussion on how the PA can support the humanitarian crisis and it was agreed that in light of the logistics of getting donated items to Ukraine, it was best to highlight registered charities and encourage donations to them.</p>	Mrs Buttress	Iryna to collate and list of suggested charities across different categories for us to advertise as means of supporting Ukraine
<p><u>13. Any Other Business</u></p>		
<p><i>Year Six Leavers</i> - Gaynor and Leavers Committee to let Mrs Buttress know the time of the events planned.</p>	Mrs Buttress	Victoria and Gaynor to liaise directly
<p><i>Year 3 Chapel</i> - Mrs Buttress apologised that the date of this was not advertised in advance. PA need to help decorate the Chapel and they have £100 budget.</p>	Iryna and Alice	Yr 3 reps to gather support/ supplies to decorate chapel on fri 11th 9-12noon



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<p><i>KS1 Book request "Little People Big Dreams" - Mrs Worthington had asked the PA to consider funding some extra curricular resource books for the children of Key Stage 1. Discussion over funds and Mrs Buttress said that this should be paid for out of the Curriculum budget and SJS would buy these.</i></p>	<p>Alice</p>	<p>Mrs Buttress to discuss directly</p>
<p><u>14. Next PA Meeting - 6th May</u></p> <p>The next meeting is scheduled to be held at St Michael's boarding house at 8.30am on 6th May</p> <p>There was a discussion about moving PA Meetings to a Monday or Friday as more parent's would be off work. To be considered by School and Chair.</p>		<p>Alice and Iryna to poll dates that best suit all and book room accordingly</p>