

**Stamford Junior School – Parents Teachers and Friends Association**  
**Registered Charity Number 1201513**

<b><u>Date</u></b>	<b><u>Friday 28<sup>th</sup> April 2023</u></b>
<b><u>Purpose:</u></b>	Scheduled half termly SJSPTFA Meeting
<b><u>Meeting Venue:</u></b>	St Michael's Boarding House, Kettering Road, Stamford
<b><u>Attendees</u></b>	
<p>Mr O' Reilly - Head of Stamford Junior School  Mrs Butress - Deputy Head Academic Stamford Junior School  Mrs Hughes - Deputy Head Pastoral Stamford Junior School  Jess O'Reilly – Year 3 teacher  Iryna Jordon - Chair &amp; Yr 4 Rep  Alice Barker - Vice Chair / Events  Liz Thompson - Secretary &amp; Yr 1 Rep  Mehi Davies - Yr 4 Rep  Kate Symonds - Year 6 Rep  Amanda Trolley - Yr 3 Rep  Naomi Nightingale - Yr 5 Rep  Angela Holland  Fleur Disley  Naomi Pistolas  Sandra Edwards  Susan Barnett  Laura Concannon  Abbie Mystery  Amy Gibson</p>	<p><b><u>Apologies</u></b></p> <p>Toby Cole – Treasurer  Suzie Sumner – Charit Representative  Lucy Clarke - Secretary  Helen Cole - Yr 1 Rep  Kate Peach - Reception Rep  Lindsey Whittaker - Yr 6 Rep  Claire Middleton - Yr 3 Rep  Francesca Alexander - Yr 5 Rep  Mandy Ingram - Yr 2 Rep  Anna Davies - Reception Rep  Milly Smith  Leanne Ball  Samantha Bradshaw</p>

<b><u>ITEM</u></b>	<b><u>Action Required</u></b>
<p><b><u>1. Welcome</u></b></p> <ul style="list-style-type: none"> <li>• Brief into to newcomers about who we are and what our aims are.</li> <li>• Iryna welcomed our first parent from SJS Nursery School to the PTFA.</li> </ul>	<ul style="list-style-type: none"> <li>• PTFA to continue to advertise the meetings at the nursery school.</li> </ul>

<p><b><u>2. APOLOGIES</u></b></p> <ul style="list-style-type: none"> <li>• Please see list above.</li> </ul>	
<p><b><u>3. APPROVAL OF MINUTES OF LAST MEETING AND UPDATE ON ISSUES ARISING</u></b></p> <ul style="list-style-type: none"> <li>• Minutes of last meeting approved.</li> </ul> <p>Update from Mr O'Reilly about the issues raised at last meeting.</p> <ul style="list-style-type: none"> <li>• Lego league approved and to be incorporated into the Lego clubs from September.</li> <li>• Eco Council approved.</li> <li>• Author visits approved, organised and coming in shortly, books also ordered for signing and gifting to the library.</li> <li>• School paid for defibrillator.</li> <li>• Nearly new sale went well and the new Logo for the blazers is being rolled over to this term. Thank you from the school to the PTFA for organising the sit and stich, which went well. Mr O'Reilly would ideally like someone from the school uniform shop to come with samples of the new uniform and will share details of this when arranged.</li> </ul>	<ul style="list-style-type: none"> <li>• Alice to publish approved minutes on Website</li> </ul>
<p><b><u>4. FINANCIAL UPDATE FROM TOBY COLE</u></b></p> <ul style="list-style-type: none"> <li>• Toby was unable to be present at the meeting, so provided a written financial update via Iryna.</li> <li>• £16, 611.12 in bank account</li> <li>• Expenses to be discussed for approval – Fireworks we have to plan funds / Author visits when in / Lego league planned in budget and ready to go / Eco crates / Funds for Year 6 leavers - all agreed</li> <li>• The Feedback from the parents is that the PTFA should raise money today, that should be spent while the current children are at school to enjoy the benefits. The PTFA have created a form for the school so that teachers and the school can make requests. Given the healthy budget Toby would invite the PTFA to consider spending some of the money on the project requests.</li> </ul>	

## **5 SPENDING FOR CONSIDERATION**

### **A) Kings Coronation – Cherry Trees**

Alice and Mr O'Reilly explained that as King Charles had asked for people to plant a tree or tress to celebrate his Coronation, SJS and the PTFA proposed the idea of planning cherry trees along the fence of the top playground. They thought it would be a good way of marking the King's Coronation, as well as also provide much needed shade in top playground for the children. The head gardener had advised to get as many trees as possible and do a whole half avenue. Alice advised that Rosie Klein has offered to help source at least 6ft established cherry trees. The cost of 6ft – 8ft plus is £180/200 per tree.

- The plan is for 5 taller and 5 smaller trees which would leave a strong legacy and environmentally they will benefit the children. It would take 20 years to full growth.
- Following a discussion about the pros/cons of the idea, the sizes of the trees, the timing of the planting of them and the location it was agreed by all at the meeting that there were many positives about proceeding, especially in light of the benefits of the shade it would give to the children. It was approved by all at the meeting that in principle, 10 of the larger trees would be purchased and planted within the next couple of weeks.

### **B) Castles for Year One**

The Year One teachers will be submitting a teacher request form for approx. £100 to purchase another castle, in order to support the children learning about the topics of castles. It was agreed by all at the meeting that the PTFA would approve this request.

### **C) Outdoor Seating for Wothorpe Sports Centre**

At present as there is not any seating at the new sports centre for the children the PTFA have been asked to considered purchasing some outdoor seating for the children. Alice suggested that there are benches that are made from composite plastic, which although slightly more expensive than the wooden ones would be eco-friendlier and more durable. Alice said that she is still waiting for the details from Mark to know how many we can fit in but felt that it would be nice for the children when they are having a match tea. It could also provide seating to adults when they are spectating.

Alice advised that 3 round picnic benches cost £800 each and each seat 8 people. Kate asked if the senior school PTFA would also contribute, as the senior school children would also benefit from these benches and Iryna said that we could speak with the senior school PTFA.

- Alice to work with those at the PFTA meeting who offered help to source the trees.
- Mr O'Reilly to discuss the planting with Estates team and Head Gardener.

- Toby to approve payment once form received.

- Alice to obtain the details from Mark to confirm space available and then to send out final cost.
- Iryna and Alice to purchase for the school.

After a discussion about the pros and cons of the benches it was agreed that even though they are expensive they would have an immediate benefit to the children. The purchasing of the 3 round picnic benches in composite plastic were agreed in principle. Alice confirmed that once the final cost was confirmed she would confirm this via the What's app PTFA group so the costs are fully transparent.

**D) Key Stage One Court Yard – between the hall and Year**

Mr O'Reilly and Mrs Hughes advised that they are looking to update and remodel the KS1 courtyard, the enclosed area by the ramp. Staff have been providing ideas and drawings of what they would like but the aim is to create a reading courtyard / quieter "chill out" outdoor space. They hope it will also include sunshade, painting of walls/fence, outdoor furniture and planters. KS1 staff are volunteering to do the work, but they are planning on asking the PTFA as they need help with the funding for items

Mr O'Reilly is still awaiting the plan and costs but he would be looking to make sure it would be for the use for the whole school.

Everyone agreed that this was a good idea and the PTFA would consider the Year 1 teacher requests when submitted.

**E) Neurodiversity Area**

Mr O'Reilly advised that school is doing their best to cater for play time where there are lots of different opportunities, just like we have in the school day in the curriculum. The school is looking to run more clubs at lunchtime but staffing is sometimes an issue. Mr O'Reilly is looking to undertake a strategic review of how SJS use the outdoor space so there is more joined up approach.

Mrs Hughes is undertaking a review of how to cater for children who are neurodivergent and want a calmer playtime, as not every child wants to run around. Her vision would include a wild meadow with wigwam.

PTFA will consider requests to help fund the project once the plans have been finalised. It was agreed that this was a good idea.

**6.SJS Fundraising Plans**

Iryna stated that the PTFA Charity Liaison representative, Suzie Sumner could not make the meeting today. However, Suzie will be meeting Mrs Lightowler soon and will add any ideas to the next meeting.

- Alice and Iryna to provide information to PTFA at next meeting

- Toby to consider when request received

- Same as above

- Suzie to provide update at next meeting

<p><b><u>7. Events and Event Teams:</u></b></p>	
<p><b>a. Evening events for parents – Ball/Harvest Barn dance.</b></p> <p>Iryna advised that the PTFA team were looking towards how to host the next big fundraiser. Iryna advised that we used to have a ball in the summer and last did one in September went well but the tickets were expensive.</p> <p><b>BARN DANCE</b> Iryna and Alice explained that the idea that they were putting forward was to host a Barn Dance in September 2023, so that new parents can join and to raise funds for renovations of the back playground. The idea is to host it at school on the back playground, so as to keep the costs low so that we can raise some money. The team have a band in mind and Rosie Klein would be happy to donate haybales. If wet weather the back-up would be to use the sports hall. At the event we could also ask the new caterers to do cater the event and they also have an alcohol licence.</p> <p>All agreed that is a good idea and Alice will create a working group closer to the time so that we can have a separate group who will undertake the organisation.</p> <p>Saturday 23rd September is the proposed date and further fundraising ideas of silent auction were also proposed.</p> <p><b>b. SJSPTFA logo competition</b></p> <p>Alice advised that given that the PTFA were keen to engage the children more she felt it would be nice to have a logo and have a competition for the logo that the children can take it home. Alice advised that the idea is that the children can draw the logo using any colours but it must have SJSPTFA on there. After a brief discussion it was agreed that involving the children was a great idea and Mrs Hughes said she would be happy to announce the competition in assembly next week. There had also been an idea about creating an internal postal system for the children but this has not been finalised yet.</p>	<ul style="list-style-type: none"> <li>• Alice to create a sub group to organise the event.</li> <li>• Mrs Buttress to confirm that the date is available.</li>   <li>• Alice to liaise with Mrs Hughes about the details and the launching of the competition.</li> </ul>
<p><b><u>8.Next year big dates planning/approval</u></b></p> <p>Barn Dance – 23<sup>rd</sup> September 2023 TBC</p> <p>Halloween Disco – 31st October 2023</p> <p>Fireworks – 3rd November 2023</p> <p>Christmas Fair – 1st December 2023</p>	<ul style="list-style-type: none"> <li>• Alice &amp; Mrs Buttress to include these on key dates list.</li> </ul>

<p>Kate raised an issue about when trying to search for a key date, which is not possible as the key dates are in the PDF format. Mr O'Reilly understood the problem and would look into a solution.</p>	
<p><b><u>9. Parent Focus Group (assessment and reports) – Mrs Buttress</u></b></p> <p>Mrs Buttress has undertaken a review and has reformed/standardised the assessment and reporting that SJS use. Mrs Buttress advised that Stamford Steps had been designed to use throughout the whole school, but as it is no longer being used in the Senior School, a different system would be clearer for the parents and children at SJS. Mrs Buttress understands that it will be a big change but that SJS needed to be more transparent and feels this will be a positive change for the school.</p> <p>Mrs Buttress has asked for one of the Year group reps to attend a discussion at 3pm on the 16<sup>th</sup> May 2023 at school to form a Parent focus group, as she wants to check that what she has written makes sense to the parents. Mrs Buttress is asking for the parents who attend to not work in education and if the year group rep cannot attend they can nominate someone from the year group to attend if the rep is unable to help.</p> <p>Alice asked if all the reps could confirm to Mrs Buttress who would be attending from the year group.</p>	<ul style="list-style-type: none"> <li>• Reps to update their year groups and to confirm to Mrs Buttress who will be attending.</li> </ul>
<p><b><u>10. Year 6 update – finances and events planned</u></b></p> <p>Kate gave an update on the Year 6 yearbook, which she has found really hard to manage, especially as we are producing photos of children. Kate thinks in the future the PTFA and SJS will need to consider the school taking ownership of this due to the GDPR rules.</p> <p>Kate said that planning a year book/ hoodie / and leaver's do in hindsight she should have asked everyone for £100 up front. Kate said that as this Year 6 had wanted the hoodie early it was more expensive, but this Year 6 team</p>	<ul style="list-style-type: none"> <li>• Kate to feedback to Alice and Iryna and Yr 5 reps.</li> </ul>

<p>will coordinate with the year 5 to give them tips for next year.</p>	
<p><b><u>11.Any Other Business</u></b>  Alice advised that we are thinking of having a PTFA directory, similar to the business directory, to go on our website. It was agreed that this would be a good idea to get a pool of talents.</p> <ul style="list-style-type: none"> <li>• Kate asked about if there is a way parents can feedback on the new caters and portion sizes. Mr O'Reilly will look into the parents coming in to see what the new caters are offering as has happened previously.</li> </ul>	<ul style="list-style-type: none"> <li>• Alice and Mr O'Reilly to provide an update at next meeting</li> </ul>
<p><b>NEXT MEETING –</b></p> <ul style="list-style-type: none"> <li>• Friday 16<sup>th</sup> June at 8.30am 2023 at St Michael's Bording House</li> </ul>	