

Agenda - Montpelier Primary School PTA

Thursday 10 May 2018 7.30pm

Introductions

Attendees of committee

Nada Chowdhury
Sabi Goss
Catherine Dickie
Rachael Azimi
Am Rai
Danny Jao

Total attendees including the above individuals 21.

1) Recent fund raising events

£1000 profit on the recent cake sale

2) Summer Fete

Preparations well underway

Up to £3500 so far on sponsorship – still some to chase on.

Prizes – 2/3rds in – and still others promised to come in.

Sponsorship – need to know by mid-may if any others joining as the printing due then.

Small team of people helping out. Likely to start on sponsorship earlier next school year.

January tends to be when companies take bids. There are also learnings on who to target for next year. Generally local companies are better than chains. Sometimes chains can offer at a local level but depends on the business.

We may need to buy gazebos – there are 15 but we need 18. Caroline offered to lend her extra gazebos from home to save money so none needed to purchase this year.

There seems to be an issue with electrical cords. Amanda can bring some extension cords should they be needed.

Some 5m power boards have been purchased.

No need to have a fridge this year.

Class reps to inform their classes on their stall allocation.

It was agreed that there will be a Roald Dahl dress-up day on the Friday before – kids bring in a £1 for the PTA. Communication to include the fact that the money will be used to buy school books.

3) Update on the Ealing Half Marathon

25 people to date have signed up on behalf of Montpelier.

Any staff within the school can join the half marathon – registered runners need to affiliate themselves with the school challenge. They need a password to do it so their names need to be sent to Rachael / Claire at the Montpelier PTA address and this will be provided.

Local training as provided by a Dad at North Ealing Primary is taking place on Tuesday evening. Over 50 children have registered for the kids run but no details are held by Montpelier.

For anyone wishing to raise Sponsorship, you can link the children's fund raising to the school account. There is no requirement for individuals to raise money. It is a team challenge any money goes to the main Montpelier PTA account.

Mr Rai has asked for a bullet point list that he can send out to parents with a step-by-step guide on what those registering need to do. From a privacy perspective, Rachael confirms that any contact details requested were purely in case a runner is injured and we need to contact their emergency contact.

There is no deadline by which you need to sign up for MyDonate. The Half marathon usually fills up in the summer. It's one of the most popular half marathons in the country so book soon if you're interested.

The school will provide a form on headed paper for kids to collect money for the mini-mile although the preference is that donations are raised via mydonate to maximise Gift Aid.

4) Update on My Donate

People will be able to give cash or they will be able to sponsor online via My Donate. Gift Aid came through from HMRC last week. Mydonate will manage the paperwork associated with collection from donations and this is in process, and expected to be live within the next few weeks.

Some companies match donations, when communicating to parents and friends of the school, we should suggest people contact their company should they wish to donate to maximise funding.

5) Update on constitution

We need a minimum of 35 people and the committee present to change the constitution.

We will need to give some notice – approximately 21days.

There is a suggestion that there should be 2 teachers/school staff to go to the meeting to ensure we meet the minimum numbers to have this approved.

It was suggested we run the vote during the first 15mins of the AGM in September. This tends to be the best attended meeting. Regular attendees were encouraged to bring a parent friend.

6) AOB

Papa Joes – looking to support a Friday pizza day fundraiser.

GDPR – what is the requirement? Chairs meeting the school Business Manager and this will be a key topic where we will discuss and agree the requirements. There was a discussion about the possibility we could do one catchall consent rather than for each event.

PTA looking to move payments digitally but we need to check which transactions services take the lowest cut. May need to include the costs associated when we communicate cost of activities to parents.

School payments system – Sabrina has spoken to Scopay but needs to double check the work involved for the school. In particular we need to work out how to get the list of people who have paid and how to provide the ticket.

Disco request – could we assign classes to run specific stalls/classrooms? It will help with the organization.

Possible item for the School's wish list from the PTA – need to install a shelter area outside in the playground. It could cost £20k to build something substantial. If the PTA can contribute to this, it would be a great help.

Tesco/Waitrose charity applications. Agreed we would apply for support to purchase reading books or classrooms. Cat to this write up.

Mr Rai still working out a system track book lending. Once in place, the school will ask for a £20 fee that will be held for by the school until the children leave and it can be donated at that point or returned.

Request for the agenda be issues a day or two before the meeting in future.

Suggestion to collect foreign and old coins after the summer. This can be turned into cash. Companies who do this. Agreed this is a good idea.

Couple of people have questioned the cost associate with some stalls. The justification for the photo booth, is that it brings people to the event.

No ice-cream stall this year at the summer fete. Instead there will be an ice-cream van. They are paying the PTA to attend and sharing a percentage of the profit.

Suggestion to connect the dress-up day with the Roald Dahl charity and make a donation although this was not agreed due to the prior discussions and agreement that the funding for the dress-up day will be used to purchase books at the school.