



COED GLAS PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE PTA COMMITTEE HELD ON FRIDAY 27 APRIL 2018, 09:00

PRESENT: Eileen Wong (Chair)
Cerys Lockett (PTA Vice-Chair)
Helen Simpson (PTA Secretary)

ATTENDEES: Mr K. Hart (Headteacher)
Jen Belcher (Family Liaison Officer)

APOLOGIES: Ruth Allen (PTA Treasurer), Melanie Dixon, Nicola Hooper

1. Minutes

1.1 Minutes of the meeting held on Friday 23rd March 2018

It was noted that the minutes of the last meeting still needed to be circulated and would be published with the April minutes.

Action: PTA Secretary

1.2 Matters arising from the minutes of Friday 23rd March 2018

The following matters arising were considered:

1.2.1 Water Fountains (March Min. 1.1)

At the last meeting, it was noted that a request would be made to the Headteacher to publicise the purchase and installation of the water fountains. It was also agreed that a photograph should be included, along with the details of the winner of the splashback competition.

It is expected that the water fountains would be installed before the half term with Colorfoto supplying the splashbacks. It was noted that an update would be included in the school newsletter, once the winner of the splashback competition had been revealed.

Action: Headteacher

1.2.2 Pandemonium Theatre (March Min. 1.2)

At the last meeting, it was requested that all future requests to the PTA to funding events would be sent directly to the PTA Treasurer.

It was noted that dipping into the PTA fund would not be sustainable and therefore the School Governors had agreed to fund shows and similar events

out of the school budget. Requests would only be made to the PTA in exceptional circumstances.

1.2.3 Outstanding Receipts (March Min 1.3)

At the last meeting, it was requested that any outstanding receipts be sent to the Treasurer. This would be followed up and confirmed at the next meeting.

Action: PTA Chair

1.2.4 Easter Raffle (March Min. 2)

At the last meeting the Committee discussed arrangements for the Easter Raffle which had since taken place.

1.2.5 Welsh Afternoon Tea (March Min. 4)

At the last meeting the Committee discussed arrangements for the Afternoon Tea. An update would be provided as a separate agenda item.

1.2.6 Spice Time Credits (March Min 5)

At the last meeting, the Committee discussed the allocation of Spice Time Credits. An update would be provided as a separate agenda item.

2. Review of Welsh Afternoon Tea

It was noted that, unfortunately, the Welsh Afternoon Tea had made a loss of approximately £20. It was discussed that despite all cakes being donated, ticket sales had not been as successful as hoped. This had possibly been due to the change of date. The event had been postponed due to the snow. It was agreed that if held again, a strict budget for the event would be set based on the number of tickets sold.

It was noted that, despite the disappointment, those who attended thoroughly enjoyed and new volunteers had signed up to help on the day.

It was noted that the questionnaire sent out to parents / carers for ideas and fundraising suggestions would be sent out via Schoop at the start of the next academic year.

Action: PTA Chair

3. Spice Time Credits

The Committee discussed Spice Time Credits. It was noted that the scheme promoted that *'for every hour that an individual contributes, they earn one Time Credit.'* However, it was reported that PTA Committee members often had to forego the credits to ensure there were enough for other volunteers.

The Chair noted that following a meeting with the school liaison for Spice Time Credits, changes were being made and the allocation of credits were being reduced. It was noted that a request to the Governors would be made to approve payment of a higher rate subscription package in order to increase the credit allocation and ensure volunteers are acknowledged for the work that they do.

In future, it was noted that parents would be able to track their credits with a loyalty card. The card would collate PTA volunteering time with other volunteering activities within the school. This would also improve tracking and recording credit allocation.

An open meeting, for parents/carers, would be arranged with Spice for more clarification about the scheme within the next couple of weeks.

Action: PTA Chair

4. General Data Protection Regulations (GDPR)

The Committee discussed the new rules relating to data protection which come into effect in the UK from 25 May 2018. It was noted that the Coed Glas Data Protection Policy was currently being revised to ensure compliancy with the new regulations. Members discussed personal data currently held for PTA volunteers. It was agreed that as the PTA now requested for volunteers for each individual event via Schoop, it was not necessary to retain volunteer forms or log details on a database. It was agreed that all volunteer forms would be destroyed and the database, that held personal information, would be deleted.

Action: PTA Secretary

5. Summer BBQ – Friday 6th July 2018

The Committee discussed the requirement of volunteers for the event to go ahead. It was noted that the event would take on a similar format to the previous year, but possibly on a smaller scale. Volunteers would be approached as soon as possible to gain a realistic idea of what could be included at the event. It was also noted that members of staff would be invited to help and potential businesses identified as an opportunity to hold a corporate volunteering day.

It was discussed that the Llanishen Community Hub may be keen to support the event to develop and strengthen their connection with the school.

It was agreed that more delegation would be required and volunteers would be given more responsibility for the areas they had been assigned to.

A meeting would be arranged to discuss arrangements further. It was agreed that requests for volunteers could be made at the open Time Spice Credit meeting.

Action: PTA Chair

It was noted that the school minibus would be launched at the summer event. Colorfoto would be supplying the vinyl for the logos and sponsors would be invited to the launch.

Action: PTA Chair

Letters had been drafted and would be distributed to local businesses requesting for stalls to be sponsored.

Action: PTA Chair

6. PTA Committee Succession Planning

The Committee discussed succession planning concerns and potential candidates for the Committee for the following Academic Year.

It was suggested that if no one came forward, the Committee could be run silently by the Chair. This could be done by reducing the number of events and running only the Christmas Fayre, Summer BBQ and applying for grants. The Secretary noted that, despite starting maternity in the Summer, she would be happy to offer support next year where she could if no one else came forward to take over the role of Secretary.

7. PTA Newsletter

It was noted that the Chair had almost finalised the PTA Newsletter to be published on Schoop. Updates to be added, included a brief report from the treasury and short biographies of current Committee members,

Action: PTA Chair

8. Second-hand uniform

It was agreed that second-hand uniform along with a donation box should be more accessible for parents who perhaps can't make it on specific sale days. It was agreed that the clothes rails could be located in the foyer between the security doors where the main entrance to the school used to be.

It was noted that a request to collect lost property items would be sent out via Schoop with a deadline of Thursday 10th May. Anything without a name and that had not been claimed would then be added second-hand uniform.

It was noted that an individual had been identified to manage second-hand uniform. They would be approached to confirm.

Action: PTA Vice-Chair

It was noted that volunteers usually took clothes home to wash before selling. However, the school washing machine located in the nursery could be used if required.

9. Leavers' Signature Books

It was noted that a quotation from the Headteacher, to be included at the front of the signature books, would be provided to the Chair before half term.

Action: Chair / Headteacher

10. Sports Day Drinks

It was noted that in the past, Morrisons had donated drinks for Sports Day and didn't require much notice to be given. The Chair would approach them and request donations for raffle prizes for the Summer BBQ.

Action: PTA Chair