



COED GLAS PRIMARY SCHOOL

**MEETING OF THE PTA COMMITTEE
FRIDAY 19th January 2018, 9.00**

1. Welcome & Apologies

Attendees: Eileen Wong (EW) (Chair), Cerys Lockett (CL) (Vice Chair) and Mrs Keay (CK) (CG Teacher)

Apologies: Mr Hart, Mrs Dutfield, Ms Shapley, Helen Simpson (Secretary), Ruth Allen (Treasurer), Lara James, Mel Dixon & Nicola Jones.

2. December Minutes

2.1 These still need to be published

Action – Helen Simpson to forward minutes to EW.

3. Committee Changes

3.1 Ruth Allen will continue as Treasurer until the end of the academic year.

3.2 Tasha Stanton and Greg Williams have resigned as Social Media Coordinators.

Action – EW to update security details on Twitter, Facebook and GMail

3.3 Lara James will take on the role of Social Media Coordinator for the PTA with immediate effect.

Action – EW to give Lara access to Twitter, Facebook and GMail.

3.4 Nicola Jones has resigned as Grants Coordinator.

Action – EW to advertise role for Grants Coordinator.

4. School Mini Bus Launch

- 4.1** Discussed having a mini event with sponsors of the mini bus. Confirmation and details of the event will be discussed with Mr Hart in due course.

Action – CK to discuss event with Mr Hart.

5. Commission Installation of Outdoor Water Fountains

- 5.1** PTA has transferred £2,000 into school funds account. £3,000 was budgeted for this work. EW advised CK that if school needed extra funds for the work then this was available on request. It was agreed that the fountains should be installed during February half term if possible. Alternatively they should be installed during the Easter holidays ready for the summer. This will also benefit children in Year 6 before they leave Coed Glas.

ACTION – CK to discuss and plan installation of water fountains with Mr Hart.

6. Valentines Disco Cancelled

- 6.1** It was agreed during our December meeting that the PTA will not be organising a Valentines Disco. Reasons for this being lack of volunteers involved in taking ownership of planning and organising the event and that there are other events planned this term.
- 6.2** Nursery are considering organising and holding their own Valentines disco/event. Confirmation and further details about this will be provided directly by Nursery.
- 6.3** Mrs Kennard (Yr4 Teacher) considered organising the disco on behalf of the PTA for Reception to Y6 children but is now unable to.

ACTION – EW to remove Valentines Disco from School Diary and Event.

7. PTA Page on School Website

- 7.1** There is sparse information on the PTA pages. At present only EW has access to edit the page for security purposes. Briefly discussed content. Conversation will be continued at an informal meeting between EW & CL.

ACTION – CL to arrange date and time for continued discussions.

- 7.2** CL will draft contents for the webpage for EW to review and publish.

ACTION – CL to draft contents by next meeting Friday 9 February 2018.

8. Forward Planning for Events

- 8.1** During our December meeting, we agreed to scale back the number of events to focus our fundraising efforts. With this in mind, it was agreed that we should identify and break down tasks which need to be completed for the events and ask for volunteers in good time.

ACTION – EW to identify activities required for events. CL will assist in breaking activities into tasks.

- 8.2** As events were confirmed by the committee in December, EW advised that we should consider acquiring services and stocks in advance to ensure that these are available, e.g. bouncy castles, magician etc for Summer Fayre. Agreed that costs can be incurred well in advance of events where cost effective to do so or secure services of entertainers where needed.

ACTION – EW to source and order stocks for upcoming events.

- 8.3** CK suggested the PTA tie in the Afternoon Tea with St David's Day celebrations to encourage inclusivity rather than limiting the event for Mother's Day. EW & CL agreed to the suggestion.
A Welsh Afternoon Tea will be held on Friday 2 March from 3.30pm-5.00pm. This will be a ticketed event. There will be a maximum of 120 tickets. Number of Time Credits and price of tickets to be confirmed.

ACTION – EW to design, print and advertise tickets for event by 2 February

- 8.4** CK advised that the school does not keep a petty cash and that teachers use own money to buy supplies for their own classes. CK suggested a fundraiser where proceeds will go towards purchasing small items needed in classrooms. EW & CL agreed that such items should be included in PTA's fundraising targets in future.

ACTION – CK to consider activities for fundraising and will lead on this.

- 8.5** PTA will support the school's Easter activities again this year by providing prizes for children in foundation phase. PTA will also be running an Easter egg raffle again. We will need as many donations of Easter eggs and non-dairy prizes as possible.

ACTION – CK to liaise with Ms Shapley and confirm dates for the foundation phase Easter activities

ACTION – EW to draft Easter Egg donation letter and disseminate them to PTA volunteers to seek donations

9. PTA Meetings

We would like to encourage as many parents/carers to attend meetings as possible. To help us schedule future meetings we will send out a survey and use this to schedule future meetings.

10. AOB

10.1 16 February 2018 – Feel Good Friday

This will be a non-uniform day as part of the “Feel Good Friday” event being organised by Mrs Kennard (Yr4 Teacher).

If you are interested in helping or finding out more about the above then please do not hesitate to email us PTA@coedglasprimary.co.uk, message us via Twitter @coedglaspta or Friends of Coed Glas Primary Facebook Page or contact Eileen 07917 303380

Next PTA Meeting Friday 9 February 2018 (To be confirmed)