



COED GLAS PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE PTA COMMITTEE HELD ON FRIDAY 8TH SEPTEMBER 2017, 09:00

PRESENT: Eileen Wong (PTA Chair)
Cerys Lockett (PTA Vice-Chair)
Helen Simpson (PTA Secretary)
Natasha Stanton (Social Media and Communications Coordinator)
Greg Williams (Social Media and Communications Coordinator)

ATTENDEES: Melanie Dixon, Mrs C. Dufield (Deputy Headteacher), Mr K. Hart (Headteacher)

APOLOGIES: Ruth Allen (PTA Treasurer), Nicola Hooper (Grants / Match Funding Coordinator), Lara James, Laura James (Arts and Event Decorator)

1. Minutes

1.1 Minutes of the meeting held on Friday 14th July 2017

It was noted that the minutes of the previous meeting still needed to be finalised and would be approved at the next meeting.

Action: MD

1.2 Matters arising from the minutes of Friday 14th July 2017

It was noted that the matters arising would be received with the previous meeting's minutes at the next meeting.

Action: MD

2. Proposed PTA Events 2017/18

2.1 The Chair presented the group with a display of colour coded events. It was noted that each colour represented a different category:

- Orange – 2016/17 School Events
- Pink – 2017/18 PTA Events to consider
- Green - Other PTA Events i.e. non-uniform days, Christmas Cards, Rags to riches collections
- Blue - Events to be added during the meeting

The Group discussed dates to avoid potential clashes with other school events. It was noted that as Roald Dahl Day fell on Wednesday 13th September 2017, it would be too short notice to celebrate at school this year.

- 2.2 The Group considered and approved, subject to possible amendments during the year depending on workload and timescales, the following events for 2017/18:

	Date	PTA Event
Autumn Term	Friday 22 nd September 2017	After School Swapsies Club and 2 nd Hand Uniform Sale
	Thursday 28 th September 2017	Grandparents / Grandpals Day
	Friday 27 th October 2017	Halloween Disco
	October 2017 (TBC)	Gadget Drive
	Thursday 23 rd November 2017	Spice Time Credits – Llanishen Launch
	Friday 8 th December 2017	Christmas Fayre
Spring Term	January 2018 (TBC)	Gadget Drive
	January 2018 (TBC)	Movie Night
	Friday 16 th February 2018	Valentines Disco and Non-Uniform Day
	Friday 23 rd March 2018	Mother's Day Afternoon Tea
	Thursday 29 th March 2018	Easter Raffle
Summer Term	April (TBC)	Gadget Drive
	May 2018 (TBC)	After School Swapsies Club and 2 nd Hand Uniform Sale
	Friday 15 th June 2018	Father's Day / Eid Movie Night
	Friday 6 th July 2018	Summer Fayre
	July 2018 (TBC)	Leavers' Disco

2.2.1 Grandparents & Grand Pals Day – Thursday 28th September 2017

It was noted that National Grandparents Day, introduced to the UK in 1990 by the charity Age Concern, was approaching. It was suggested that the PTA organise an event to connect with and celebrate older generations. Nationally, since 2008 it had been annually celebrated on the first Sunday in October. It would fall on Sunday 1 October 2017 this year.

It was discussed that the event would need to be sensitively organised for those pupils who may not be able to invite grandparents to school. The invitation would therefore be widened to include family friends, aunts and uncles of that generation.

It was noted that Coed Glas currently had links with two local residential nursing homes and could potentially extend the invitation to them, along with Goldies Cymru who could deliver a singing and activity session.

Action: EW

It was AGREED that in collaboration with Miss Shapley (Assistant Headteacher) who was currently organising activities to incorporate into school lessons, the PTA would hold an event on **Thursday 28th September 2017**.

Refreshments and activities i.e. looking at family trees, question and answers with grandparent's / pal's and games would be organised on the day. Further details would be discussed at the first planning meeting.

Action: Core PTA Group

2.2.2 Halloween Disco – Friday 27th October 2017

It was noted that the Halloween Disco would be held during the school day. A voluntary contribution would be suggested towards the disco with optional extras available on the day, such as neon face painting and glow sticks.

2.2.3 Gadget Drive – October 2017

It was reported that a new initiative called Gadget Drive had recently been introduced for organisations to fundraise through donations in the form of electronic gadgets which could include mobile phones, digital cameras, tablet PCs and laptops.

It was noted that the Gadget Drive could coincide with Eco Week in October 2017.

2.2.4 Spice Time Credits Event – Thursday 23rd November 2017

It was noted that the PTA Chair had attended a Spice networking event over the summer. It was reported that the charity would be launching events in Thornhill, Rhiwbina and Llanishen to raise awareness in North Cardiff. It had been decided that the event in Llanishen would be held at Coed Glas Primary School on **Thursday 23rd November 2017 at 2pm**, which would be an opportunity to promote the scheme and engage with parents and carers of pupils at the school.

It had been requested that the PTA help facilitate on the day but Spice would be organising and inviting local businesses to have a stall at the event.

It was noted that the Social Media and Communications Coordinators would promote the event on social media once more information had been provided. It was agreed that it would be useful to share stories from parents / carers about where time credits had been exchanged. As an incentive, one suggestion was to enter all stories submitted into a prize draw in return for more time credits.

Action: NS, GW and EW

2.2.5 Christmas Fayre – Friday 8th December 2017

It was noted that the preference for the Christmas Fayre would be at the end of November or beginning of December to avoid clashing with Christmas concerts.

It was discussed and AGREED that the 2017 Christmas Fayre would be held on **Friday 8th December 2017**. Due to the hall being required for the Reception pupils' Christmas Concert in the morning, it was noted that the number of stalls could be reduced compared with previous years to allow enough time to prepare the hall.

2.2.6 World Book Day

It was noted that World Book Day coincided with St David's Day on Thursday 1st March 2018 and therefore the school would most likely celebrate it after the Easter break.

2.2.7 Mothers' Day Afternoon Tea

It was AGREED that following the highly successful afternoon tea organised in celebration of Mothers' Day the previous year, it would be held again.

2.2.8 Movie Nights

It was noted that the Movie Night, celebrated in recognition of Father's Day, had received positive feedback and the group discussed the possibility of holding a few more similar events this year.

It was AGREED that another ticketed movie night would be held on **Friday 15th June 2018** to coincide with both Father's Day (17th June 2018) and to acknowledge Eid celebrations.

It was suggested that an additional movie night be held in January. This would be decided at a future meeting.

Action: PTA Committee

2.2.9 Summer Fayre – Friday 6th July 2018

It was noted that the Summer Fayre would be held during the first week of July. It was agreed to hold the event on the same date as the meeting with parents / carers of the 2018/19 Reception intake. It was discussed that this would give the opportunity to invite new parents / carers to attend and experience first-hand the sense of community at the school.

3. **Future Fundraising Projects**

- 3.1 The Headteacher acknowledged gratitude, on behalf of the school, to everyone involved in organising, taking part in and supporting events to raise money towards the school minibus. It was noted that the achieved sum raised was almost £16,000 through a combined effort of PTA fundraising, donations and the sponsored 3-day cycle ride from Anglesey to Cardiff.

Further discussions would be needed regarding signage and the addition of sponsors' logos on the minibus once it had been purchased.

Action: KH and MD

The Group considered future fundraising projects in response to staff requests. The group AGREED to the following aims:

i. Drinking Fountains

It was noted that concerns from staff had been raised regarding the temperature of the school, especially during the summer months. A request had been made for 7 or 8 indoor and outdoor drinking fountains.

Estimated Cost: Approx. £2,500-£3,000 (includes purchase and installation)

ii. Outdoor Sheltered Areas

It was noted that larger sheltered areas, than those installed last year outside classrooms, would be needed in the three school playgrounds to provide shade and shelter for children and parents / carers.

Estimated Cost: Unknown, but more than £3,000.

It was discussed that this would require a two or three-year plan. Landform would be contacted to arrange a quote.

Action: EW

iii. Glazing Film / Window Shade Fins for Classrooms

It was noted that during the Summer Term, the south facing classrooms were particularly effected by heat from the sun. Installing air conditioning units would be far too expensive and an affordable solution may be internal glazing film or external shade fins.

It was suggested that the PTA Vice-Chair's husband may be able to assist with providing quotes for possible solutions and would be asked to contact the Headteacher with information.

It was also advised that it would be worth contacting Salix, a company who fund energy efficiency improvements for schools

Action: CL and KH

3.2 To review and approve the School Fundraising Questionnaire

It was noted that the questionnaire sent out the previous year, to parents / carers, for ideas and suggestions regarding fundraising would be tweaked and circulated via Schoop.

Action: EW and HS

It was noted that due to the recent increase in the cost of swimming lessons since the recent privatisation of the local swimming pool, Splash Central – Cardiff would be contacted to enquire about a possible deal for swimming lessons.

Action: CL

It was acknowledged that the outdoor shelters installed during the previous year had been a result of parent / carer suggestions and highlighted that their views and opinions were valued.

It was added that Mrs Hunt (Teacher) had organised, through Sainsburys, a bag of outdoor equipment for each class to use during break times.

4. School Christmas Cards 2017

It was noted that Laura James would be taking over the coordination of Christmas Cards for 2017 with the help of the Vice-Chair. Order forms usually needed to be completed before the October half term. Dates would be confirmed via email with the Deputy Headteacher.

Action: CL and LJ

5. Swapsies Club – Friday 22nd September 2017

It was suggested that the PTA could hold a termly, after school Swapsies Club where pupils accompanied by a parent / carer could permanently swap items they no longer needed i.e. Lego cards or football stickers

It was agreed that, in the first instance, an event would be arranged on Friday 22nd September 2017 and alongside it run a pre-owned uniform sale which may be useful for parents / carers who needed to purchase uniform in preparation for the school photographs on Tuesday 26th September 2017. The location is yet to be confirmed but one option would be to hold it in the Foundation Phase area to prevent clashing with other after school activities. Refreshments would be provided and if successful, future events would be organised.

6. PTA Email Accounts

It was noted that the PTA email accounts were not working over the summer due to the school website being offline in preparation for the new launch. It was confirmed that all email accounts were up and running. Access would be allocated to PTA members who required it. Facebook and Twitter access would be granted to the Social Media and Communications Coordinators.

Action: EW

7. PTA Meetings 2017/18

It was agreed that formal PTA Committee Meetings would be held monthly rather than fortnightly, with a view to holding ad hoc meetings when required for any upcoming events.

It was AGREED that the PTA Committee would next meet on **Friday 6th October 2017** at 9 am.