

Maple Cross JMI PTA Minutes



Date: Thursday 23rd February 2018

Attendees:	Apologies:
Sarah Rowe	Jo Mitchell
Jo Sweales	Ellie Fuller
Lenka Page	Hannah Trickett
Lucy Bone	Laura Whyte
	Jessica Ackland
	Nicky McHugh
	Duncan Roberts
	Rebecca Ross
	Bob Morgan

Treasurers Report	
<p>No update or change from previous meeting. Balance taken from last meeting notes: £2810.74 <i>**see PTA folder for full breakdown of PTA finances**</i></p> <p>Feedback from the Christmas Fair, Lenka to review school spending and provide budget for each class when they have stalls at events. Feedback will be provided about cost saving spending, as some purchases were from high end stores, raising items cost price. Lenka has been provided a late receipt (from the school) and will is currently prepping payment.</p>	<p>Lenka Page</p> <p>Lenka Page</p>

General Updates	
PTA UK	
<p>PTA UK have announced this week that they are changing their name to: ParentKind. This name change will not affect the PTA's Public Liability insurance, which will remain the same.</p> <p>PTA UK/Parentkind is a very good resource for fundraising ideas, suppliers etc. Parentkind.org.uk</p> <p>Volunteer requested for adding this website to:</p> <ul style="list-style-type: none"> Facebook page Website 	<p>Volunteer Request Sarah Rowe</p>
HS2	
<p>Lollipop Person Project. We have been provided an update from the school. It has been discussed that we are currently in the consultation process for two zebra crossings, one at the top of Woodland Road and one at the bottom of Denham Way, with the possibility of the Denham Way crossing manned. County planners are preparing to put in a proposal and approval for this will depend on a range of factors, including resident consultation. We will keep all updated on the progress of this.</p> <p>Sarah Rowe has a meeting planned with Groundworks (a company affiliated with HS2 grant scheme, who also provides funding to assist with other projects). She will keep all updated with the progress of this.</p> <p>HS2 are keen to work with the PTA and the school. Last week Year 5 were provided HS2's School Safety Programme (play & workshop), we were the first school in the country to attend this. Feedback has stated, it was excellent and really enjoyed themselves.</p>	

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School Kitchen Project	
<p>The school have stated this project is now moving forward, some of the children are involvement with the planning of this and starting to consider starting some work. The PTA have now been asked to remove all PTA equipment from the staff room in preparation for work to commence. Ideally by end of 1st week of March. Volunteers requested.</p>	Volunteer request
PTA Cupboard	
<p>As kitchen equipment will be moved into the PTA cupboard, it was discussed that a tidy up of the cupboard is required and further storage solutions should be sourced. Ideally with more electrical equipment (freezer etc) and air tight storage boxes for perishable goods.</p> <p>The PTA have spoken to Jim about his storage in the cupboard. Jim's requirements are: a lockable storage area which is not connected to the school.</p> <p>The PTA should consider looking into purchasing him additional suitable storage for him, to assist clear up project.</p> <p>Please can we have a volunteer to research alternative storage, once researched we can propose to the school and invite Mr Johnson into review electrical points in the cupboard and book a date for clean-up.</p>	Volunteer request Date TBA
PTA Equipment	
<p>As we are now creating closer alliances with other schools/PTA's (see later note) we should consider what resources our PTA has and what potentially we can hire out to other PTA's.</p> <p>We would be looking for cheque to cover equipment cost; plus additional cheque for payment of hire.</p> <p>A volunteer is requested to take photographs of all PTA equipment so that we can compile resource catalogue (including prices) so this can be send this to others. Noting this may not take place until the next large event/clean up project.</p>	Volunteer request
Co-op	
<p>To date, the Co-op 1% cash back fund has produced a total of £625. Further posters have been distributed and leaflets printed (which are currently being delivered within Maple Cross), this includes the library in Croxley Green.</p> <p>Ideas are requested to how we advertise within other communities (e.g. Croxley Green and Denham). A volunteer request to:</p> <ul style="list-style-type: none"> • Post of local Facebook Groups • Tweet (on Twitter) MP David Gauke, who has recently visited the school and also Phil Williams and Sarah Bedford. • Ask the school to tweet on our behalf. <p>It was also suggested that we compile a small group of volunteers/children to stand outside the new Co-op (on a Saturday) and hand out leaflets. Volunteer requested to find out if Co-op Croxley would allow us to do this.</p> <p>Please note, funding to be received from this is currently unallocated at this stage.</p>	Volunteer request Volunteer request Volunteer request Volunteer request
McColls (Maple Cross)	
<p>McColls have recently contacted the school/PTA and offered to provide us with £390 worth of funding. Forms have been completed and we are currently waiting on receiving the cheque.</p> <p>McColls has requested that after they reopen from their refit, they would like some volunteers and children to attend a ribbon opening ceremony at the store, the date of this is still TBA, however is expected around the beginning of March.</p> <p>Lucy Bone has suggested she might be able to help collate attendees, if necessary, once date confirmed. Other volunteers to attend are requested.</p> <p>Please note, funding to be received from this is currently unallocated at this stage.</p>	Lucy Bone Volunteer Request

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Event Sponsorship	
<p>Sarah provided Jo Sweales a challenge a couple of weeks ago to see if she could obtain our PTA sponsorship for Fireworks night.</p> <p>Jo has done an amazing job and arranged a meeting with a local estate agent (and Mr Roberts) who is interested in helping us.</p> <p>Sarah and Jo will have a pre-meeting and look over costings for last events ready for this meeting. We will keep you updated on the progress.</p>	Jo & Sarah
Tesco – Bags of Help	
Forms and have been filled in, sent off and received by Tesco. We will wait to see if we are accepted.	In progress
Bike Shelter	
<p>Action from the last meeting for Sarah to write to Mr Tucker regarding finalising the bike shelter refurbishment. Mr Tucker has replied to the PTA and has confirmed final costs.</p> <p>The school has advised these will be directly billed and paid for by the school. Sarah has requested timescales for completion and will keep all updated.</p>	In progress
Ebay Account	
<p>Do you know we have a PTA ebay account? Which we sell unwanted items from the school from time to time. https://www.ebay.co.uk/usr/maplecrossjmipta</p> <p>Jim has saved us the glass cabinet (which was in the reception), this is no longer needed. Please we have a volunteer to list this for us? As yet, no pictures have been taken however the dimensions are H: 200cm, W: 100cm, D: 50cm.</p> <p>Please note, this was originally bought for approximately £800 and is currently in the cupboard next to the boiler room.</p> <p>It was suggested that local selling sites should also be used, due to charges incurred with Ebay/Paypal. Thoughts are requested how we can maximise this?</p>	Volunteer request
Additional Funding	
<p>With both Co-op and McColls additional funding coming in, the PTA will need to decide where this money is allocated. Please note, the Co-op fund runs until November. The PTA currently have a choice where this is allocated. Suggestions as follows:</p> <p>1 – Ms Trickett has requested £750 towards finishing the sensory room project. This has been on the PTA agenda for a little while, as funding was reallocated for the new KS1 play equipment. Jo Sweales to price match equipment request.</p> <p>2 – The KS1 play equipment is in the final stages of being ordered. It is expected that this will be in total £4400, do we top up our £4000 and pay for 100% of this? Please bear in mind, the school has suggested they will happily pay the additional £400.</p> <p>3 – The school would like the PTA to consider a new project for funds to be allocated to. This consists of structural work on the library, this will involve a wall taken down and replaced with a sliding/movable wall which would allow more use of the space. It also includes more storage and equipment. The total cost for this is estimated at £8K. It was commented in the meeting, this seemed a high amount for the suggested work involved.</p> <p>4 – As you may or may not know, the school has a number of children with heart conditions and some of our parents would like to fundraise for a defibrillator for the school. It has been suggested that a letter be sent to all parents asking if they would like to donate specifically for this cause with the additional support of PTA funding assistance. A defibrillator is approximately £1200. The school has explained they can see no reason why we can not fundraise for this project and confirmed staff do have current training on this and if approved by PTA he will support with additional staff training.</p> <p>Sarah will take this to email vote to include:</p> <p>1 - PTA involvement in funding a defibrillator (as this is a new entry into the wish list).</p> <p>2 – PTA involvement in funding the library project.</p> <p>3 - Allocation for the McColls £390. Noting a separate vote for Co-op will be held later in the year.</p>	Jo Sweales
	Sarah Rowe

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Sarah to feed back to the school that the PTA parents would like more involvement in school plans and opportunity to express their thoughts within the consultation process.	Sarah to discuss with Mr Roberts
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Events	
Cake Sale	
Reminder – Friday 23 rd February at 3.15pm. Run by Year 6, who are looking for cake donations. Please see Nicki McHugh for more details.	All
Keep Maple Cross Tidy	
Reminder - Sunday 4th March 2018 11am (meet at the Maple Cross Club) until 3pm, all who pre-register on the Club's Facebook page will receive a free burger. See Jeanette Dumbleton for more details.	All
Mothers Day	
<p>We have been requested by the school that Mothers Day should be renamed to Special Person Day, this is not to distract the importance of mothers but to help some of our children's circumstances at home, as we know, not all families are the same.</p> <p>As from a previous meeting, it was agreed that will sell daffodils with coloured ribbon and allow the children to take home a label (sent out via the class rooms) for them to decorate at home and they will be provided a bunch of daffodils costing £1. We agreed that we will not specifically call this Mothers Day in the letter sent out and we will let the children decide who these flowers are for, however, for these meeting notes etc. we will call this Mother's Day.</p> <p>Jo Sweales has kindly offered to order the daffodils and Lucy has ordered labels. Sarah will write the letter to go out to all children via the school office. We are looking for volunteers to the 8/9th March (with delivery on the 9th March) to assist tying ribbons, organising these by class and assist distribute these from Sunsetters.</p>	<p>Jo / Lucy Sarah Rowe</p> <p>Volunteers request</p>
Hot Cross Bun Assembly	
<p>This has been confirmed for Thursday 22nd March 2018 and the PTA will be selling Hot Cross Buns.</p> <p>Becky Ross to investigate if she can ask Wenzel for assistance in receiving the buns at a good price.</p> <p>Volunteer request to make a poster and assist in advertising this and helpers on the day.</p>	<p>Becky Ross</p> <p>Volunteer request</p>
Easter Competition	
<p>Ms Trickett will be running an Easter Egg decorating competition which will be drawn on the last day of term. Ms Trickett has asked the PTA to order book prizes (done and received), all entries will be £1 and all money entered will be provided back to the PTA. Volunteer requested to assist Ms Trickett to advertise this.</p>	Volunteer request
Easter Disco	
<p>The Maple Cross Club, Longcroft Road has been now booked for Thursday 29th March 2018 between 4-6pm. Thank you Becky!</p> <p>It was discussed this should be a UV party, providing the children with glow in the dark bracelets and face paint.</p> <p>We will need to black out all the windows and source "Black Lights". It was suggested Ellie Fuller might be able to help with this as she has experience of running a similar event. It was discussed tickets will be £2.5 - £3, we understand this is more than previous events but want to trial this for future events. However, this will depend on makeup cost & extra lighting required. The PTA has normal lights available. It was discussed ticket price will include entry, face paint and glow in the dark bracelet and provided water. A pick & mix should be available at additional cost, we will not be selling popcorn, due to the film night at school earlier that day.</p> <p>We are currently looking for volunteers to:</p> <ul style="list-style-type: none"> • Project manage this event • Order make-up / investigate remaining stock of glow products from Fireworks • DJ (set up of playlist, move speakers from school to club) • Sell sweets and take entrance money 	<p>Ellie Fuller</p> <p>Multiple Volunteer requests</p>

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<p>On all adverts, it has been suggested that a disclaimer should be written stating if a parent would like their child to attend they give automatic permission for face paint to be used.</p>	
<p>Rickmansworth Parade</p>	
<p>Date has been confirmed for Saturday 12th May 2018, starting at 12.30pm (assembly), 12.45pm judging with start at 1.30pm. Entry forms have been completed and entered.</p> <p>Mr Roberts has been liaising with other local schools and creating the Riversmeet Consortium, this now consists of 16 local schools throughout Mill End, Rickmansworth and Croxley. The consortiums slogan is “Local schools learning together” and will share curriculum-based learning (e.g. new topics, what works well etc) and also to bring PTA’s together to share ideas, resources and attend group events.</p> <p>Sarah Rowe & Mr Roberts are in the process of arranging a meeting with all other heads and PTA chairs to see how we can work together.</p> <p>As per the last meeting, we will be attending the Rickmansworth Parade as apart of the Riversmeet Consortium with 6 other local schools.</p> <p>Previous idea would be to swap uniform with other schools, but it has been discussed that we need to stand out and unsure of the practicalities of returning uniform to rightful owners.</p> <p>It was suggested that: Option 1 – We could order umbrellas in school colours and logos attached and swop these with other schools. All children would wear their own uniform, adult helpers could also wear uniform. Option 2 – We could create a maypole with all the schools coloured ribbon round it which all children could hold walking the parade. The pole would be mounted on a trolley and pulled by adult helpers. Some children could also have umbrellas and ribbon swirling.</p> <p>Children will be dressed in school uniform (and parents, if available alternatives can be sourced)</p> <p>Sarah will provide feedback to Mr Roberts and the consortium. Volunteers will be required to make props if required by the consortium.</p> <p>The PTA have suggested a song be written and distributed to other schools.</p> <p>It has also been discussed that the consortium might like a gazebo stand at the end of the parade, for the children to come back to and have a drink and possibly the consortium could sell on the stand to generate shared income and fund banners etc.</p>	<p style="text-align: right;">Sarah/Mr Roberts</p> <p style="text-align: right;">Mr Roberts</p>
<p>Summer Fair</p>	
<p>TENS licence sent off and accepted (also for Fireworks). Sent off and waiting confirmation of temporary advertising licence.</p> <p>Becki Ross has been doing some fantastic research over the last couple of weeks into rides, additional inflatables, petting farm for the summer fair.</p> <p>Summary as follows:</p> <p>Additional inflatables will cost approx. £350-400 per piece of equipment, this is staffed and all takings will be PTA funds.</p> <p>Tea cup rides – approx. £495, staffed by company not PTA.</p>	

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<p>Petting Farms have two types of pricing structure: 1 – They pay £30 to come but they take all profit 2 – They charge £350-400 but we take all profit</p> <p>It was discussed option 2 would be suitable as they charge between £4 - £5 per child and are always busy. We could pre-book entry with slight discount and charge more on the day.</p> <p>Lenka to look at budget with Becki and cashflow for this event.</p> <p>Sarah is also looking for someone to help project manage this event, please contact her if you would like to help.</p> <p>The PTA has put adverts on StallFinder and has been receiving requests for stalls, stalls requests were discussed and approved and declined. All new requests will be held and approved for the next meeting. Sarah to reply to all parties applied.</p> <p>Additional enquiries have been sent out and so far, the following have confirmed their interest:</p> <ul style="list-style-type: none"> • William Penn • Stage Coach • MatchPro Tennis (after school club) • Clancy Dowcra – Sarah has arranged meeting to discuss opportunity <p>Other requests to be sent out:</p> <p>Play Rangers - Lucy Bone actioning Mikes' Tae Kwon do club – Lucy Bone actioning Punch and Judy show – Volunteer requested Police and Fire brigade - Sarah Rowe actioning Sea Scouts & Ricky sailing club – Volunteer requested Brownies/ Rainbows - Volunteer requested</p> <p>Request for other additional interested parties to approached. See Sarah for current list</p> <p>We have requested post dated cheques (1 month before) to confirm stalls and donations to raffle (not essential). It was discussed a raffle should be considered. Volunteer to organise requested please.</p> <p>Internal stalls confirmed: Face painting and hair chalk – Lucy Bone (will recruit others to help) Teddy Tombola – Jo Sweales and Lenka Page</p> <p>Animal helium balloons were very successful at other events and looking for a volunteer to cost these. These generally sell for £5 each and approximately 20 for £18 at cost plus helium. Please note helium can not be stored at the school.</p>	<p>Becki /Lenka</p> <p>Volunteer request</p> <p>Sarah Rowe</p> <p>Lucy Bone Lucy Bone Volunteer request Sarah Rowe Volunteer request Volunteer request</p> <p>Volunteer request</p> <p>Volunteer request</p> <p>Lucy Bone Jo / Lenka</p> <p>Volunteer request</p>
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New Ideas and Events	
School's Alley Way	
<p>Can we decorate our alley way and possibly have notice boards or artwork for the children to decorate it? Can we have bunting on the wire fence to brighten this up in any way? Sarah will investigate as this is private land.</p>	<p>Sarah Rowe</p>
Fathers Day	
<p>Naming rules will also apply for Fathers Day (Sunday 17th June)</p> <p>It was suggested that we do a family camp out in the school grounds. E.g. £25 per tent (up to 5 people) with option of additional £5 provided breakfast. PTA would run a BBQ and entry would include a burger each. This would also have an outside cinema showing a suitable film.</p>	

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Lucy to source outside screen quotes. Lenka to review food/entry cost to ensure this will provide a profit as well as cover screen cost.	Lucy Bone Lenka Page
Royal Wedding	
Royal Wedding event (Saturday 20 th May), suggested afternoon tea on Friday 19 th May or community event on the Saturday. There has been talk on social media about closing roads and having a street party, maybe this could tie in. Volunteer request to project manage this event.	Volunteer Request
Class reps meeting	
Class reps meeting, parent involvement ideas forum	TBA
Easter Egg Raffle	
Idea was raised that we could run an easter raffle, where parents could donate eggs which then could be raffled (like the chocolate tombola). Tickets would be £1 per strip. Looking for volunteer to project manage this.	Volunteer Request

Still on the agenda	
PTA Questionnaire – In progress	Sarah Rowe
Cantilever parasols for school garden – In progress Ms Corrigan is liaising with Wyevale Garden Centre, Harrow.	Ms Corrigan
Tidy PTA Cupboard - TBA	TBA
Starlight / Star watching event	Elle Fuller
Cake Sale (run by year 6) – Next planned - Friday 20th April 2018 & summer fair	In progress
Review Facebook groups attendee list for current parents.	Volunteer request
Summer Fair – advertising booklet and fair schedule.	TBA

Next meeting dates

Planned in dates		
Thursday 8th March 2018	Committee @ the school	7.00pm
Thursday 19th April 2018	Sub meeting @ Maple Cross Club	7.30pm
Thursday 10th May 2018	Committee @ the school	7.00pm
Thursday 7th June	Sub meeting @ Maple Cross Club	7.30pm