



MINUTES
Leverstock Green Church of England School
Parent Teachers' Association AGM
 2nd November 2022 7pm
 Venue: Leverstock Green CofE Primary School

	Subject Matter	Owner
1	<p>Attendees: Mrs Burgess (VB), Vicky Mayne (VM), Donna Mathew (DM), Natalie Stanbridge (NS), Alison Hammond (AH), Emma Slater (ES), Angela Blandford (AB), Tracy Clark (TC), Perry Bhatarah (PB), Louise Tavers (LT).</p> <p>Guests: Leanne Stubbings (LS).</p> <p>Apologies: Helen Terry (HT), Natasha Munday (NM), Lindsay Curtis (LC).</p> <p>Actions: Angela Blandford (AB).</p>	
2	<p>Welcome</p> <p>VM opened the meeting by welcoming all.</p>	VM
3	<p>Minutes of last meeting/AGM</p> <p>The minutes from the last meeting/AGM held on 21st Sept 2022 were reviewed and there were no new matters arising.</p>	VM
4	<p>Treasurer's Report</p> <p>PB shared the accounts for September 2021 to August 2022. Some amendments were required and PB will update and share at the next meeting.</p> <p>PB requested that all event owners must complete an event record sheet – filed on PTA Facebook page but AB will print off copies.</p>	<p>PB</p> <p>AB</p>
5	<p>School Uniform Supplies</p> <p>Concerns have been raised about the quality and availability of the uniform currently managed and supplied by Peter Spivey in Hemel Hempstead. VB to investigate current contract with Peter Spivey re break clause/poor performance. VB to arrange for a survey to be sent to parents to canvas opinions and review in due course. VB to investigate other suppliers of uniform.</p> <p>VB raised the suggestion of the PTA taking over the management of the uniform supplies, but it was agreed to look into the options above before we discuss further.</p>	VB

6	<p>Fundraising – AmazonSmile & Easyfundraising</p> <p>The use of AmazonSmile & Easyfundraising was discussed and it appears it's not well known in the PTA or among parents. VB to promote on school newsletter including setting it up as the default landing page / auto prompt for purchases.</p>	VB
7	<p>Review of Activities</p> <p>Disco held in October raised in excess of £800 – a huge success. Thanks to all who helped run the event.</p> <p>Bags2School collected in September, raised £75.</p> <p>Cake sale held in October raised approx. £190. Feedback received was for extra paper plates, napkins and freezer bags in the future to help carry sweet treats home. Event was held in the main hall this time and positive feedback was received on it's location rather than in the Sunshine room.</p> <p>2nd hand uniform sales held in October at the parent consultation evenings raised circa £50. Displaying them on a clothing rail was appreciated although some parents commented that they were unaware of the location so perhaps a missed opportunity with it being in the corridor behind the offices.</p> <p>Break The Rules day held in October was another huge success with circa £375 raised. A very popular event with the children.</p>	VM
8	<p>Planned Events</p> <p>Fireworks Display – hosted by Hobbs Hill Wood School. LC event organizer. VB to send out reminder for ticket sales.</p> <p>Christmas Cards – Orders now with supplier. Feedback was that the child's design didn't show on the selected item on screen but generally, feedback was good. AH to check amount raised plus delivery date.</p> <p>Panto – booked for 10th December at The Alban Arena in St. Albans – Jack & The Beanstalk. TC running event. Take up has been lower than hoped, possibly due to it being a morning show and clashing with sports activities/birthday parties. Consider an afternoon showing next year.</p> <p>Christmas Bazaar – 26th November, VM event organiser. VM welcomed LS to the meeting. LS has arranged the Grotto at past Christmas Bazaars and is happy to help this year but keen to hand over the reins going forward. Many volunteers needed. Father Christmas has been invited and he's confirmed his attendance. More Elves needed. Gifts for Grotto purchased by HT and ready. PAT testing required on all electrical devices – date to be arranged by VM. More extension leads required – suggestion was made to purchase more as an investment and also no PAT testing required on them this year if new. PTA committee agreed to the purchase.</p> <p>A list of volunteers is being created and LS is coordinating.</p>	<p>VB</p> <p>AH</p> <p>VM</p> <p>VM/LS</p>

	<p>Volunteers needed on afternoon of 25th November to move equipment from PTA cupboards into classrooms.</p> <p>VM to arrange Grotto Whatsapp group for communication.</p> <p>Class photo baubles need to be made – VM to speak to school parent about photography and TC/AB/NS happy to create them. Photos need printing/laminating and cutting then into baubles.</p> <p>NM has sourced raffle prizes but need details so VM can order raffle tickets. To be issued in 5's rather than 10's this year to encourage more participation. If families want more, they can be supplied by the PTA.</p> <p>Christmas Bazaar banners ready end of next week. Kerry Soloman creating new numbers for the banner to update existing rather than purchase new.</p> <p>TC to arrange signage stakes for roadside on way into school.</p> <p>Yellow tub to be sited on the ramp to collect donations in the run up to the event. VB to add a request for donations to the weekly newsletter.</p> <p>Event notice needs to be lodged with Dacorum Borough Council – AB to arrange.</p> <p>Year 6 are keen to run their own games again – always very popular.</p> <p>Refreshments stall to run in the kitchen – VM to ask the Church if they would like to attend/volunteer.</p> <p>Big signage needed to identify the location of the Grotto and Refreshments – AB to arrange.</p> <p>PB to arrange floats to be ready for 1pm on day of event. In money bags to tie around waists. VM to send prices to PB in advance for correct change order from the bank.</p> <p>Bazaar stall prices to external guests £10 plus a raffle prize or £20 without.</p>	<p>VM</p> <p>NM</p> <p>TC</p> <p>VB</p> <p>AB</p> <p>VM</p> <p>AB</p> <p>PB</p> <p>VM</p>
9	<p>AOB</p> <p>BBQ Following feedback after the summer fair about the length of wait for the BBQ foods plus the general condition of the current BBQ, it was suggested that the PTA purchase a new gas BBQ in the end of season sales. AB has investigated some options. VM discussed at the meeting and recommended we purchase. All in agreement.</p>	<p>VM/AB</p>
	<p>DATE OF NEXT MEETING</p> <p>TBC.</p>	<p>VM</p>