

**Chesterton Community College Parent Teacher Association**  
**Minutes of the meeting**  
**held on 24 January 2012 in the Resources Centre**

**In attendance:**

Clare Bartlet (CB), Renata Dallaway (RD) (Secretary), Sophie Evans (SE), Birgit Federle (BF), Sam Goodall (SG), Kath Hutchinson (KH), Caroline Mattin (CM), Siobhan Murphy (SM), Stella Perkins (SP) (Chair), Melissa Plowden Roberts (MPR) (Treasurer), Sarah Reakes (SR) (Vice Chair), Kathy Ritchin (KR), Tracy Roden (TR), Ciaran Stickley (CS)

**1. Welcome and introductions**

Stella, as Chair, welcomed everyone to the meeting.

**2. Apologies**

Tamsin Wimhurst, Sheila Ceccarelli, Shally Shefer.

**3. Finance Report**

Melissa circulated and explained the Financial Report to 21 December 2011.

Melissa noted the Wine Tasting had made a profit of £410.

**4. Matters arising from the minutes of the last meeting**

All covered by later agenda items.

**5. Easyfundraising**

It was noted that Easyfundraising had made only £23.17 to date. It was agreed this should be promoted again now the busy Christmas period was over. Kath noted that Easysearch earned 0.5p for the school every time a search was made and should be promoted too, with parents encouraged to make Easysearch their homepage.

*Action:*

- *SR to speak to Eileen and ask her to draft another email about Easyfundraising and Easysearch.*
- *KH to see if the school can use Easysearch for all its searches.*

**6. Prize Draw and Monthly Donations**

Melissa explained that some parents chose to make a monthly donation to the school (rather than using the Prize Draw) so that gift aid could be claimed. She noted that many parents did not actually cash the Prize Draw cheques and used it as a way of donating to the school. It was noted that no new parents had taken up the Prize Draw when it was promoted at the Wine Tasting. It was agreed that the cash prize amounts should not be changed but the Prize Draw winners should be publicised on Parentmail and on the updated website.

*Action:*

- *MPR to send RD monthly winner names for publicising on website.*
- *SP to ask Tamsin Wimhurst, Emily Taylor and Rosemary Parkinson to promote Prize Draw at Year 7 parents evening refreshments.*

**7. PTA pages on Website**

Kath showed the meeting the new PTA website.

*Action:*

- *KH to explain to RD how the website is updated. Claire and Pat Dalby also to be involved.*
- *KH encouraged the PTA to look at the website and send her comments*
- *Sarah to look into creating a PTA brand logo.*

The PTA thanked Kath for her time and effort in redesigning the website.

## **8. Minibus**

Tracy reported that the minibus was to be delivered imminently.

*Action:*

- *SP to talk to Tamsin and get back to TR with potential dates for handover. TR will work round dates suitable for PTA and Tamsin in particular, coordinate with Mark Patterson and the Senior Management and organise launch.*

## **9. Requests from teachers**

Stella gave the following information as follow up to the items queried at the last meeting.

- Neil Kelly (Maths Department) had confirmed that £150 from the PTA was needed to make up the shortfall from student donations to cover the cost of entering the Maths Challenge. This was confirmed.
- Alison Bigglestone (English Department) had confirmed that the Chesterton Checkers (£280 needed for purchasing books to take part in the judging process for the Kate Greenaway and CLIP Carnegie Book awards) had been opened up to all Key Stage 3 students and the donated books would be given to the Library and used in other reading projects after the process was completed. This was agreed.
- Carl Humphries (PE Department) had explained that the £500 requested for the whole school countdown to Olympics was broken down into £110 as a part payment for sports day and £390 in anthem/poetry competition prizes. The size of these financial prizes was questioned given that the number of entries was not likely to be very large. It was agreed that Stella would query this with Carl and suggest smaller prizes.

*Action:*

- *SP to speak to Carl Humphries.*
- *SP to send RD thank you notes from staff for inclusion on the website. Staff to be asked to provide brief feedback for the PTA which could be included on website in future.*

It was noted that Wendy Palmby, as one of the trained staff first aiders, had proposed that the PTA purchase a defibrillator for the school as the availability of matched funding would reduce the cost to £500. It was queried whether this was necessary given that there was a portable defibrillator in the Sports Centre, and alternatively whether this might be more appropriately be located at Castle School to be close to the sports field.

*Action:*

- *SP to discuss with the nurse at Castle School and discuss further research with Wendy.*

## **10. PTA and Parents Forum dates**

It was noted that Stella and Renata are still to set up dates for the year for the PTA for inclusion in the school calendar so that Parents Forum dates can be scheduled at other times.

Action:

- *SP and RD to agree dates for meetings for the year and send these to Liz McDonald for inclusion in the school calendar.*
- *Senior Management to plan Parents Forum dates with PTA dates in mind.*

## **11. Quiz Night**

**Update: Date now set for Friday 18 May 2012.**

It was agreed that a sub-committee would be set up to organise this. In addition Stella, Sarah, Claire and Renata agreed to help on the night and Melissa to do food.

Action:

- *SP to ask last year's team to set questions.*
- *SP to ask Lloyd Brown and Steve Erickson to act as quizmasters.*
- *SP to email around for interest in joining sub-committee once date set.*

## **12. Student Voice proposal for spending funds given to students**

Nisha De Souza and Kai Growcoat presented the ideas agreed by Student Voice and voted for by students for the use of the £3,000 PTA grant.

These included:

- Soft chairs for the Library
- A colour printer for the Library (with a small charge per sheet for colour printing)
- Outdoor chewing gum recycling bins at all entrances
- More benches and basketball hoop in the KS4 area
- Funds for a one off 'Super Edition' of the school newspaper
- An outdoor memorial for Joe Herrington, possibly a tree
- £100 stock money for a shop selling school stationery
- A noticeboard containing information on all trips

It was noted that the students felt particularly strongly about the memorial for Joe, and that this should be acted on urgently to catch the optimum time for tree planting. It was suggested that a tree with benches around it might be most appropriate.

It was noted that the students were very keen on the chewing gum bins and that this was an opportunity to reinforce the school's no gum policy. It was agreed, however, that the noticeboard could more effectively be done electronically at no cost to the school.

Action:

- *TR to think about potential location of stationery shop.*
- *TR to pursue electronic noticeboard.*
- *SM to cost up Student Voice ideas and get back to PTA with costs.*

The PTA thanked the Student Voice representatives for their excellent presentation.

## **13. Fundraising**

Sam outlined the fundraising projects currently in progress, funds recently secured and projects which had not been successful.

Sam noted that funds tended to be available in certain areas such as heritage, sport, music, art and community, but grants for these purposes released money for other school projects.

Sam proposed fundraising for a school piano or a climbing wall (in liaison with the sports centre) as projects that the PTA might want to consider in future. It was suggested that parents might be approached in case anyone had a good quality piano they no longer needed.

It was noted that the end of the school year was a particularly good time to ask parents to donate to the school, particularly if their children were leaving.

*Action:*

- SG

#### **14. Any other business**

Kath noted that the PTA email was now redirected from Tamsin to Renata.

*Action:*

- KH to arrange for PTA email to be copied also to Stella.

Attention was drawn to the AccessArt Printmaking session with Hannah Kennard on 4 February and to the Milton Road Library Friends meeting on 28 January.

The petition for Fairer Funding for Cambridgeshire Schools was circulated.

#### **15. Date of next meeting**

**Now fixed for Tuesday 17 April 2012 in the Resources Centre, 7.30pm.** Mark Patterson to attend.

*Action:*

- RD to ensure room booked and send out reminder to parents and staff via Parentmail and by individual email to previous attendees.
- KH to ensure staff know.