

# Trinity School PTA

## MINUTES

**Monday 12<sup>th</sup> January 2017 – Held at 54 Barn Park Terrace, Teignmouth**

<b>Attendance</b>	<b>Role</b>
Lisa Stroud (LS)	Vice Chair
Angela Bingham (AB)	Secretary
Lawrence Coen (LC)	Headteacher
Rachel Eaton-Jones (REJ)	Head of Prep
Darryl Jones (DJ)	Senior Teacher
Hannah Cassidy (HC)	Primary Teacher
Natalie Coen (NC)	Parent
Emma Ross McNairn (ERM)	Parent
Kathryn Protheroe (KP)	Parent
Lisa Wilson (LS)	Parent
Claudia Galveo (CG)	Parent

<b>Agenda Item</b>		<b>Action</b>
1. Apologies	Apologies were received from Shona English, Mel Watson, Alistair Wilson. NC thanked everyone else for attending.	
2. Minutes and matters arising from last meeting	<p>LS opened the meeting and explained that whilst AW couldn't be at the meeting he had given her a total of the PTA accounts as being near £3500. There had been no invoice for the curry (subsequently confirmed by CG as having been paid already) and for the burgers at the Swim BBQ, so this amount will need to be taken out. There may also be some monies still to be paid in. LS confirmed that around £500 was raised on Curry and Quiz Night.</p> <p>REJ asked for her thanks to be passed on to SE for organising the panto evening which was a great success and many parents and children had said how much they enjoyed it and it how lovely it was to go as a Trinity Group.</p> <p>NC said that the Senior Disco had been the best attended in a long time and was also a very successful evening. LC explained how he felt it had been growing in momentum and the numbers increasing each year as the students got to hear about it. The numbers attending had started at around 45 and were now in excess of 100, meaning it is now a profitable event. NC said that many children had said it was their best night ever. LC said it was a really good event.</p>	

<p>3. Headteacher Comments</p>	<p>LC firstly wanted to say how much he appreciated the efforts of the PTA over the last couple of years and was aware of the effort that goes into attending meetings and organising events. He stressed that anything the PTA funds does need to be approved by SLT and the whole PTA/School ethos needs to be of a partnership. LC wants to involve the Senior School more in the PTA as traditionally it has been mainly prep parents and teachers. The PTA needs to be enjoyable for those attending events but also those running it.</p>	
<p>4. Prep Movie Night</p>	<p>It was agreed that we would stick to £3 entry for Prep Movie Night and do hot dogs as had been done in the past. REJ said it's a good event but the food needs managing slightly better. She felt that to tray up the food and serve it to the children would work much better than the children coming up and getting the food themselves. We could get the seniors to help which they would be happy to do and the younger children like. The hot dogs will need to be cooked in the Coach House and served from the Garden Room.</p> <p>It was suggested that we do ice creams for afters and REJ to speak to Steve Wickham to see if he can provide Yeo Valley ice creams like last year. Once the films are finished, the children will go to Oakley Hall to await their parents. Any children who cannot have ice cream will be offered ice pops which we have at school.</p> <p>People confirmed as being available on the evening; HC, KP, LS, AB, CG, NC, SE(?)</p> <p>Drinks will be water only. Once we have numbers we can then go and buy the food. This will be done as a tick off list with Lisa Paget. LC suggested it would be cheaper to do this ourselves rather than through Catering. NC to ask if Steph can do this through Cash and Carry (she confirmed yes during the meeting). We will need around 125 hot dogs and rolls (we need to cater for the seniors helping too). We will also need some vegetarian/gluten free options. We also need to buy napkins (lots), ketchup and have black bin liners.</p> <p>REJ will speak to Mike Burdett about asking the School Council which films they would like. NC said the School Library has lots of current DVDs we could use.</p> <p>The committee thought that Mel might be able to do posters?</p>	<p>REJ</p> <p>Steph</p> <p>REJ</p> <p>MW?</p>
<p>5. St Patrick's Night Friday 17 March</p>	<p>NC confirmed that SE has booked the Band and they plan to arrive at 7pm to do the Ceilidh from 8-11pm with one break in the middle (approximately 9.15 to 9.45pm)</p>	

	<p>Food was suggested to be jacket potatoes with chilli or Irish stew and veg option. AB to speak to Steve in Catering for ideas on food and what would be good as a welcome drink.</p> <p>A price of £12.50 per ticket was agreed. LS will do the tickets.</p> <p>ERM offered to get the drinks through Waitrose when they have a 25% offer on as we can get some quality bottles of wine which go down better. NC requested a keg of Guinness, KP to ask her husband if that is a possibility. LC said we would need a licence, but it was confirmed that Steph has one.</p> <p>HC suggested an Auction of Promises and the Committee agreed this was a good idea and we could do it during the interval. NC to co-ordinate getting Promises (we need about 5 or 6, Nova at Ladies Mile was suggested and LW offered a boat trip). HC said she would ask her husband Jim to be the Auctioneer.</p> <p>It was decided to have a free Welcome Drink in the Salle at 7pm followed by food in the Refectory at 7.30pm and then start the Ceilidh at 8.30pm. During the band's break the auction of Promises will be run and information given regarding school equipment/activities funded by the PTA in the past and equipment/activities for which money is being raised this year.</p> <p>The event now needs publicising. LW will publicise at the Senior Parents Evening and then we need to have one or two people promote to the different year groups as has been done in the past. NC to do a risk assessment.</p> <p>The Committee asked HC about decorating the room during Art as Mr Webber used to do. HC said she was happy to help but did not want to take a lot of the children's time when they had a separate scheme of work to complete. REJ suggested that this is scheduled for after school club time, with parents being invited to come along and help.</p> <p>NC will get hold of some green tablecloths.</p> <p>It was agreed that dress code will be "dress to dance".</p> <p>We should hopefully get 70-80 attending.</p> <p>Available on the night to help will be LS, NC. SE, ERM, AB, Tanya to confirm.</p> <p>Tickets are to be sold by PTA members after school, for which a rota needs to be drawn up.</p>	<p>AB</p> <p>LS</p> <p>ERM</p> <p>KP</p> <p>NC/HC</p> <p>LW/all PTA NC</p> <p>REJ/HC</p> <p>NC</p> <p>LS</p>
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<p>6. Science Buskers</p>	<p>LC welcomed DJ to the meeting and explained that he is Director of Learning for Science in the school responsible for Year 5-13. He also runs Science Clubs and organises the Interhouse Science. DJ explained that his vision is to train students to go out science busking in the community. They did this at the Devon County Show last year with lots of interactive science activities, but now he wants to extend this to other forums, eg The Triangle in Teignmouth at the weekends, Oystercatcher Café on a Saturday afternoon and at the Pavillions. He would like to do something for Science Week which is week commencing 13 March. He was thinking of going into local schools to publicise the events. Fen Cooke in the Seniors will help with filming and providing feedback to students.</p> <p>LW suggested using social media to publicise events. HC/REJ suggested linking the science with something else, eg David Haines choir, or another event as time was short. It was also suggested doing lots of preparation this year in order to make a big event for Science Week 2018.</p> <p>DJ asked for PTA funding for t-shirts (or hoodies) and baseball caps for the Science Buskers. They are currently working on a logo.</p>	<p>SE</p>
<p>7. Where to allocate PTA funding</p>	<p>The question was raised as to what PTA should now prioritise its spending on, for example the pool, development of the Salle, etc.</p> <p>The Committee discussed the possibility of putting a retractable roof on the school pool so that it could be used all year round. There was some disagreement on whether everybody wanted this to be done, so it was suggested we could do a parents survey. Also discussed was the green building which looks unkempt and needs to come down (although it was suggested that it could be converted to changing rooms). It will take a lot of money for the removal of this building and doing the roof, REJ suggested the school and PTA could share the costs.</p>	
<p>8. Any other business</p>	<p>LW talked about Christmas Fundraisers and showed a book which we could sell with a personalised Christmas story which raises £6 per sale. She has flyers and promotional books she can share nearer the time.</p> <p>REJ asked that on any future discos we have games to break up the Disco for the children as they like this structure.</p> <p>NC requested we do a Hog Roast in the Summer on the last</p>	

	<p>Friday of term (7<sup>th</sup> July) using the marquee with a good band. She suggested the band Filter who are very good, not too expensive and she has temporarily booked. The committee agreed it was a good idea and we need to make sure the marquee is available that evening. Then we need to book the Hog Roast, NC to look into this. MW (?) can do flyers for this maybe, well in advance and these could be placed on tables at the St Patricks Night event.</p> <p>Swim BBQ date is 10<sup>th</sup> June.</p> <p>PTA does have a web page on the School Web site which needs a bit of updating. We can put a strap line on the front page advertising up and coming events, we need to speak to James Taylor or Mike Farrish to put this on.</p>	NC/MW
9. Date and time of next meeting	The next meeting will be the AGM which it was agreed should be in the White House Meeting Room on Tuesday 28 <sup>th</sup> March at 7.30pm. This should be promoted asap. A bids meeting will also need to take place before this (date and time tbc).	

Meeting closed 9.35pm