

MINUTES OF TRINITY PTA MEETING
Friday 22nd January 2016 8.30am in Refectory

1. In attendance:

Angie Bingham
Rachel Blake (Acting Chair)
Barb Foster
Nova Jeffery
Mel Watson

2. Apologies:

Rachel Eaton-Jones
Lynne Seager
Sally Van-Es
Tania Stone
Alasdair Wilson

3. Minutes of the last meeting

It was noted that these were still not visible on the Trinity PTA website for parents/teachers to read.

Action: LS

4. Matters arising

RB thanked everyone for attending, and noted that she would be acting Chair in the absence of LS. BF thanked RB for taking a lead regarding PTA correspondence.

Senior Disco summary

BF read a comprehensive summary of the Senior Disco, which took place in December. A profit of £176.12 was raised. RB has liaised with the Bursar to ensure the £95 is transferred to the PTA, as it was banked into school funds for safe keeping over the Christmas period.

LS will invoice the school for the outstanding £80 for the boarders.

BF noted that despite parents being emailed and posters being placed around school, some students were unclear about the disco arrangements. BF has suggested that form teachers in years 7-11 and head of KS3&4 should be asked to raise the details and have the disco announced in chapel. KS leads could also be asked to ensure permission slips were completed.

Subsequent to the senior disco, Lawrence Coen (Deputy Head) wrote to the PTA thanking them for the evening but did comment that there needs to be more PTA helpers next year. He suggests a ratio of 1:15/20. He noted that the KS heads attended out of goodwill. This was discussed at length and the committee agreed that senior parents should be asked to be present, as they drop off and pick up their children. Prep parents were asked to assist at the Prep disco with selling cakes etc. It was decided that the PTA would provide 2 PTA members (to be present in the disco, so that parents of children were not present in the disco itself), 2 senior parents should be asked to be present (to man the door) and 2 teachers. The number of senior parents would need to be increased if the numbers increased. The group felt that if it was only PTA prep parents, they would not know the pupils if there were difficulties. Enigma also provide staff.

As BF and MH attended 3 lunchtimes to sell tickets (previously only 2 lunchtimes were required), it was agreed that 2 lunchtimes would be staffed by the PTA and thereafter tickets could be sold by form teachers, main reception or in the library.

BF will arrange a pre-senior disco meeting in October to organise arrangements and gain feedback from pupils.

Ange Bingham has offered to help out next year.

On behalf of the PTA RB thanked BF and Marcelle Hamilton for their efforts in organising a successful evening.

Action: LS – submit an invoice to Lawrence for £80

BF – to arrange a pre-senior disco meeting in Oct 2016

Christmas Meal

This was cancelled due to lack of interest and prior Christmas commitments from parents.

Mulled Wine & Mince Pies

RB noted that this informal PTA Christmas event raised £54.75, which was all donated to the school charities (RNLI and Little Bridge Hospice). Thanks to Steve in catering for donating the produce.

Prep Movie night

This took place on Fri 15th Jan, with 96 children attending (92 paid). Thanks to Steve Wickham of Yeo Valley for donating all the ice creams.

A couple of children raised discontentment that one child brought in sweets for the event, so next year a note could be placed in the prep weekly saying 'sorry no sweets'.

All positive comments from parents, except one complaint from a parent regarding one of the films not being finished. It was noted that timings were checked of all 5 films, but unfortunately there was an error made whereby the Star Wars film was longer than expected. Mr B previously commented that he would offer the children watching Star Wars to come in one lunchtime to see the remainder of the film. The committee all agreed it was a genuine mistake and that £3 for a hotdog, bottle of water and a tub of ice cream was excellent value. It was unanimously agreed that no refunds would be given. RB thanked all the prep teachers and PTA parents for helping at the event.

Finance update

The Play equipment has now been paid for in full (£9k by the PTA and £2k by the school). £176 is still owing from the Senior disco. Without having exact figures to hand, RB noted that the bank account is showing approximately £1300.

Easy fundraising has so far raised £860.19 (85% raised by 4 people). So far this quarter (Jan-March) £35.27 has been raised. RB added a note onto the PTA facebook page reminding people to register. The committee was unsure why Trinity school does not use easyfundraising when making purchases with stationery suppliers, purchasing tickets etc.

5. Forthcoming events:

Burns Night (Fri 29th Jan)

The committee were all disappointed by the lack of tickets sold. Despite considerable efforts, only 61 people have committed to the event (not all paid). 18 people pulled out this week when a

request for payment was made. So far only 2 senior parents are attending, despite 2 emails from the PTA to all parents. Only 2 nursery parents are attending, despite posters and emails from MW.

RB has asked Mrs Robbins (PTA Prep teacher rep for this term) to ask more teachers to attend. RB has forwarded an email to Mrs EJ inviting new parents whose children will be commencing in September. No replies so far.

RB wished to thank Tania Stone for organising the hampers. Lots of prizes have now been donated. It was decided that any bottles of whisky should be used for the toffee whisky, which will be used for the toast drink.

Action: TS to create hampers.

RB noted that the prep parents have donated £180 towards the raffle. £75 of this will be used for the 1st prize. The committee were disappointed that no tickets had been sold in senior school or any prizes donated.

Subsequent to the meeting RB asked Trinity reception if there was a way that raffle tickets could be promoted with senior staff and pupils.

Action: BF offered to sell raffle tickets on the evening.

Paul Jeffery has kindly agreed to be licensee for the evening.

Rob Larkman is not charging for providing the entertainment in the Salle.

Action: RB to liaise with Rob Larkman regarding AV equipment etc.

RB to liaise with LS to ensure a risk assessment has been completed and submitted.

Action: LS to complete risk assessment

Mr Webber has kindly agreed to purchase the wine and beer, with his Morrisons 10% off discount card. RB has given him £300 for this purchase. Mr Webber will require parent helpers to transport the alcohol to the Salle on Friday morning.

Action: Parent helpers on Friday morning

Toast drink

It was agreed that everyone would be given one small glass of toffee whisky for the toasts. RB to deliver 3 bottles of whisky to Steve on Wednesday. Steve will charge the PTA a small amount for the other ingredients. So far 2 bottles have been donated. PTA members to ask if anyone has a spare bottle of whisky in their cupboard. If more whisky bottles are donated, these will be given to Steve to make more and can be sold on the evening.

RB: To take whisky to Steve in catering on Weds.

Gayle G-M and Sally Van-Es are co-ordinating the bar. Steve has offered wine glasses and has shot glasses for the toast drink. Plastic tumblers will be required. Agreed to use up all the drink the PTA cupboard.

Steve has offered us the refrigerator in the Refectory to be used during the meal. This will be the small bar and the larger bar set up in the Salle.

Mel has offered to help out selling alcohol in the refectory during the meal. Others will also be needed but it could be a honesty type situation.

Action: Gayle & Sally – plastic tumblers required and liaison with Mr Webber regarding alcohol purchased. Soft drinks will be required. Also to arrange bar staff during the evening.

Action: RB will provide float for the bar.

Helpers will be required to set up the Salle at 3.30pm on Friday 29th. Tables/chairs will need organising, the bar will need organising up and decorations set up. There are some decorations in the PTA cupboard, but it is understood Mr Webber may be creating decorations for the Salle.

Action: Lynne to liaise with Mr Webber regarding decorations.

Action: Helpers to set up at 3.30pm

Steve would like a few helpers to set up the table formation on the evening at 6.30pm

Action: Anyone to help set up the refectory.

Following a message from LS this morning, it is understood the piper is unable to attend due to illness. It was agreed that Steve would contact his piper friend and if he was unable to attend, then RB would arrange recorded music.

Subsequent note:

Steve has booked Mr Glenford Bishop from 7-8pm at a cost of £100. He will play in the Salle from 7pm, and also address the haggis.

Dress code was suggested smart casual with a hint of tartan.

Steve in catering will require final numbers on Wednesday and also numbers on tables.

RB to liaise with Steve.

A draft table plan was discussed by the committee and it was suggested that Scottish clans should be used as table names, rather than numbers.

RB to organise.

Timetable for the evening:

7pm Guests arrive and go to Salle. Piper will be playing.

7.20pm Guests are piped into the refectory.

Mr Waters (Chair) will welcome everyone

Address to the haggis by Mr Mr Glenford Bishop (the piper)

Toast to the haggis & Selkirk Grace by Mr Waters

7.30pm Meal (counter service – main course and desert)

Toast to the lassies by James Gardner & response to the lassies by Ruth Waters

9pm Draw

9.30pm The Refectory will be locked and parents/teachers will move to the Salle.

Dancing & merriment.

Action: BF to create a simple timetable of events, which will include the names of the relevant speakers.

Future events

RB previously emailed Paul Matthews regarding an Exeter Chiefs Event. So far no response to this, however it was noted on the Trinity calendar it stated 5th March ? PTA Exeter Chiefs Event.

Sally Van-Es confirmed in an email that no summer event had been planned, as it was unclear who would organise this with some of the committee stepping down in March.

The Committee all agreed a Bingo event for families should be organised.

There was some discussion about the future of the PTA and everyone was keen that it should continue, despite some people stepping down from their roles. RB explained that although people may not wish to continue their roles, that they would continue to help out at events if required by the new committee.

It was suggested a letter to all parents/teachers should be created outlining what the PTA has achieved in the last couple of years and that parental/teacher involvement will be crucial to its future success.

RB to draft a letter

The roles that will need appointing are:

Chair

Vice Chair

Treasurer

Secretary

Committee members

The meeting closed at 1030am.

Date & Time of next meeting:

The AGM will take place on Mon 7th March 7.30pm in the White House