

Minutes to the Belleville PTA Trustee's Meeting

Wednesday 9th September 2015

Present:

- Co chairs: Tim Stoney, Fiona O'Hanlon (*both outgoing this term*)
- Trustees: Nathalie Hankey, Patrizia Gnoato, Sally Walwork
- New Trustees: Katherine Bailey, Fergal Spencer, Claire Howells, Eliza Peter.
- Teacher Representative: Emily Angus

Apologies: Hilary Clarke, Jules Rampton, Marila Pantin, Christine Rivas Glauerdt, Danielle Page.

Location: Tim Stoney's house at 118 Mallinson Road, 8pm

Welcome

The PTA welcomed new trustees Katherine Bailey, Fergal Spencer, Eliza Peter, Christine Glauerdt, Claire Howells, Danielle Page and Tom Quinn as new trustees. Paloma Burton also expressed an interest in becoming a Trustee but this is to be confirmed.

Resignations

Tim Stoney & Fiona O'Hanlon both gave notice that they will be stepping down this term from their roles as co-chairs as from October. These positions are to be advertised as vacant.

Jules Rampton & Nathalie Hankey have also resigned as trustees although Nathalie will continue in her role as Parent Governor.

1) Meteor Playground Equipment / Webbs Re-surfacing projects

- Meteor

- Fiona O'Hanlon gave an update as to the status of the ongoing playground project at Meteor. She confirmed that 3 contractors representing different companies had been invited in to view the Meteor playground areas prior to the end of last term and that their quotes were now awaited. These meetings were held with John Grove, Baki Gashi, Jane Ford and Fiona O'Hanlon. Gus Brooks was also involved at the preliminary stage.
- Once the quotes are received, the aforementioned team will meet to discuss the proposals and to appoint a contractor. It is at this stage that the PTA, who have pledged funding towards the project, will be approached with the exact requirements as to the level of funding required to complete the

project.

- **Webbs**

- The playground at Webbs is in need of a new multi-purpose sports surface. The Webbs re-surfacing project needs an owner to take it forward and specialist playground re-surfacing firms need to be invited in. It was agreed that this would best be handled by John Grove, Baki Gashi and John Speller in the future and at a stage when they wanted to take this forward again.

Van for Ray & Baki

- The PTA commitment to fund and pay for a small van for Ray & Baki was discussed & upheld. It was agreed that the sourcing of such a van would be left to Ray and Baki and that the costs presented to the PTA at the stage of purchase. It was agreed that the van could be second-hand if necessary and that once purchased it would be painted blue, bear the PTA logo and words to the effect that it had been funded from donations from the PTA (the same as the mini-vans we have now).

Calendars

- The dates for the photography for the class calendars were set as Monday 28th, Tuesday 29th and Wednesday 30th September with the latter being a half day.
- Fiona O'Hanlon and Nathalie Hankey confirmed they would oversee the running of the photography on Monday 28th September from 9:30am-3:15pm at Webbs, and Tim Stoney and Katherine Bailey would assist on Tuesday 29th September from 1:30pm -2:15pm at Meteor and 2:50pm-3:05pm at Webbs.
- Rampton Baseley are the confirmed sponsors again for this event and Sasha de Paz the chosen photographer.
- Jules Rampton is unable to help this year as she is working but has coordinated the event along with Alexandra Turnbull (PA to John Grove) behind the scenes.

2) New Office Holders

- Expressions of interest were given for the following roles:-
 - **Treasurer(s)** - Tom Quinn and Claire Howells. Claire advised that she would have to check with compliance at work that she could undertake this role. Tom & Claire to liaise re: jointly handling this role.
 - **Secretary** - although absent, it was confirmed that Daniele Page would take on the role of secretary. Danielle confirmed this with Fiona O'Hanlon.
 - **Website** - although absent, Helen Wolff expressed interest in the role of Website Coordinator.
 - **Co-Chairs** - *Co-chairs are still required for both sites!* Christine Glauerdt confirmed to Fiona O'Hanlon that whilst she was happy to become a trustee and assist with events where possible, she would not be taking on the role of co-chair.

- In addition to the above, it was discussed that event coordinators were required for a variety of events as listed below. Talk of allocating different year groups to different events was suggested, with the class reps from that year being emailed and told to plan the said event. The events discussed were:-
 - **Christmas Fair** - Sally Walwork agreed again to coordinate this.
 - **Quiz Night(s)** - Patty Gnoato proposed moving the date of the quiz night to February as the Autumn Term was already so full with events including movie nights, the photography for the class calendars, the shopping evening, the Xmas Fair, Wreath-making, the Xmas tree sale and so on and so forth. It was put forward that 2 quiz nights could be held and that the same ticket price be upheld. The suggestion was made that people bring their own food (as historically this has been incredibly difficult to source via caterers and very expensive too) with each table of 8 bringing a starter, main dish and dessert. The above was agreed. Date for the quiz nights TBC.
 - **Shopping Evening** - the date for the shopping evening was moved to Thursday 19th November so as to host the event early and avoid clashes with other school shopping evenings. Nathalie Hankey & Fiona O'Hanlon volunteered to organise the event with Paloma Belaunde. Paloma TBC.
 - **Phonics Evening** - the Phonics Evening is to be held on Thurs 24th September at Webbs. No drinks.
 - **Film Nights** - The film nights have been scheduled for Friday 9th October and Friday 16th October at Meteor. Fiona O'Hanlon volunteered to sell the tickets for Meteor and Tim for Webbs. Tim has agreed to coordinate both events. Helpers will be required on the evenings.

Reports:-

- **AGM Report** - Tim endorsed the fact that copies were available upon request from him.
- **Reception Picnic** - The reception picnic on 2nd September was organised by Caroline McNamara this year. It was very successful and the PTA committee members endorsed the suggestion that:- a) the school should be better organised in sending letters to new reception parents to advertise and remind them about the event and; b) a reception evening should be arranged for new parents to mingle and meet each other. This could be incorporated into the Phonics evening and each parent given name badges or a sticker with their name on it and the site their child would be based at. It was agreed that it was too late to do this this year, but that it would be promoted from next year onwards.

Other Matters:-

1) Sponsorship

- Patty verified that raising sponsorship is becoming increasingly difficult as the estate agents are being squeezed. She will continue with the role of Sponsorship Coordinator.

2) Funding of Running Club for Years 5 & 6

- The PTA confirmed that they had funded and sponsored this to the tune of £120 and would continue to do so moving forward. Patty would continue as coordinator.

3) Bank Signatories

- Tim confirmed that with the resignation of he and Fiona O'Hanlon as co-chairs, and Antoine Miribel having departed as Treasurer, that new signatories would be required. These are to be sought from the new trustee members.

4) First Aid Courses

- The First Aid Courses have again been organised this year by Jill Dicker-Solderer. It was confirmed that 6 courses would be offered to interested parents over selective dates from Tuesday 22nd September - Saturday 10th October.

5) Club Software

- A brief overview as to the current state of play surrounding the new club software was offered for the benefit of our new trustee members. In short, the general consensus is that the new Club software is too heavily weighted in favour of the software provider and that contractual issues surrounding this are causing a problem. Pauline Woodbridge was due to be looking into this but has now resigned from her role at Belleville. Fergal Spencer offered to pick up the reins on this if required.

6) Other Business

- **Comment was briefly made as to the number of events that have now fallen by the wayside and that are no longer organised. These include:-**
 - **The Belleville Beer Festival** - The Belleville Brewery Dad's are no longer interested / have the time to run this event.
 - **International Food Evening** - was not held last year.
 - **Auction of Promises** - a huge event to organise and one that is useful when major fundraising is required for large projects.
 - **Christmas Cards** - Administratively very difficult and time-consuming to organise for very little profit. Last year a profit of only £971.48 was made. Alternative suppliers have been suggested but ultimately we are never going to make much money (no matter what supplier is used). The process is difficult as each child's details have to be inputted manually meaning it is very work intensive. No quicker way can be found.

The next PTA meeting date is TBC