

Stuart Road Friends Association
Friday 27th February 2015

The meeting opened at 9am at Stuart Road Primary School.

Present

Emma Price, Doryenna Beavan, Michelle Russell, Deborah Prior, Kate Lyon, PSA, Catherine Orchard, Peggy Storr, Lucy Nagy, Sarah Drew, Lisa Viola, Kate Nicholls

Apologies

Claire Wilson, Vanessa Hawken, Laura-Jayne Ralphs, Karisa Gill, Vicki Mowatt, Mark Beavan, Sarah Gregerson, Tracey Viola, Panny Ellianas

Approval of minutes of the previous meeting

Signed and dated as an accurate record.

Matters Arising

Office adding dates to school calendar.

Health and safety issue with notice board. If too high, people cannot access.

Though not very big, main school community notice board will be used. Needs to be via main entrance where most people pass. Recess outside main building could be used as notice board to advertise events.

Old caretaker's cupboard can be used for storage. Shelving ordered, awaiting delivery.

Kitchen training session has taken place. **Doryenna to organise** another training session for those unable to attend. Kitchen Manager has remade signs with instructions on how to use and clean appliances in kitchen and she has made signs for the kitchen door. One of them lists names of people trained to use kitchen during events and the other states that children are not permitted in kitchen at any time.

Independent check of accounts is in hand, awaiting completion.

Lottery license needs to be applied for. **Emma to action.**

Risk Assessments

PTA advises completion of risk assessment before every event.

Template on PTA website to be completed, and stored, electronically.

List of attendees required e.g. at disco in case of fire.

Trial use of sign in/out sheet at Movie Night.

Change of date of Movie Night: 10th March 2015

Mother's Day

Suggested children make gifts in school. Decided, because of time constraints, posies with personalised tags would be made this year.

Anonymous donation could be made.

Deb to notify those on SRFA contact list of posy making workshop on Friday 13th March 9-10.45am in dining hall.

Help also needed in class during afternoon to make personalised tags with children. All help welcome!

Brief meeting needed beforehand to organise.

Treasurer Report

Summary for Meeting - Balance from last meeting	£5,008.10
Paid PTA Membership/Insurance	£96.00
Total Receipts paid	£124.57
Disco Income	£313.87
Story Night Income	£55.60
Paid Crackers/Panto (152)	£187.64
Paid Hardship Aut-Spr Term	£200.00
Total Balance	£4,769.36

check bal £4,769.36
Accounts sent for an independent check

If anyone would like a more detailed breakdown, please contact Emma to make arrangements.

Emma to update charity trustees with 4 members of committee

Emma to check constitution has been received.

Google Drive being used to store documents e.g. contact list, which can be edited by those with access rights (currently committee members).

Survey

30 responses received

Peggy Storr won family cinema tickets

People generally happy with events

Feedback regarding communication – people would like to know what funds have been raised and how much has been spent.

Half responses did not know who committee members are. Some felt they couldn't approach committee members.

Doryenna to produce a SRFA starter pack to include sign up sheet. This should be made available to parents at induction meetings; open days and when new families join the school.

Weekly school newsletter should contain link to website & SRFA facebook page

Introduce termly social for parents.

Doryenna to action survey results. **Emma to assist** making results accessible to all.

iPad Update

Apple will provide support & training

Batches to be bought for each floor

Purchase 10 initially and a charging trolley

Thought iPad minis should be sufficient

Doryenna to liaise with Mitch further.

Fundraising Events

Thanks to Catherine and all helpers for successful Valentine Disco.

Y6 adult helper needs to organise Y6 Leaver's Disco to ensure it is what Y6 pupils want.

Peggy to approach Y6 parent. Perhaps small group of Y6 pupils could start discussing and feedback.

Doryenna to ask DJ regarding availability

Story Night – lovely evening. More time for reading required

Curry & Quiz Night – **Doryenna to organise**

Second hand uniform sale – summer term?

Table top sale?

New parents' open morning could be good opportunity to sell second hand uniform, ahead of start of new academic year.

Easter chocolate tombola: Monday 23rd March mufti with tombola on Friday 27th March?

AOB

Andy Woodward has approached SRFA & Mr. Frame with proposal to paint pictorial timeline demonstrating history of Planet Earth (see enclosed proposal).

Y4 parent and artist, Laura Nitu, has been approached to help. Awaiting confirmation of her availability and willingness.

SRFA asked to fund resources such as paint, fixings and wood. Potential funding may also include paying someone to paint the stairwell in addition to these materials.

Playground walls thought not to be smooth enough for blackboard paint. **Doryenna to discuss** further with Mr. Frame.

Dates for future meetings:

Friday 17th April 9am in Dining Hall.

The meeting ended at 10.20am

Minutes signed as a true record.

Signed Date