



Dorin Park PTA Meeting

Wednesday 6th November 2019

Minutes

Time and Location

7.30pm at The Oak Tree Pub, Upton Grange, Chester, CH2 1BL

Present

Claire McKelvey, Amanda Hartley, Lesley Body, Karen Nash, Maxine Nevitt, Bridget Aldridge

Apologies

Lisa Robertshaw, Helen Muggleton, Jay Hartley, Kate Francis, Naomi Cowley, Amanda East

ACTIONS FROM PREVIOUS MEETING.

- Karen – Apply for VAT Exemption – COMPLETE
- Amanda and Claire – Contact supermarkets for Halloween Stock – COMPLETE
- Maxine – Notice Board Request – ONGOING
- Maxine – complete wish list transfer onto new proforma and submit to SLT for approval – COMPLETE
- Maxine – to chase up with SLT the remaining wish list forms - COMPLETE
- Amanda – contact Lloyds bank to sort out debit card – COMPLETE
- Karen – Look into accounting software and identify suitability – COMPLETE
- Claire – Purchase iZettle read – COMPLETE
- Claire – Pull together rota for parents evening and print pictures – COMPLETE
- Claire – Purchase vegan sausage rolls for Halloween – COMPLETE
- Claire – Purchase 5 £10 prizes for Halloween – COMPLETE

- Claire – establish value on donated giftcard from Amanda East – ONGOING
- Maxine – check content of pictures that can be used on social media – COMPLETE
- Amanda – Contact Cheshire Oaks regarding clothes rails – COMPLETE
- Claire - Complete rota for Boohoo Sale – COMPLETE
- Maxine – Speak to IT regarding wifi code for Boohoo sale – COMPLETE
- Maxine – provide brief overview of allocation of the Phoenix season ticket – COMPLETE
- Amanda & Jay – issue collection boxes out to shops – ONGOING
- Helen – take a collection box – ONGOING
- Andy – take a collection box – ONGOING
- Maxine – liaise with Bridgette and Claire regarding a visit from the Chester FC mascot – ONGOING
- Helen – provide a list of 3 dates for the Starbucks day – COMPLETE
- Claire – contact Lidl regarding campaign – COMPLETE
- Claire – contact Dee 106.3 FM to find out more about school of the week and Heart FM’s make some noise - COMPLETE
- Claire – Contact CWAC regarding sale of raffle tickets – COMPLETE

1. ITEMS TO BE MINUTED

The following items are to be minuted :

- Amanda/Jay had arranged through Facebook to nominate Dorin Park PTA for a donation and we are to receive a cheque for £225 from Marketplace Carpets, Ellesmere Port. Committee members and Jess, Amanda’s daughter will be available for pictures on Friday 8th November. Following this meeting, Market Carpets increased the amount to £280 and we also received a cheque on the day from the Freemasons, Phoenix Lodge for £100 and a £20 cash donation from them totalling £400.
- **CAR PARK** - two quotes have been obtained so far. Another company is coming out on Monday for a third and final quote. The quotes are to level off the carpark, remove the pathway, install a full drainage system across the length of the carpark and relay new tarmac and have the parking bays lines laid increasing them to 2.6m width. All future fundraising is now aimed towards funding this project and Claire

and Amanda will be completing grant application forms with a view to closing the gap in funding needed to get the project underway.

- Lesley Body has taken on the role of Secretary for the PTA. Clare Roberts signature has been removed from the bank paperwork and Lesley's name has been added on taking us back to a total of four signatories.
- **FOOTBALL UPDATE.** – at the recent football match Chester Fans FC Vs Celebrities supporting Charities, the PTA have raised £85.35. Due to poor attendance the teams would like a rematch; this to be reviewed next year by PTA to agree whether this would be worthwhile.

2. NOTICE BOARD

The PTA would like to have a Notice Board in the foyer so we can display upcoming events, how to join PTA, GDPR notices etc.

ACTION – Maxine to speak to SLT

3. DEE 106.3FM SCHOOL OF THE WEEK

Claire nominated Dorin Park to be school of the week with the local radio station and they have been in contact to suggest a date. School of the Week is where pupils are given the chance to record what they like about school and their teachers and it is recorded and played on the radio every day at 3.30pm. Kat Hoggarth has done something similar in the past and has volunteered to help but is unable to do the date suggested, so another date to be requested.

It was suggested that maybe some practice sessions were done prior to the visit to help students feel at ease on the day of the recording.

ACTION – Maxine to give Claire another date and Claire to contact Dee 106.3 to arrange it.

4. WISH LISTS UPDATE

Maxine has completed the new wish list proformas by transferring all the wish list data over and all wish list items have been ordered by Claire and majority have been delivered to school already.

Due to long process time with the first round of wish lists it was agreed that requestors need to complete the form and take to their Key Stage Lead to gain approval. Once this has been done they should then be passed to Maxine. Any requests over £500 need to be taken to Jane Hughes for approval.

ACTION – Claire to send Karen all paperwork relating to wish list purchases for bank reconciliation purposes.

ACTION – Claire to amend the wish list form to include supplier code and change the approval method guidance notes for staff

Mr Kay has requested the PTA sponsor their football Kits. Amanda informed us they will be probably be between £200 - £350 and questioned what does the PTA receive from it?
ACTION – Maxine to obtain prices for this and provide some more information on benefit for the PTA and we will take a vote at the next PTA meeting.

Amanda recently attended a local event and has mentioned about a company she spoke to called Silent Adventures who operate a Silent Disco which she thought might be an opportunity for our summer fair next year.

ACTION – Amanda to contact them and let them know the date of our Summer Fair next year with a view to them attending.

Susan asked about PTA donating a Christmas Tree for the school. Amanda offered to purchase a Tree for £25-£30 from where they buy their own from, but the Committee took a vote to purchase a Christmas Tree from PTA funds and donate to School.

ACTION – Amanda to purchase a Christmas tree and submit expenses to Karen for reimbursement.

The PTA were going to provide a Christmas Disco for all pupils to attend but the School have already booked DJ Jay for £120 and asked the PTA for a donation towards this cost. This was challenged by the PTA on the basis that if they were to run the event, the DJ supplied would have been doing it for free, so a vote was taken to not make a donation towards this cost.

However, the PTA will donate a sensory Christmas toy instead of selection boxes this year to all students. Committee members will go into school on Disco Day (Monday 16th December 2019) and hand them out.

5. BOOHOO SALE – 16th/17th November 2019

Claire has contacted Practical Van Hire in Saltney and has hired a van for the Boohoo sale and will complete paperwork and collect a Luton Van on Friday 15th Nov to move Boohoo stock from Big Yellow Storage to school. Volunteers will be needed for Friday to load van and unload at school from 3.40 – 6pm, and over the weekend for the sale and pack away.

Claire contacted another local charity, NCT Chester and they have loaned us their steel clothes rails and can be collected from Big Yellow Storage on the same day as the van collection. They have requested that we display their leaflets during the sale in return for the loan of the rails.

ACTION - Claire to sort out rota and issue to all involved

ACTION – Make payment and sign hire agreement with Practical Van hire

ACTION – Karen to send Claire driving licence & NI Number as two named drivers are required

ACTION – Claire to produce more signs for the day

ACTION – Maxine to email staff to request if anyone is willing to stay after school to help unload the van, erect the rails and hang some stock out ready for the sale the next day

6. FUNDRAISING AT STARBUCKS

Helen Muggleton has organised a fundraising event at Starbucks, Sealand Road on behalf of the PTA. Birch Class have made 200 Reindeer food bags to be sold over the month of December at Starbucks for £2 each and will be performing as a choir at Starbucks on 29th November 2019 10am-12noon.

ACTION - Date and time to be confirmed by Maxine

The Aldi 'Get Set to eat fresh' Campaign has now ended, we are 14 stickers short to complete second poster, so members would attempt to collect more before submission date of 18th November 2019.

7. TREASURY UPDATE.

Claire has purchased the iZettle card reader but due to delay in purchasing as it was challenged by a PTA member, the vote was taken to the last meeting and the cost wasn't £19 plus VAT but was £29 plus VAT. The WIFI Password was obtained from Maxine so that committee members can use it during the upcoming Boohoo Sale.

Karen looked into various software options following on from guidance that the PTA needed to be VAT registered. However, following advice from HMRC the PTA won't need to register and as a consequence the software is no longer needed. As a result, we won't be exempt and will have to pay VAT on all goods purchased unless its more specialist equipment.

8. PARENTS EVENING 7th November 2019

Unfortunately, it was too late to organise tables/staff to man this event. Packs to be sent home.

ACTION – Claire to produce recruitment poster and Maxine to send home in bags to see if we can get any more parents to be on the committee.

9. AOB

Cheshire Phoenix - It was asked where the ticket was and how students are selected. John has the ticket, and students are chosen from each year group with considerations on how families will get there etc.

ACTION – Claire will try to obtain another ticket and Bridget to chase up the season ticket from John.

Collection Boxes - Amanda and Jay took a collection box to Tesco on Weston Grove instead of the Co-Op but require a letter to support this.

ACTION – Amanda to monitor the box and collect when necessary and issue a letter to Tesco with charity details etc.

Artwork hasn't been ordered for the collection boxes as Claire was worried it wasn't bold enough given it's a hand drawing.

ACTION – Maxine to speak to Jane Walters with a view to getting a student to electronically design our logo and make it bolder

Chester FC Mascot – The Mascot has offered to visit school in January.

ACTION – Bridget to confirm a date.

Claire was unable to establish the value on the gift card donated by Amanda East at last meeting. Committee agreed for Claire to scratch the code and purchase a raffle prize.

9. **Date and Time of next meetings.**

The Oak Tree Pub, Upton Grange, Chester CH2 1BL @ 7.30pm.

PTA Meeting – 15th January 2020

AGM - 11th March 2020 – All committee members must attend.

Lesley Body 7.11.2019