



Dorin Park PTA Meeting

Wednesday 9th October 2019

Minutes

Time and location

7:30pm at The Oak Tree Pub, Upton Grange, Chester, CH2 1BL

Present

Claire McKelvey, Amanda Hartley, Lisa Robertshaw, Lesley Body, Jamie Hartley, Amanda East, Helen Muggleton, Andy Bird, Angela and Naomi Cowley.

Apologies

Kate Francis, Maxine Nevitt, Bridgette Aldridge, Karen Nash and Graham Davies.

ACTIONS FROM PREVIOUS MEETING:

- **Claire and Maxine** – Claire to do a PTA welcome letter and Maxine to send to new families and starters – **COMPLETE**
- **Maxine** – also check with SLT about us having a notice board - **ONGOING**
- **Bridget** to do a letter for parents and for **Maxine** give out to parents/ transport drivers for Aldi Get set to Eat Fresh Campaign – **COMPLETE**
- **Claire** - to make up sweet cones and make selling signs for Pavilion Funday - **COMPLETE**
- **Claire** - collect PTA stall sign and sort Rota for the day with volunteers – **COMPLETE**
- **Karen Nash** - to bring table and cash floats – **COMPLETE**
- **Amanda Hartley** - to check the cupboard within the CRC for leftover stock from the summer fair, sort tombola prizes – **COMPLETE**
- **Everyone** - to source carrier bags – **COMPLETE**
- **Amanda East** - offered to approach supermarket (Sainsburys) to see if she could source a large quantity of bags. The supermarkets declined to help – **COMPLETE**
- **Naomi Cowley** - husband to bring large tables on the day and help with set-up – **COMPLETE**
- **Lesley Body** - also to bring large table – **COMPLETE**
- **Everyone** - to bring Boohoo stock back that has been sorted ready for selling – **COMPLETE**

- **Maxine** - to send letter home to parents advising about next collection for Roberts Recycling on 20th September 2019 – **COMPLETE**
- **Karen** – Apply for VAT exemption – **ONGOING**
- **Maxine** – Complete wish list transfer onto new proforma and submit to SLT for approval – **ONGOING**
- **Amanda** and **Claire** to meet with Maxine on Friday 13th September to discuss Halloween plans, ideas that have worked in the past – **COMPLETE**
- **Amanda** and **Claire** to also contact supermarket store champions to try and source Halloween Costumes etc to sell. Only one supermarket was willing to make a donation and it was for just two outfits. Action to contact supermarkets after Halloween for stock for next year - **ONGOING**

1. ITEMS TO BE MINUTED

The following items are to be minuted :

- The Dorin Park PTA Facebook Page has had the privacy settings changed to Public so that anyone can now request to join the page. This is for the PTA to advertise the ongoing Boohoo sales to the general public who are asking where they can find out information on future sales. A vote was taken by the Committee and it was agreed for the page to be made public. We will still adhere to only posting general updates on the page and no pictures of children will be used and the comments facility is still turned off, so it is continually being used as a one-way communication tool.
- Claire McKelvey has been to Big Yellow Storage to amend the insurance policy to reflect the reduction of stock being held. New documents were signed, and the insurance has reduced by £1.75 a week which equates to £91 p/a. A credit note has been issued for October fees and a new invoice received from Big Yellow Storage.
- It was brought to our attention from another PTA that issues had been raised around keeping raffle stubs following raffle draws. After further investigation using the Charities Commission and Gambling Commission Website, no information could be found to substantiate this claim. Claire McKelvey contacted ParentKind to seek guidance on this issue who also confirmed there is no legal requirement to keep the stubs but maybe for good practice it would be beneficial to keep the raffle stub books going forward along with the list of winners. In order for us to remain compliant with GDPR, any information we hold on people must be kept in a safe secure place to prevent unauthorised access.
- Roberts Recycling came to school for another collection on Wednesday, 2nd October and have paid us following the collection raising another £75.50 for the PTA. Another collection date will be arranged in due course.

- Amanda East made a donation of a box of chocolates to the PTA committee to say thank you for all their hard work and efforts.

2. Wish list Update

The PTA have received two wish lists authorised by SLT and agreed from the last meeting. The Wish List for Birch Class who are based at Live was delivered by PTA members on Tuesday, 8th October. Birch class were absolutely delighted with their items purchased by the PTA and sent a big thanks for all their new resources. Following the delivery, PTA members have donated some DVD's for the class to use with their new DVD player – thanks to Helen Muggleton & family for their kind donation.

The other wish list was for Bridgette Aldridge. All items with Education Consortium have been ordered, unfortunately due to the delay in receiving the debit card from the bank the promotional code saving £50 on orders over £500 had expired so the total spent was £611.97 which included VAT.

All items on wish lists were price matched prior to buying and a £7 saving was made on the Birch Wish list and all items were purchased using the Easy Fundraising App therefore raising funds back for the PTA in the process.

All other wish lists are still outstanding and waiting for SLT to approve.

ACTION – Maxine to chase up with SLT the remaining forms so they can be ordered.

A second Lloyds PTA account from the old PTA was discovered once online banking was set up and after enquiries were made, the school were unaware of the account and had thought it had been closed in 2015 when the old PTA was disbanded. Claire suggested we ask Dorin Park School if they would consider donating the funds to the carpark scheme which is to get the carpark re-laid and the path removed, and appropriate drainage put in. Claire put a case forward to the school and they have agreed to donate the funds towards the carpark fund which is going to cost circa £30k. We have contacted three contractors to come and give us quotes for the work so that Claire and Amanda can start applying for grants towards the project.

The amount donated by the school to the project is £8,394.43

3. Treasury Update

The PTA currently has £5,094.73 in cleared funds after the above wish lists had been purchased which totalled £761.29.

Online banking has now been completed and both Karen Nash and Claire McKelvey have access to the bank account funds. Claire, Karen and Amanda all have cash point cards for the bank account and Claire has a debit card for the account.

ACTION – Amanda to contact Lloyds bank to sort out her debit card for any future purchases.

Karen has been looking into getting the VAT exemption sorted and HMRC have advised that we need to be VAT registered even if we don't meet the criteria of generating more than £85k in income per annum. Once registered we can then register for VAT exemption and start to claim back VAT on purchases that we have made.

ACTION – Karen to sort VAT registration out with HMRC and register Dorin Park PTA for VAT exemption.

If the PTA become VAT registered then we need to submit quarterly VAT returns and following changes in legislation in April 2019, all VAT has to be submitted electronically to HMRC. To do this we need software which connects to the bank and creates our VAT return for us. The committee took a vote that a software licence would be purchased for the PTA and Karen Nash is to action. We need to ensure that whatever software we buy is compatible with our bank. The software is discounted for the first couple of months and then reverts to full price thereafter so this will be an ongoing cost for the PTA which was fully agreed.

Helen Muggleton did suggest using Absolute which has a one-off upfront fee of £40 and allows you to submit VAT electronically but has limited capacity to generate P&L, Balance Sheet and cashflows which the other licences would allow us to do. It was agreed that using a different software which produced our year end accounts would be more effective.

ACTION – Karen to look into Xero and QuickBooks software and identify which is more suitable for us and compatible with our bank account.

4. Card Reader

Claire McKelvey has looked into several options for introducing a card reader for the PTA to use at our Boohoo Sales. After researching the options, the best value for money and fee structure was iZettle.

iZettle card reader is a one-off cost of £19 for the reader and then all sales are charged at 1.75%. Claire explained to put this in context, for every £100 sales taken through the card reader, it would cost us £1.75 for iZettle to process them. Claire explained that given we have a lot of Boohoo stock then it would be beneficial to offer customers the flexibility and convenience of paying by card especially given our target market is students.

An iZettle reader accepts all types of cards, Google and Apple Pay and is a wireless device that connects to your phone via Wi-Fi or 4G. There are no contract fees or tie ins, if you don't use the reader then no fees are incurred.

Currently we have a PayPal account which charges us 2.75% for all sales processed as we are a charity and therefore classed as a business. Not everyone has a PayPal account and out of the two options, the card reader offers more flexibility with smaller fees.

The card reader idea was challenged by Jay Hartley who felt we didn't need one. It was agreed that if we didn't have Boohoo stock to sell then as a PTA we wouldn't need a card reader but with the current amount of stock being held then it seemed a sensible idea to offer this and reduce the amount of cash being carried at a sale.

A vote was taken, and the committee agreed to go ahead and apply and pay for an iZettle card reader to use for the Boohoo sale in November. We are also going to trial the reader at the upcoming Halloween event if we can work out the logistics on the night.

The committee agreed that they were happy to download the app onto their phones in order for the reader to be used at Boohoo sales when volunteering.

ACTION – Claire to purchase an iZettle reader and get it all set up with committee members and training given if required.

5. Parents Evening – Thursday 7th November

It has been agreed that the PTA will be present at the next parents evening and will have a table to serve drinks and answer any questions parents have and display some of the events and activities that have been undertaken since the PTA was formed in February 2019.

A rota will need to be drawn up nearer the time to ensure we have a couple of committee members present during the parents evening.

ACTION – Claire to pull together a rota nearer the time and get pictures printed of wish lists and activities undertaken to display on the PTA boards.

6. Halloween – Wednesday, 23rd October

Maxine has confirmed the timings to allow the committee into school to start to decorate for Halloween. Tuesday 22nd Oct we can start to put the decorations up and Wednesday 23rd Oct from 1.30pm we will have the help of 2 classes and their staff to set up the tables etc ready for the games. To make the event more accessible the PTA have been given agreement to use the quad within the school as an area for Halloween activities and will be setting up a gazebo in there.

Swim Success have been invited to attend the event given they will be swimming on the day and the invite has been extended to transport and Governors.

The School Kitchen are going to order and donate to the PTA the hot dogs and pizza and cook them for us. The PTA will source vegan sausage rolls for the event. We have two external vendors coming into the event to sell their food. Steven Jones is a local business selling candyfloss and popcorn and will be bringing his candyfloss machine on site to make fresh on the night and pre-bagged popcorn. We have received a copy of his insurance documents. Asiya attended the Summer Fair and will be providing cold Indian snacks such as bhajis, samosas, wraps etc and both will be giving the PTA a % of their takings made at the event.

ACTION – Claire to purchase vegan sausage rolls for Halloween.

There will be a fancy-dress competition being held and a prize available for Early years, Primary, Secondary, Parents/Carers and for the best pumpkin carving. Each class will be carving a pumpkin provided by staff and put on display during the night and the PTA will make an overall decision who is awarded the prizes. The committee took a vote to purchase 5 All in One Vouchers worth £10 each as the prize.

ACTION – Claire to purchase 5 vouchers worth £10 each as prizes.

Amanda East donated an unwanted gift card to the PTA.

ACTION – Claire to establish value of the card and it will be used as a raffle prize

Birch Class have asked if they could run 3 stalls at the Halloween event; chocolate tombola, splat the rat and guess the baby competition. The Committee took a vote and agreed Birch class could hold all 3 stalls at the Halloween Event.

Jay informed the PTA that Danny Haldon will be providing the disco free of charge to the PTA and all equipment will be set up on Wednesday afternoon. Danny has a CRB check and can provide a copy to school if required.

The PTA will take photos of the event to post onto social media to promote our activities of the setup of the event however, we are unsure if we can post pictures which include children.

ACTION – Maxine to check the content of pictures that can be used on social media

ACTION – Claire to make a poster to be displayed on the night informing parents/carers that we will be taking pictures of the event.

7. Boohoo Sale – 16th/17th November

The next Boohoo sale has been agreed with SLT to be held at the School in the main hall over two days. The sale is being advertised publicly in particular with Chester University and local colleges.

ACTION – Amanda to contact Cheshire Oaks to see if we can get any more clothes rails in readiness for the sale.

ACTION – Claire to pull together a rota of committee members and other volunteers who are willing to help out over the two-day sale.

ACTION – Maxine to speak to IT at the school to see if it would be possible for us to have the Wi-Fi code to use with the iZettle card reader over the two-day sale.

8. AOB

Claire explained what was on offer with the Cheshire Phoenix season ticket and how it admits 2 adults and 3 children to a home game on a Sunday evening and that the ticket is allocated out to children at school. Claire questioned how the individuals were being selected and if it had been offered to anyone in early years or if it was just going to older children.

ACTION – Maxine to provide a brief overview at next meeting as to how the children are selected and a list of those who've already attended by their year group to ensure there is an even allocation between early years, primary and secondary.

Jay suggested that the PTA money collection boxes be distributed out to local shops so we can start to collect money. The following is a list of places we have agreed to request if we can deposit the boxes :

- British Legion – Amanda & Jay
- Helen Muggleton

- Weston Grove Chip Shop – Amanda & Jay
- Chatwins – Andy
- Co-op – Amanda & Jay

ACTION – Individuals to follow up with the shops above listed against their name and Claire to get the artwork printed for each of the collection boxes.

The Chester FC mascot should have attended the Summer Fair in July but due to unforeseen workloads they had to cancel on the day. Jim from Chester FC has offered for the mascot to visit Dorin Park School in January and get involved in a PE class with some of the children. Claire has communicated this to Maxine.

ACTION – Maxine to liaise with Bridgette to organise a date in January which is suitable for the mascot to visit and let Claire know so that she can arrange it with Chester FC.

Upton Pavilion Manager, Darren has confirmed our Summer Fair date for next year as Sunday, 5th July and has offered us the use of the Parish Council BBQ's if the kitchen is to cook food for the Summer Fair.

An opportunity to do some fundraising with the local Starbucks on Sealand Road has been offered by Helen Muggleton. Starbucks are happy to allow us to hold an event and raise money for the PTA during the run up to Christmas and Helen has made a suggestion to make and sell reindeer food and run a tombola. Mrs Milligan has agreed to the Birch Cafe making 200 sachets for us and providing a choir during school hours.

ACTION – Helen to provide 3 dates to the committee that Starbucks are happy to allow us into the store to sell our products. Committee to vote for most suitable date and rota the day between us.

ACTION – Claire to contact the local authority to inform them of our intention to sell raffle tickets at this event for the Christmas raffle and gain a licence if applicable

The Aldi 'Get Set to Eat Fresh' Campaign has been supported really well by staff, parents, carers, families and friends and we have managed to complete one poster with 300 stickers and Bridgette has started a second poster which we hope to have completed by the deadline submission date of 18th November. The Primary years will all be eligible for a free PE kit and the school will be entered into the prize draw for a chance to win £20,000.

Lidl also seem to have a scheme running which needs to be investigated further.

ACTION – Claire to contact Lidl to see if there is a campaign and report back to the PTA

There are also other schemes operating which may be beneficial to the PTA; Dee 106.3 School of the Week and Heart FM's Make some Noise.

ACTION – Claire to look into these schemes and enter the PTA into the draws if applicable.

9. **Date for the next meeting:** Wednesday 6th November @ 7.30pm

Venue: The Oak Tree Pub, Upton Grange, Chester, CH2 1BL

Claire McKelvey 10.10.2019

Pta@dorinpark.co.uk