



The Priory Primary School  
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c/o Cara Rogers  
Tel. 07563 564044  
Registered Charity Number 1096169

## **The Priory Parents Teachers Association Meeting**

**15<sup>th</sup> January 2019**

### **1. ATTENDEES:**

Andrew Nagalewski	Chair
Cara Rogers	Secretary
Nancy Burghes	Treasurer
Suzanne Kelly	Head Teacher
Maxine Collisson	Business Manager
Debra Adams	Deputy Head Teacher
Teri Heathcote	Committee Member – Teacher
Helen Nagalewski	Committee Member – Parent
Clare Lissmann	Committee Member – Parent

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### **2. APOLOGIES:**

David Cripps	Committee Member – Teacher
Jane Foster	Committee Member – Teacher
Alison Elmore	Committee Member – Parent
Ben Candy	Committee Member – Parent
Fiona Holdroyde	Committee Member – Parent
Kirtna Brack	Committee Member – Parent
Simone White	Parent

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### **3. AGREEMENT OF PREVIOUS MINUTES:**

The minutes from the AGM on 2<sup>nd</sup> October 2018 were agreed as accurate by the committee and signed by the chair.

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#### 4. MATTERS ARISING FROM PREVIOUS MEETING:

- a. *Done - Teri Heathcote to liaise with KS2 teachers and advise.*
- b. *Ben Candy to send a reminder on Classlist – needs follow up, is this going to replace all other forms of PTA communication – Facebook & emails?*
- c. *Done - Simone updated Class Rep Contacts and send to new Secretary*
- d. *Commission based schemes – should more be set up and promoted (Amazon Smile) – PTA Committee to discuss.*
  - i. *Maxine Collisson – to confirm back to Cara if local offers/promotions can be placed within the School Reception, might not be appropriate*
  - ii. *Ben Candy to confirm the Amazon Smile set-up link to Nancy so she can complete the set up. Once completed PTA to publish a quick user guide.*
- e. *Done - Change of Bank Signatories – Nancy*
- f. *Done - Charity Commission data gathering – Action: Nancy to gather committee member details and update with the Charity Commission.*
  - i. *15<sup>th</sup> Jan Note – Nancy needed to provide everyone's email addresses so if you receive an email from them it's just part of the registration process*
- g. *PTA Charity Name – The Priory School PTA name changes – Nancy – in progress*
- h. *Event Dates – any proposed changes – no, just Big weekend needs to be confirmed.*
  - i. *w/c 25th February 2019 – Sponsored Spell (spellings, sponsor forms, etc to go out week before h/t)*
  - ii. *30th March 2019 (Saturday) – Easer Eggstravaganza*
  - iii. *21-23rd June – Priory Big Weekend (Saturday 22nd June Summer Fair)*
- i. *Done - All committee members to see Nancy for information required for the Charity Commission*
- j. *Done - Cara to update the Parentkind Committee information*
- k. *Done - Christmas Cards – teachers didn't have time to complete as well as the glass baubles*
- l. *Done – Second hand uniform – Clare to hand over to Emily*
- m. *Marquee Hire – Committee to consider hiring marquees out as a fundraiser – yes, Andy/Cara/Nancy to promote and specify suggested price*
- n. *School Uniform – Committee to find a replacement for Ali Bowen by September 2019*
- o. *Done – SSPF – Jenni and Simone organised*
- p. *Done – Year 6 leaving stall at Christmas Bazaar*
- q. *Done - Confirm with Jayde Butler that the marquees can be left up after the Summer event, for the Year 6 Leavers Party – not required now as part off site now. School like to have the marquees up in the Summer anyhow for shade so no pressure to take them down immediately.*
- r. *Done - Maxine to provide school "wish list" – discussed in the meeting*

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#### 5. SCHOOL WISH LIST

Debra Adams presented the 2019 Wish List. PTA and teachers discussed the list, lots of things we agreed the PTA would like to support but a few further details to be clarified. *List to be shared with all the Committee – Cara/Andy*

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## 6. BUG CLUB FEEDBACK

Debra Adams provided feedback on the Bug Club. Books are regularly used. Online learning tool is being used within School, not much usage at home currently (teachers can review) however has been recently pushed again from the school. Used more in the infant school, juniors like to read more “grown up” long books.

Discussed Hampshire Library service as another option. Perhaps online subscription can be renewed just for the infants and juniors have funding for books.

Sponsored Spell donations will go towards a school “Reading Resources”. Request for more dictionaries.

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## 7. CHRISTMAS BAZAAR FEEDBACK

Cara lead the review of Christmas Bazaar – feedback and financial overview (any further suggestions please send to [cara.rogers@outlook.com](mailto:cara.rogers@outlook.com))

- a. Calendar idea agreed, has been created before at school but not for a few years. Susanne shared previous versions. Cara to speak to Gavin / Sean about whether they would help with taking some pictures.

Consolidated feedback to be sent separately

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## 8. TREASURERS REPORT

Nancy presented the Treasures Report.

Key points:

1. Christmas Bazaar raised £5,002.53, great result
  2. The PTA have received a significant donation of £1,000 from BUPA to help pay for the garden project. This was part of a BUPA’s community project scheme and open to employees to apply for community funding. The PTA were successful and received the funding in December. **Nancy to transfer the amount to the School Bank account, along with the PTA £1,508 agreed amount.**  
The School are planning on having the raised bed set up in time for growing season
  3. The total donations to the School during 2017/18 was £12,002 (not £8,279 as previously stated at the AGM)  
Cara / Andy to graph what this money was spent on, to make it transparent to all parents where the money is spent
  4. Maxine shared the 2018/19 proposed School Trips that the school would like the PTA to fund. It was discussed the PTA should make it clear they can only afford to fund the entrance costs for the trips and not the coach/travel costs, these need to continue to be requested from the parents of the children going on the trip.  
In total it is about £5,000 for all the 2018/19 school trips – **Cara to work with Nancy for the breakdown and share the overview with all parents (on school website perhaps).**  
£4,972 was the 2017/18 total funding for school trips / visitors into school etc.
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## 9. LOOK AHEAD TO FUTURE EVENTS

1. Bags2School – 8/02/19
2. Sponsored Spell - w/c 11/02/19 forms to go out

Cara and Nancy to work on the sponsorship form and send to school so there is time for form to be printed and go out before half term.

3. Easter event – Saturday 30/03/19
  - i. BBQ (Clare) / Refreshments stall
  - ii. Games
  - iii. Egg hunt / quiz
  - iv. Raffle
  - v. Crafts
  - vi. Other Stalls
  - vii. Pre-organise -> tickets & raffle
- b. Summer Celebration – Saturday 22/6/19 & Big Weekend 21st to 23rd
- c. Lots of other proposals were put forwards:
  - i. **Sleep over at School** – hosted by teachers. Donation from Parents and/or auction for tickets. Need 4/5 staff. Open to years 3-6. September proposed as the best timing for good weather but dark early.
  - ii. **Camping** – could it be at a different location other than School? A lot required or PTA and School for “A Big Weekend”
  - iii. **Open Cinema and One-night Camping** – date different from Summer Celebration. **Andy to check out the cost of cinema**
  - iv. **Gin and Cinema evening** – for parents/adults
  - v. **Wine tasting** – for parents/adults – with professional explaining the wines.

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## 10. A.O.B

Cara to get pre-confirmation of committee members attending the formal meetings and we need at least 50% attendance of committee members for meetings to follow the constitution.

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## 11. Date of next meeting and venue

Tuesday 26<sup>th</sup> February – at the Queens College Arms at 8pm  
Planning session for the Easter Event on Saturday 30<sup>th</sup> March

Summary Action list sent with Minutes.