



The Dell PTA Meeting Minutes and Actions

17th October 2019

Location & Time:	The Dell School AGM
Present	Steve Curran, Jenny Hunt, Mark Turner, Liz Gibbon, Helen Steele, Hannah Ramsay, Kath Matthews, Mike Hatter, Jenny Foley, Louise Mensah, Carys Holloway, Leanne Schaefer, Georgie Parnell, Joanna Jones.
Apologies	Vanessa Hathaway, Jess Carelse, Janet Ryan, Anna Evans, Jenny Foley, Rhian Burrows.

1 CHAIR'S REPORT

A **massive** thank you to all those who have helped and supported fund raising and school events over the past year. The Chair's full report for the year is to be issued imminently.

The minutes from the last meeting, detailing Mr King's attendance and plans for the coming year, were discussed.

2 TREASURER'S REPORT

The Finance Report 2018/19 was discussed. Total funds raised this year were £13,465.56. Total funds spent totalled £7,531.35. The funds carried over are to be allocated to new projects (after previously being allocated to cancelled/deferred projects).

3 CONFIRMATION OF PTA JOB ROLES

- Disco Manager – Louise Mensah (Vanessa Hathaway will transition this)
- Noticeboard Manger – Mike Hatter to look into with Rebecca (Rhian Burrows transitioning)
- Raffle Managers – Carys and Georgie (Jess Carelse transitioning)
- Licensing – Mike Hatter (part of Treasurer role)
- School Uniform Manager – Joanne (Jenny Hunt transitioning)
- Lost Property Manager – Joanne (Jenny Hunt transitioning)
- Refreshments Manager – Volunteers required nearer the time.
- Christmas Card Project – Mel
- Rags 2 Riches project – Leave for this year
- School Lottery Liaison – Steve/Mark
- PTA Facebook Admin – Helen and Liz/Rebecca Hatter/ Leanne Schaeffer
- PTA Twitter – Leanne Schaeffer and Rebecca (Steve Curran transitioning)
- PTA Email and Funding requests – Liz (Steve Curran transitioning)
- Risk Assess – Mark Turner
- Giftaid – Assess need once we have established the impact of Gift aid. Also need another signatory.
- Treasurer – Mike Hatter will continue in this position with Kath Matthews in support. A further signatory will be required for the bank account.



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- Secretary – Mark Turner would like to put his name forward for the Joint Chair position if no one else comes forward which, if successful, would leave this position vacant.
- Joint Chairs – Liz Gibbon is happy to continue but as this is Steve Curran's final year with a child at The Dell, he feels he should transition his PTA role while he is still around to help. He will therefore hand over this year and intends to continue to come to meetings and stay involved as much as possible. A request has been put out on all Facebook year pages to see if anyone would like to take up the position.
- Trustees – Liz Gibbon, Mark Turner and Steve Curran are currently the charity trustees. There are no plans as yet to change this.

4 RECENT EVENTS

No recent events to discuss.

5 UPCOMING EVENTS

All dates discussed at the last meeting for this year's events have now been agreed with Mr. King. See calendar at the rear of the minutes.

The suggestion that was raised at the last meeting to issue a letter for parents to introduce the PTA, and list the PTA event dates once confirmed, was briefly discussed.

- Post-meeting note: following confirmation of the dates, a letter has now been created and emailed to parents by the school.

5.1 Christmas Cards Project

Mel Pennock and Gemma have agreed to take this on this year.

5.2 Bingo & Chips (22nd November)

Hannah Ramsey has offered to organize this, and will coordinate helpers.

5.3 Autumn Term Disco (29th November)

Louise Mensah will lead with Vanessa Hathaway to organize this, and will coordinate helpers.

5.4 Panto Trip 10th December 2019

PTA usually provides snacks, so may require volunteers to acquire and deliver to school.

6 FUNDING REQUESTS

- i. Jenny Hunt has requested outdoor box storage for the second hand uniforms. Agreed in principle and funding request to be raised for next meeting for completeness.
- ii. Official documentation from Mr King for Hardship fund : £300.00 Approved
- iii. Spelling Shed Subscription : £150.00 Approved
- iv. Governors Cymru Services : £180.00 Approved



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- v. Winning House Class Treats : £600.00 to cover 3 events over the year, payable in three instalments. Approved.

7 GRANT UPDATES

- National Lottery grant application for external classroom was unsuccessful.
- Janet Ryan is working with Miss Wilson for an application to Sports Wales for sports funding.
- Looking into funding from Barretts.

8 OPEN ACTIONS

See list below.

9 AOB and Date of Next Meeting

There was a suggestion of holding a pop-up shop on Market Day. Jez Becker may be appropriate to speak to.

Email addresses for the Facebook year supporters:

Year 6: Helen	h.v.steele@hotmail.co.uk
Year 5 and 4: Hannah	hannahramsay1977@gmail.com
Year 3: Amy	amylhogan@gmail.com
Year 2: Mark	Mark_bod@yahoo.co.uk
Year 1: Louise	loumensah@gmail.com
Reception: Sian	sianegriffith@notmail.com

The next PTA meeting is on Thursday 14th November 2019 at the Coach and Horses Chepstow, 8pm



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Open Actions

#	Date Raised	Lead	Description	Status
35.4	Jan 17	MT	Resurrect the Matchbox Challenge.	Open
36.3	Feb 17	KS	Barclays Match Funding. Barclays still at their limit.	Open
38.2	May 17	SC	Mr King has agreed in principle for a bigger PTA shed at the school. On hold for now - not a priority.	Hold
44.0	May 18	SC	Google Drive still functions as Google Drive, so no change to the way we use it.	Steve to arrange training date – Open Treasurers are currently using it.
44.13	May 18	SC	Reception Stages: Work party to be arranged. Find update from Mr Adams. Reception stage is now installed.	Closed.
44.15	May 18	All?	Look at promoting School Lottery at New Parents evening and in the New School year thereafter. Update: Facebook promotion of lottery across all year groups has doubled the number of participants.	Closed.
45.1	Sept 19	SC?	PTA and School to tweet items paid for by the PTA to give exposure to what funds have been spent on.	Open
45.2	Sept 19	MH	Mike to look into Wishlist and Gofundme as is used in another school.	Open
45.3	Sept 19	SC	Steve to contact ParentKind (formerly PTA.ORG) to investigate setting up GiftAid, and to investigate if a PTA can receive funds that would normally be requested directly by the school (e.g. for trips).	Open



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School & PTA Calendar 2019/20	
17 th October 2019	PTA AGM – Dell School 7.30pm
28/10-4/11	Half Term with inset
22 nd November 2019	Bingo and Chips @ Dell School
29 th November 2019	Autumn Term Disco
10 th December 2019	Panto Trip
TBA	Elf Hunt
18 th December 2019	Winning House Reward
13 th December 2019	Christmas Fayre (sharing day)
20/12 – 6/01/20	Christmas Holidays with inset
TBA February/April	Quiz and Chips @ Dell School
17-21 Feb 2020	Half Term
13 th March 2020	Spring Term Disco
20 th March 2020	Mother's Day Event
3-20 April 2020**	End of Term (inset dates not noted**)
25-29 May 2020	Half Term
16 th June 2020	Sports Day (PTA to run refreshments)
23 rd June 2020	Reserve Sports Day (PTA to run refreshments)
27 th June 2020	Summer Fayre
1 st - 2 nd July 2020	Summer Production (PTA to run bar)
10 th July 2020	Summer Term Disco
17 July 2020	End of Term