

Chair – Julie Millward
 Vice Chair – Kate Moore
 Secretary – Alex Hind / Sally
 Berrington
 Treasurer – Liz Hargreaves



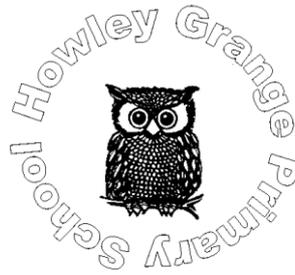
**HOWLEY GRANGE
 PRIMARY SCHOOL PTA**
 Howley Grange Road
 Halesowen
 West Midlands
 B62 OHS

www.howleygrange.co.uk

**Thursday 18 January 2018 – meeting notes
 School Bungalow - 7:30 pm**

Item	Topic
1.0	Welcome and apologies: <ul style="list-style-type: none"> • 17 attendees • 10 apologies
2.0	Treasurers update: <ul style="list-style-type: none"> • Balance in current account is £7337.86 • The accounts will be going to the auditors within the next couple of weeks for the annual return. If any cheques are needed for the next month please let the treasurer know. • Owing to the introduction of charges for cheque payments and the restrictions on counter withdrawals it was agreed at the AGM that we would look at changing banks <ul style="list-style-type: none"> ○ The treasurer has looks at accounts with other banks that would not affect our charity status ○ HSBC Community Interest account is the recommendation. It offers a counter service, no charges for cheques/withdrawals and no limit on the number/amount paid in. They also have local branches which would make it easier for us to process monies when we hold fund raising events. All agreed to proceed with the transfer • A request was made for a contribution to the garden makeover around the new study building. A proposal was made for £750 now with a further £250 after our next fund raising event in the spring term. All agreed.
3.0	Events review: <ol style="list-style-type: none"> 1) Pantomime: <ol style="list-style-type: none"> a) A treat for the whole school funded by the PTA which took place today. b) KS2 in the morning and KS1 in the afternoon and initial feedback was that the children had lots of fun and really enjoyed it. 2) Christmas cards: <ol style="list-style-type: none"> a) Thanks to all volunteers that helped with the designs to take the pressure off the teachers – feedback was this approach worked well b) If we do this again next year it was suggested to start a little earlier

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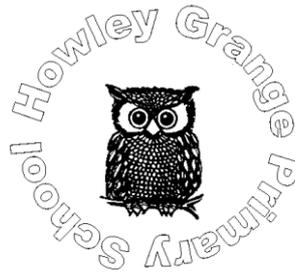


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	<p>(end Sept/beginning Oct) as the turn was quite tight</p> <ul style="list-style-type: none">c) This would also give more opportunity for those teachers who had other commitments to take up the offer of the volunteer daysd) Feedback – very positive, good quality, good designs. Uptake always greater in lower years but Y6 had a good up take in 2017 possible due to the stronger designe) All agreed to do again this year <p>3) Cinema night:</p> <ul style="list-style-type: none">a) Thank you to all volunteers – this was a great success despite the snowy weatherb) The children ‘sounded’ as if they had a wonderful evening. PTA reps said they had heard lots of good feedback in the playground and it was great to offer something for the upper yearsc) It was good value so we do not want to increase ticket price especially if we repeat at that time of yeard) Learning:<ul style="list-style-type: none">i) Split the showings into Yrs 3&4 and 5&6ii) Have an interval to minimise disruption of toilet visits during the filmiii) Only have the larger sweet items rather than making up bags for sale and close the shop when the film starts, or,iv) Have a pre-filled bag to hand out at the start with sweets, drink and popcorn, at a fixed pricee) All agreed it was worth doing again <p>4) Magical adventure:</p> <ul style="list-style-type: none">a) Thanks one again to all volunteers. There were some new faces helping this time which was greatb) Once again feedback was good. There were a few who couldn’t make it owing to the snowy weather conditions but children had a good timec) The additional filler tasks worked really well to keep children occupied and made it feel much calmer than usuald) The timings were spot on this year – suggest having a list of timings in each room in futuree) Learning:<ul style="list-style-type: none">i) Baubles looked lovely but the glue was very sticky and quite often too wet to put in bags – suggest self-adhesive alternativeii) Collection of children was a bit overwhelming in the hall although this is difficult to manage differently. There are always teaching
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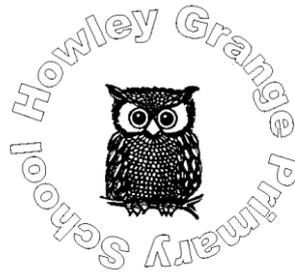


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	<p>staff on the exit doors to ensure the right children go home with the right adults</p> <ul style="list-style-type: none"> iii) Possible option for future is to split the year groups into the four corners of the hall – but we will need to consider layout as we use the long tables for lunch which take up quite a bit of space iv) Mrs Claus video was not loud enough so the volunteers played a video instead. This worked well but it was suggested that maybe we have a real Mrs Claus (a volunteer has already come forward so we will consider this for next year) v) Children wanted a biscuit to go with their hot chocolate. We will need to work out how we do this to accommodate those with allergies. vi) Also see if we can source better name stickers as a lot didn't stick <p>5) Christmas hampers:</p> <ul style="list-style-type: none"> a) Another thank you extended to volunteer. We were not sure how many we would get as more helpers work on Fridays than Mondays but in the end we had enough b) The turnaround was very tight last year and it was unfortunate that the hampers were not on display for longer c) We were down on donations but this may have been due to the mufti coinciding with the lower years carol service. We had some selection packs left from the magical adventure that were used to supplement the hampers and they looked lovely d) The PTA requested that next year we go back to doing the hampers a little earlier again
4.0	<p>Spring term events:</p> <ul style="list-style-type: none"> 6) Easter hampers: <ul style="list-style-type: none"> a) Friday 16 March – mufti in exchange for chocolate item b) Monday 26 March – prize draw c) Monday 27 February – raffle tickets sent out d) Friday 23 March – raffle tickets to be returned 7) Boing Zone: <ul style="list-style-type: none"> a) Once again there was a lot of discussion about the options for this event owing to the limited number of spaces. Options discussed: <ul style="list-style-type: none"> i) Doing a sponsored event with places going to 50 highest sponsorships ii) Offering to just lower or just upper years on first come first served iii) Offering to a single year group

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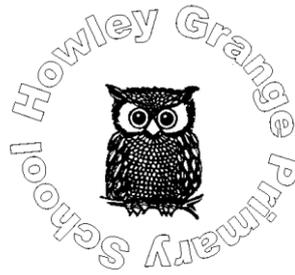


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	<p>b) After much debate all agreed the fairest approach was offering to the whole school on a first come first served basis. The following details apply:</p> <ul style="list-style-type: none"> i) Yr1 and above as under 5's are not permitted to jump ii) Friday 9 February 19.00 – 20.00 hours iii) Parent/guardian must be present during jump session <p>c) We were advised to ask that Parentmail include the statement 'this letter has been sent home today' and that the letter be printed on coloured paper and specified that the letter and parentmail must all go out together on the same day</p> <p>8) Fashion show/Afternoon tea:</p> <ul style="list-style-type: none"> a) All agreed to go with a Spring fashion show b) Wednesdays is not a viable night any more owing to the safety of the school with one of the younger youth groups. It was agreed to try a Friday evening c) We will start to look into availability and report back to the group
5.0	<p>Summer term events:</p> <p>1) Family Golf – 12 May 2018 5pm – 8pm (3 slots or tee off at 10 minute intervals)</p> <ul style="list-style-type: none"> a) Four Ashes golf club, Solihull b) £22.00 per family (up to 5 people) c) 18 families can be on the course at any one time d) Drinks must be purchased from the club but PTA can sell snacks, do raffle if they wish e) 50% of takings is given back to the PTA f) For those that have finished their session the club will leave the driving range open. It is £6 for a basket of balls and £2 will be donated back to the PTA if used g) Add a save the date to the January newsletter <p>2) Summer fete –Saturday 16 June 2018</p> <ul style="list-style-type: none"> a) First planning meeting will be Thursday 9 February – school bungalow at 7pm b) Activities agreed at meeting: <ul style="list-style-type: none"> i) Donkeys – booking can be confirmed ii) Animal man – booking can be confirmed iii) Fun Fair – booking can be confirmed (agreed to go with one company) <p>(1) Go karts, inflatable obstacle course, laser tag, helta skelta and</p>

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	<p>an under 5's bouncy castle</p> <p>iv) Ice cream van – booking can be confirmed</p> <p>v) First Aid – booking form to be completed</p> <p>c) Feedback for future ideas:</p> <p>i) Soft drinks are not that accessible – suggestion to have a couple of drink pods sited about. Need to look at logistics with volunteer numbers but possibly ask some year 6 pupils as we often get asked if they can help</p> <p>ii) Howley badges – consider competition to design a badge, see if we can hire/borrow printing machine and sell for £1</p> <p>iii) Howley fabric tote bags – investigate as these could be sold when people ask of we have any bags for the goods they have won/bought</p>
6.0	<p>AOB:</p> <p>1) Newsletter:</p> <p>a) All items for inclusion in January edition to be sent asap</p> <p>2) Gift aid letters to go in children's drawers on night of parents evening</p> <p>3) What's App:</p> <p>a) Good method of communication</p> <p>i) The separate threads were set up so that members would not be bombarded with messages if they had not volunteered for a certain event but feedback is that they feel they are missing messages</p> <p>ii) Suggestion is to have one thread but then feedback is there are too many message to read</p> <p>iii) Alternative suggestion was to have separate threads, initially include everyone on all threads and then you can decide to leave the group if it is not relevant. All agreed to try this option and feedback at next meeting</p> <p>4) Fashion show update: No suitable dates available for spring term. Requested dates for winter term and agreed to book Friday 12 October 2018.</p> <p>a) Suggested replacement for spring term is tea-towels. Will look into this and report back at next meeting</p>

Meeting closed at 9.00pm

Next PTA full committee meeting: **bbc – message to go out on WhatsApp**