



Friends of Our Lady of Lourdes - PTA

Minutes Wednesday 13th March 2019 – 6pm The White Horse

Present: Vicki Stephenson (VS), Paul Beverton (PB), Sinead Nelson (SN), Si Commons (SC), Justin Cooke (JC) and Mel Fane (MF)

Apologies – Nick Fane, Emma Briggs and Marisa Nixon

Agenda Items

- 1) **Events for spring term - Updates**
- 2) **Finances / Expenditure update**
- 3) **Woodingdean Carnival**
- 4) **Marketing the school with Governors**
- 5) **Succession Planning**
- 6) **A.O.B**

Updates from Last meeting

Giving Online - MF has registered the PTA with this but hasn't heard anything from them since the last PTA meeting

Classlist - MF has not been able to register the school with them as it is quite time consuming. SN offered to look into the process and sign the school up

Action MF and SN to liaise

1) **Events for spring term - Updates**

Outside Classroom Launch

The launch is well under way for Wednesday 20th March. PB explained how the afternoon will go, the Mayor of Brighton and Hove will open the event and we will be joined by various organisations. There will refreshments provided by the PTA and it was decided at the meeting that refreshments should be for free.

MF felt concerned as feedback from parents suggests that not enough people know about the event so it was agreed to re advertise in the newsletter and send an invitation home in each child's book bag. The reception class have their visit to Wilderness Woods also that day but are expected back at 2.15. It was thought that once they arrive back at school the child with their adults they could be taken up to the area and participate in the last hour, and parents would be able to get refreshments also.



SN advised that she may be able to obtain a wormery which PB was happy for her to do.

Actions: PB to put Eco Launch back in newsletter

MF to put letter in book bags and request office to send out a school ping

SN to look into obtaining a wormery for the wildlife area

'Troubadour' Night

Troubadour Night will be going ahead on Friday 26th April, PB has organised a band that will be happy to provide two performances and there will also be two storytelling sessions. The PTA discussed whether the event should be open to the general public not just to parents and it was agreed to be open to everyone. It was also agreed that there should be no charge for the event and that the PTA will raise money by selling food (BBQ) drink (including licensed bar) and a donation pot, however tickets will still need to be given out so that we can know numbers, particularly for the storytelling sessions

Action - SN to produce tickets and possibly posters

Easter fun run

The Easter fun run will be on Monday 8th April, however currently there aren't enough PTA helpers to run the event. SN and JC may be able to help but will need to check their availability

Action: SN and JC to confirm whether they will be available

Bingo and Quiz

Posters and tickets have already gone out and the deadline to return slips is no later than Wednesday 27th. MF to start to send out reminders

Action MF to purchase a TEN and send out reminders

2) Finances / Expenditure update

The statement showed the PTA bank account at £3477.05. MF and PB have written several cheques that are still waiting to clear and there are concerns that there may not be enough in the current account - therefore the funds that are in the savings account need to be transferred ASAP

Action: To organise the transfer of funds between accounts ASAP



3) Woodingdean Carnival

Unfortunately Our Lady's didn't get the BBQ pitch this year; however we have been given the opportunity of another pitch. The PTA have agreed to sell Candy Floss, Popcorn and our pocket money stall games such as Hoopla and Splat the Rat etc. JC advised that he has an ice-cream trike and would come along if no one else had an ice cream pitch.

Action: MF to check with Dee Simson if another stall will be selling ice cream

4) Marketing the school with Governors / 50th Anniversary Celebrations

Our Lady of Lourdes will be having its 50th anniversary in June and there will be several events to celebrate the occasion. PB advised there will be a whole school mass and picnic on Thursday 27th June and on Saturday 29th there will be two Alumni events - during the day an under 18 BBQ and in the evening an over 18's reunion. The governors have a working party and would like the support of the PTA. The PTA have agreed to source food and drink, will help set the event up and run the BBQ for the under 18 event, they will also source food and drink and run the bar for the over 18 reunion. MF suggested that the PTA attend the next 50th anniversary working party.

PB also advised that due to falling role of pupils in the area the governors are looking at ways to market the school, in many respects it is a similar way in which the PTA runs and it was suggested by MF that the PTA and Governors should look at ways to work together in this area also. JC suggested that the school could advertise in the Peacehaven directory and if the school places an advert in three consecutive editions they might get a reduced rate

Action: MF to liaise with the Clerk to the Governors about a potential meeting.

MF / PB put Peacehaven directory forward to the next marketing meeting

5) Succession planning

The current PTA committee will be leaving in July so it will be necessary for new parents to come forward otherwise the PTA will not continue. Discussion took place around how to encourage more parents to attend meetings or volunteer. SN suggested that some parents might find it easier to attend meetings in the daytime. MF advised that new PTA members can run whatever events they want to, they do not have to stick to any previous format and can bring in new ideas. Discussions took place around potential new events such a recycled uniform stall with an honesty box, bringing back the cake stall and an ice pole stall in the summer term. JC also suggested that when help is required to run PTA events perhaps just ask for 'volunteers', sometimes asking for 'PTA volunteers' might suggest there is more work than actually required, so just volunteering feels more casual and less like signing up to something.

Also to have a sign up board available for all PTA events to encourage parents to sign up that way.

Action SN and MF to arrange a daytime meeting

6) **A.O.B – None Meeting Closed. Next meeting TBA**

Thank you to all those who attended