



Meeting:	PoA Meeting	
Venue:	Orange classroom in the new part of the school	
Date / Time:	9am Friday 8th December 2017	
Committee Attendees:	CHAIR: Lou Bowd (Y4 Jaguars) TREASURER: David Jay (Y2 Turtles) SECRETARY: Martha Matthews (Y4 Lynx/Y1 Squirrels) COMMITTEE MEMBERS: Alex Newson (Y2 Seahorses Rep) & Stef Mingard (Y4 Jaguars/Y2 Turtles Rep)	
Attendees:	Niki Nestora Natasha House	Miss Coates (Head Teacher) Zoe Fagg (Parent Governor)
Apologies:	Virginia Fonteyn (Vice Chair) George Earey (Y5 Rep) Hannah Lee Sarah Binns	Tracey Gibson (YR Penguins Rep) Susannah Kendrick (Parent Governor) Kitty Taylor-Birnie

Item	Subject	Minutes
1.	October minutes	<p>Updates on actions from the October minutes:</p> <ul style="list-style-type: none"> • The Mural - Now has its protective Perspex in place. Thank you to Greg Rudy and Mr Lidbetter for taking the time to put it up for us. • Light Boxes - Requested at the last meeting. Penny spoke with the manager of Mayberry Garden Centre and secured a discounted price of £8 each (instead of £10). Not every class wants one, so we only require 12. We could ask Mrs McCauley to purchase them over the phone using the school debit card, so we also don't pay VAT (just as she did for the Perspex). The PoA would then reimburse the school. <i>Update:</i> Lou has spoken to Mrs McCauley and she's happy with this arrangement. • Trophy for our retiring DJ - We agreed to get our school disco DJ, Rob Lines (who is retiring after 20 years of service) a trophy. Lou hasn't purchased it yet (all Christmassy related fundraising has taken precedence), but as the disco is our next event she'll get on the case! Action: Lou – purchase trophy.
2.	Treasurer's Report from David	<p>We currently have £13,870.98 in the bank, with about £2k due to come out (various expenses for the fayre and we also need to pay Cauliflower cards, as we receive all the money and then pay them).</p> <p>Funds paid in recently include:</p> <ul style="list-style-type: none"> • Christmas Fayre - £4224 taken on the day (profit TBC) • Lego Bricks - £118 • Cauliflower Cards – (profit TBC) • Christmas Puddings - £815 (our thanks to this year's parent businesses who made donations to cover the costs of the ingredients – in alphabetical order- Leanne Day-Sheriff and Leo Day of Golden Lion Group, Paul

Kendrick of Kendrick Property Services, Sophie Witney of Little Gulls & Bouys Pre-School. Also thanks to Waitrose for giving discounts on purchase of ingredients). Our 'benefactors' will be properly thanked on Classlist and FB in due course.

- **Nativity Refreshments** - £493.16 (including 'Christmas Shop' and 'Name the Bear')
- **Cake Sale** after school (remaining cakes from the fayre) - £58.60
- **Bag2School** - £188

The following have been approved in principal at previous meetings and are currently being investigated:

- **Football Kits** – £550 (approx.) – This was requested/approved in January. **Action: Mr Olney** – could you give us an update please?
- **YR: 3 x Animal Headphones** – £30 (approx.) - This was requested/approved in February. The original ones received weren't compatible, so the Reception teachers were looking into alternative headphones. **Action: Year Reception:** Are they still required?
- **Concrete for the Chicken Coop** – £500 (approx.) This was requested/approved in February. **Actions: Lou** to speak to Mr Lidbetter to see if he has any contacts, **Sherri:** please ask Rich whether he has any availability to do it, or if not any contacts.
- **Sound Equipment for the Hall** – Circa £2-3k. This was agreed in principal in May. **Action: George E** Following a previous meeting George spoke to a sound engineer she knows (from company Technical Solutions) to see if he could pop in to asses and provide advice, but he's not able to come until January. George is also going to try a local company - Temple Stage Lighting - that comes recommended.
- **Wooden Bridge** –To link the tree house with the outdoor classroom. This was requested in February and approved in principal, pending a reasonable quote. We've had one quote (for £4k), but we're getting a quote from a local carpenter, who Mr Lidbetter is in discussions with. **Action: Lou** to speak to Mr Lidbetter for an update.

Requests from previous meetings that require further investigation before approval:

- **Exercise equipment for kids** – Similar to what we have in many local parks (but designed especially for children). Around £400 per apparatus to purchase. Sarah Poole (Harrison and Erin's mum) has secured another £1000 grant from BUPA for outdoor equipment (go Sarah, thank you!) The last grant BUPA gave us helped to pay for 'The Hangout' (outdoor classroom) and the treehouse. Mrs Carden has offered her assistance on this project, as it had originally been her initiative. She is currently looking into potential suppliers.
- **From previous minutes on this subject:** *Louise Gibb provided details of the One Family grant programme for children's gym equipment. As they only gift one grant per year, we discussed whether we should leave it a year before applying, as they've only recently given a grant to a local primary school. We can discuss with Miss Coates once she has had a chance to settle in.*

Items recently paid for:

- **4 x purple Sail Flags** – £640
- **Marquee** for various events – £470
- **Under the sea mat** (for Y2 Turtles) – £159.95
- **A second Centurion costume** For Y3 topic – £70.00
- **Protection for the mural** – £289

		<ul style="list-style-type: none"> • 2 x cornets for the brass band – £425
3.	Requests	<p>Requests for funds in this meeting:</p> <ul style="list-style-type: none"> • A proposal was put forward by Mrs Cowley, our KS2 Literacy Co-ordinator, requesting books for a specific project – a new writing initiative called ‘The Power of Reading’ which they would like to introduce in January. The books would cost between £250 and £338. The proposal was agreed by all present at the meeting. • Mrs Robins and Miss Fletcher had felt tips on their wish list last year. At the time, Mr Jee didn’t think the PoA should pay for them because they are an item which should come out of the school budget. However, this being said, the Early Years budget of just £500 per year doesn’t go very far. Lou sourced some broad tipped washable pens in the Baker Ross sale for £18.50 for 120, and 4 x double sided animal skin rubbing plates to use with crayons for £1.99. The proposal was agreed by all present at the meeting. <p>Miss Coates: Suggested we have a proper request system with a form that the teachers can fill out that could include the reason they would like the item, who would benefit, the longevity and a picture or link to the item. There are educational suppliers that supply equipment which include kite marks/safety standards, and they’ve also been quality checked for specific use in schools. The teacher requesting the item usually has a clear idea of what they require. This would make the process more transparent and fair, and save Lou a lot of time researching into the item that has been requested. Action: Miss Coates – source/design a form.</p>
4.	Whole School Pre-Christmas Drinks	<p>Friday 24th November</p> <p>We had a lovely evening at The Stoneham. Inviting the whole school is working really well as a community building exercise.</p>
5.	Classlist Update	<p>We have 209 parents on Classlist so far (more than double since the previous meeting). Miss Coates advised that her last school went over to using it and lot of other schools are doing the same. We went through the functionality using the school laptop and projector and had a discussion on what the benefits are over Facebook. We agreed that for people to be persuaded to sign up to it and to know how to use it properly, we needed to send out a User Guide in book bags, which also listed the benefits. Action: Martha to create over the holidays to send out in the new year.</p>
6.	Christmas Fayre	<p>Saturday 2nd December, 12pm – 3pm.</p> <p>David posted on Classlist and FB: <i>‘A huge thank you to everyone who turned up, joined in, helped out and emptied their pockets at the Christmas Fayre today. Thanks to your generosity (and perhaps a little bit of pestering from your kids) we took an amazing £4,224!!! Even after costs and expenses that's a huge boost to the PoA fund and a whole lot of extra equipment for our great school. Well done to all involved!’</i></p> <p>And Lou added to his message: <i>‘My turn to add my thanks - what an amazing community we have! Special thanks to all Class Reps for encouraging so many of your lovely parents to join in, whether it was to run a stall or soak up the community atmosphere and spend some pennies. Also, special thanks to the set up and tidy up teams (we find prosecco is always the answer during these tasks), and the myriad of elves who created things to sell, upgraded tired games, turned all those pudding pictures into beautiful bunting and arranged a personal visit from Father Christmas. You are all extremely valued by the PoA Team and the school. My personal thanks to Virginia (Vice Chair), Martha (Secretary) and David (Treasurer) for the hours upon hours of</i></p>

		<p><i>behind the scenes activity which keeps the beast running in such a finely tuned manner.'</i></p> <p><i>There were lots of lovely photos of smiley faces which speak volumes.</i></p> <p>We're delighted with the positive feedback, thank you Natasha, Vicki, Zoe and all who mentioned to me how much they and their children enjoyed the fayre. Top of the positive feedback list is how delicious the sausages and burgers were again. They were from Rog-Man, Hove, the same butcher who have supplied us for the past four fayres plus the last Film Night. Thank you to Y5 rep George, and the BBQ team for their expert cooking. Mr Lidbetter doesn't know it yet, but he's on BBQ duty for the foreseeable future!</p> <p>Any other feedback from the room?</p> <p>It was calm, not too noisy – having a longer fayre meant it wasn't too manic. Having all the picnic tables for people to eat their food was much better. Layout felt more spacious.</p> <p>Miss Coates said she was very impressed with the school fayre and hugely enjoyed it, and could see all the hard work, thought and preparation that had gone into it. She said she could see lots of creativity and all of the children having a lovely time.</p>
7.	Christmas Puddings	<p>Friday 1st December.</p> <p>A fabulous morning was had by the children and parent helpers making their puddings. Thank you to Susannah for once again orchestrating the ingredient weighing morning and Stir-Up Friday, and to Father Daniel of St. Peter's West Blatchington for leading a delightful assembly. We had a bumper year for pre-orders – 163! Between pre-orders and additional sales made at the café and performance refreshments, we made £815. Expenses will be covered by the 'benefactors', many thanks again to them.</p>
8.	AOB	<p>Parking – One of our parents, who works for Legal & General, has offered to have a conversation with any colleague who is parking at school, if we're able to pass him the vehicle registration numbers.</p> <p>Succession planning – Lou will happily step down in September 18, and will support any new person wishing to stand as Chair. If no one else steps up then she will continue for another year, but will step down entirely (from any role) in September 19 (when Beau is in Y6). Lou has documented everything so there is a checklist for each event and even for meetings. Alex has taken on Christmas Cards and Virginia has taken on Film Night. Other events could be handed over as well.</p> <p>Zoe Fagg asked whether we are a charity – yes! So if anyone works for a company which offers match funding, please take advantage!</p> <p>We had a discussion on what PoA funds should and shouldn't be spent on. If the PoA suddenly stopped and the school relied on it to fund certain things (i.e. books), then it would be in a predicament. Therefore the PoA funds things that are not usually part of the school budgeting. So although we've just bought felt tips and will be buying some books, these are the exceptions rather than the rule. The funding is going to diminish even more over the coming years, so we may need to have further conversations about it.</p> <p>The next meeting is Thursday 11th January at 7.30pm at the school.</p>