

# Chew Valley School Society (PTA) Meeting Minutes

Monday 4<sup>th</sup> March 2019, 6.30pm

## Present:

Deborah Elsom, Nikki Taber, Vicki Payne, Kate Rowlands, Katie Kingdon  
Nicola Ainger, Penny Rowlands, Sam Warnecke and Ally Laing.

## Apologies:

Angela Cruse, Wendy Sims, Sarah Warburton, Caroline Perrett.

## Minutes of last meeting:

The minutes were accepted as accurate.

## Actions from last meeting:

- *New signatory needed for finances [Ongoing].*
- *Penny/Katie to obtain price comparisons for both a curry and chilli. [Completed].*
- *Ally to look into Eventbrite, and set it up. [Completed for Quiz Night - and any future events].*
- *Ally to let Chamber of Trade know about event and ask them to spread the word. [Completed. CoT will include notice in their next newsletter].*
- *Wendy to sort a poster design. [Completed].*
- *Nicola volunteered to distribute posters. [Completed].*
- *Nicola to call Butcombe Brewery for bottled beer prices. [Completed].*
- *Nicola will also issue a Doodle Poll. [Completed].*
- *Penny to post Facebook adverts about the Quiz Night. [Completed].*
- *Caroline to look at pricing-up and purchasing wine for the event. [Completed].*
- *All keep in contact in the run-up to the quiz via the WhatsApp Group. [Agreed].*
- *Kate to speak with May Fete organisers – would a similar event be viable in the future? [Ongoing].*

## Financial Update:

- Members were updated as to the current balance and donations through standing orders and Easy Fundraising.
- **Donations by text.** A new text code for donations is being set up. Please could everyone ensure the old code is removed from any communication channels (websites etc) or printed materials.
- **Signatory:** Katie Kingdon said she'd be happy to be an extra signatory.
- **Trustee:** A trustee is also required for the committee. Deborah Elsom said she'd be happy to, if no-one else stepped forward.

*Action: Deborah and Katie to discuss roles of trustee and signatory with Penny/Wendy, and complete the necessary sign-up paperwork.*

**Action:** Committee members to note new donation text code and to be on the look-out for the old code. If you spot it on any literature or the web, please let Penny know and we'll get it removed.

### **Other Financial Business:**

- **Grants and funding.** The committee agreed to look into new ways of obtaining funds and grants for the school via local firms, employers and infrastructure projects. Potential ones to explore include Bristol Airport, Crest Nicholson and Truespeed. Members were asked to enquire at their places of work, and CVSS would seek a volunteer grant writer to help us find (and apply for) pockets of cash for our school.
- **Fundraising promotion.** All agreed it would be good to get another standing order/Easy Fundraising promotion out, especially as the text donation code has been updated. Parent's Evenings were considered a good venue for publicity, plus all CVSS events. Ally said she'd design a slip that tutors could give out on the night. Deadline: Beginning April.
- **Christmas Cards.** It was agreed to send those who have standing orders with the school Christmas Cards, as a thank you.
- **500 Lottery Club.** Further discussions were needed to develop the idea, but in principle, the committee agreed starting a lottery club was a fantastic idea as an income generator. Someone would need to 'own' the initiative and monitor/administer the finances each month.

**Action:** All. Does anyone know a grant writer who could help us? Please spread the word amongst parents, friends, family and work colleagues that we are looking for some assistance.

**Action:** Ally to design fundraising slip in time for next Parent's Evening on Thursday April 4<sup>th</sup> (Year 7).

### **Forthcoming Events:**

- **Quiz Night.** An initial discussion took place, in which Penny ran through a check-list of things to do. All is on track. The conversation will continue on WhatsApp, and Nicola will issue a Doodle Poll for volunteering slots. Ally will seek raffle prizes from local businesses. Another meeting has been scheduled at the chairman's house on Monday 18<sup>th</sup> March to finalise event.

**Action:** All to focus efforts on Quiz Night prep, to communicate via WhatsApp and to attend meeting (if possible) on Monday 18<sup>th</sup>.

- **Chew Valley 10K Run - 9 June.** The 10K team are all volunteers and are always looking for extra people to help marshal, sign in or other jobs that need doing. It is a very inspiring event especially for children to see so if you fancy a fun morning out, please let Penny know.

*Action: All to let Penny know if you can volunteer for 10K.*

#### **School Matters (including requests):**

- **Thank yous.** The head teacher, Gareth Beynon, and Chair of Governors, Phil Heath, thanked the committee members for all their time and effort in raising funds for the school, and said it was much appreciated.
- **Easter Revision.** The committee confirmed to Kate we have earmarked funds for the Easter Revision Camp.
- **Storage.** The Society cupboard at the school needs sorting out and Wendy is going to buy some cardboard boxes for wine glasses, bingo, etc so we can tidy it up. We will let you know a date shortly and any volunteers welcome.

#### **Primary School Visits (PTAs):**

- Penny is planning to visit primary school PTA's in order to introduce herself and the Society to like-minded people in hope of them joining us in future. Kate will get a list of the feeder schools so this can go ahead before the end of the year.

*Action: Kate to get a list of feeder schools to Penny.*

#### **AOB:**

- **Society or PTA?** Members felt the title 'school society' was sometimes confusing for parents/carers. To clarify who we are, and to avoid a complete re-brand, it was decided to keep the name, but follow it by PTA in brackets, where possible and appropriate ie Chew Valley School Society (PTA).

*Action: CVSS to put (PTA) after its title, for clarity, where appropriate.*

#### **Date of Next Meeting:**

The next CVSS (PTA) meeting will be held on **Monday 18<sup>th</sup> March 2019**, at the chairman's house. Time to be confirmed. The main topic of discussion will be Quiz Night planning.

**Please contact [cvschoolsociety@outlook.com](mailto:cvschoolsociety@outlook.com) if you are interested in attending.**