



The Dell PTA AGM Minutes and Actions

18th October 2018

Location & Time:	The Dell School 7.30pm
Present	Steve Curran, Jenny Hunt, Mark Turner, Janet Ryan, Liz Gibbon, Naomi Leeming, Jess Carelse, Kath Matthews, Helen Steele, Jenny Foley, Louise Mensah.
Apologies	Mike Hatter, Anna Evans, Rhian Burrows, Mel Pennock, Hannah Ramsay, Cath Lewis, Kelly Clarke, Bev Laurie, Vanessa Hathaway, Emma Ball.

1 CHAIR'S REPORT

- The Chair's Annual Report is attached.
- Main theme: "The school really does appreciate the time and effort that everyone puts in" – general message from the school.
- "The PTA's work is stunning!" Mr King, Governor's AGM 2018.

2 TREASURER'S REPORT

- The annual finances have been summarised in the accompanying report.
- The school year 2017-2018 we raised £13,839.16 in total.
- Our current balance stands at £5,561, compared to last year's starting balance of £4,214.

3 ELECTION OF CHAIR, TREASURER AND SECRETARY

- This election is inclusive of the Trustees of the Dell PTA.
- Stephen Curran and Liz Gibbon stand for roles of Joint-Chair. Both nominated and both seconded and re-elected.
- Michael Hatter stands for the role of Treasurer. Nominated, seconded and elected.
- Kath Matthews to stay as signatory and hand over Treasurer role to Michael.
- Mike Hatter and Louise Mensah to replace current signatories Claire Giordemaine and Kate Godwin-Tate.
- Mark Turner stands as Secretary. Nominated, seconded and re-elected.

4 OTHER PTA JOB ROLES

- Vanessa Hathaway will remain Disco Manager.
- Rhian Burrows will remain Notice Board Manager.
- Jess Carelse to become Raffle Manager, with assistance from Naomi Leeming.
- Janet Ryan to remain Match Funding/Grant Manager.
- Kath Matthews to forward Licensing details to Mike Hatter as new Treasurer.
- Hannah Ramsay to remain Chepstow Schools Together Liaison.
- Jenny Byrne to remain School Uniform Manager, with support from Helen Steele with Costumes to be added to the service.
- Mark Turner to remain Risk Assessor.



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- Helen Steele to continue as Refreshments Liaison with support from others.
- Liz Gibbon is covering Christmas Card project and Rags2Riches project.
- Stephen Curran remains School Lottery liaison.
- PTA Facebook admin - Helen Steele and Liz Gibbon.
- PTA Twitter admin – Stephen Curran.
- PTA Email admin (including Funding Request Management) to remain with Stephen Curran and Liz Gibbon.
- Jess Carelse to set up a PTA Instagram account (as this is where it's at now..!)
- Lost Property Manager – While a manager is not specifically required a rota may be put in place to check the lost property boxes on a monthly/termly basis. Louise Mensah and Jenny Byrne to kick this off.

5 THE HEAD'S FUNDING WISH LIST

- 1) **Outdoor Classroom** – A precise quote has been requested and will be in the region of £8k-£9k. Note that this in place of the Canopies that were previously requested, which are now being progressed by the school directly with MCC. All were in agreement that this would be an appropriate aim.
- 2) **Sports Subsidy** – The School used to have a subsidy from local government to support transport to sports events to the sum of around £500pa but this has stopped in their recent budget cuts, which means that parents would have to make up the shortfall. It was suggested that this could be paid for from the recent Aviva funds received. It was put to the vote and agreed this is what we would use this money for.
- 3) **Mini Bus Training** - Mr King is looking for anyone who is willing to undertake mini bus training and is available during the day to assist transportation. It was suggested that initially we could see if there is anyone who is already mini bus trained that could assist before offering the training, which could be a saving for the school. Jenny Foley volunteered her husband.
- 4) **Volunteer Caretaker** – Following the retirement of the caretaker the school is without 24 hour cover for locking up after events. Mr King is looking for volunteers to lock up after PTA events. Full training is given. Several members volunteered.
- 5) **Governors Cymru** – Another service in Wales to support school Governors ("Governors Wales") has had funding withdrawn. Ex-members of GW have subsequently created "Governors Cymru" as a private concern but have to charge an annual subscription for its use, which is £150pa + VAT. As it is for the benefit of the school it was suggested the PTA could oblige and pay for the subscription. It was put to the vote and agreed funds would be provided from our current balance.



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6 GRANT UPDATES

- a) **Viridor Grant £1500.** For possible use on the Reception Blocks. Increase to £3000. Reviewed on 25/09/2018, waiting till 25/10/2018 before chasing.
- b) **Chepstow Schools Together** no update yet.
- c) **Barclays Matchfunding** is part of the Treasurer role and looked at in the new financial year.
- d) **Lottery Funding Bid** – Outdoor Classroom £8,000.00. Funding not applied for yet but could be considered. Offer of assistance from the Round Table and Lyons.
- e) **Aviva** – The £500 we received from applying to Aviva has been agreed will go to the school to replace its Sports Subsidy for this year.
- f) **Tesco** – Application in. Replacement of boat wooden structure. Currently active now, so please use your tokens!
- g) **Hallux Podiatry** – Has offered to give the school £200. They would like to see it go towards something specific, such as Forest Schools, so photos etc will be provided.

A report is being compiled for the Earnest Cook Trust to support the grant they have given us.

7 SCHOOL LOTTERY

We currently have 26 people undertaking the school lottery and we have made £728.30 in the past year from it. This figure does not include individual weekly wins. Louise Mensah will advertise again on the Reception FB page.

8 AOB and Date of Next Meeting

A point was raised on whether we should have a specific Eco/Green Manager to promote the non-financial things like conservation advertising. Having a specific role would assist our grant claims favourably and be able to develop the volunteering within the school.

It was also pointed out to remember that not all of the PTA efforts are aimed at fund raising; there is the community aspect to consider, such as conservation events, reception stage building and all the non-funding efforts that go into organising and arranging events.

Rotary Stall At Community Fireworks Sunday 4th November 2018: Liz to undertake a rota, Jenny, Louise and Janet to assist.

The next PTA meeting is on Thursday 8th November 2018, 8pm at the Green Man (in town - tbc).



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9 Open Actions

#	Date Raised	Lead	Description	Status
35.4	Jan 17	BL?	Resurrect the Matchbox Challenge.	Open
36.3	Feb 17	KS	Barclays Match Funding. Barclays still at their limit.	Open
38.2	May 17	SC	Ask Mr King for need of a larger Shed. Agreed in Principle. Not priority.	Ongoing
41.3	Nov 17	JB	Mrs Bajjada to contact Charles Pratt fund re £300 community grant.	Open
43.3	Apr 18	SC	Status of 'Block Play' request for funds.	Open
44.0	May 18	SC	Google Drive has changed!	Steve to arrange training date – Open
44.13	May 18	SC	Reception Stages: Work party to be arranged. Find update from Mr Adams	Open



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School & PTA Calendar 2018/19	
Thu 18 th October	PTA AGM – Dell School 7.30pm
29 th Oct – 2 nd Nov	Half Term
Sun 4 th November	Rotary Stall at Community Fireworks – Chepstow School
Fri 16 th November	Quiz and Chips – Dell School
Fri 30 th November	Autumn Disco
Tue 11 th December	Panto Trip
Fri 14 th December	Christmas Fayre
21 st Dec – 7 th Jan	Christmas Holidays
25 th Feb – 1 st Mar	Half Term
15 th Feb / 8 th Mar	Spring Disco – PTA to decide
Fri 29 th March	Mother's Day Event
15 th – 29 th Apr	End of Term
21 st May	Sports Day (PTA to run refreshments)
27 th – 31 st May	Half Term
TBD	Summer Production (PTA to run bar)
4 th Jun	Reserve Sports Day (PTA to run refreshments)
15/22/29 June	Summer Fayre – waiting for school to confirm Summer Production date.
28 th June	Summer Disco
19 th July	End of Term