**West Ashton Primary School**

**POWA – Reg Charity – 1137442**

**POWA Committee Meeting**

**Tuesday 28th March 2017 – 8pm**

**The Red Admiral, Paxcroft Mead**

**MINUTES**

**Present**

Mari Webster (Chair) MW

Ruth Heywood (Secretary) RH

Donna Turnbull DT

Jo Squires JS

Vicky Metcalfe VMet

**Apologies**

Felicity Bath (Vice Chair) FB

Vicky Montacute (Treasurer) VMon

Cara Williams CW

Sarah Morris SM

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| **1** | **Welcome and apologies**  MW welcomed everyone. Apologies received from those detailed above. |  |
| **2** | **Minutes of last meeting (2nd Mar 2017 & 8th Mar 2017)**  Minutes were agreed and signed by MW.  **Matters arising**  Matters arising – Barbecue storage still to be confirmed  9 – PSF workshop booked for 8th May, MW to confirm pricing  AOB – Lisa Kent Trust involvement still to be confirmed | VMet  MW  FB |
| **3** | **Accounts update**  No update this month. MW to speak to VMon before next meeting to request current balance and transactions. | MW, VMon |
| **4** | **Disco washup**  All feedback has been positive and there have been lots of requests for another disco. The disco paid for itself. Martyn was very good and kept most children interested. Snack break in the middle worked well. MW purchased new battery operated outdoor lights which proved very useful.  Next time limit time to 1.5hrs, split KS1 and KS2 if possible and ensure there are staff present throughout to aid behaviour management. Also need to ensure risk assessment carried out and develop better procedure for dismissing children at the end of the evening. Not so many people required for setting up. Need to check dates and other bookings with school to ensure no clashes.  Thanks to MW for organising this. |  |
| **5** | **Pre-Mothers’ Day Pamper Evening washup**  Very positive feedback from those who attended and the therapists/stall holders. Everyone keen to repeat it and stall holders all happy to be contacted again. Very relaxed, great atmosphere and a good way to bring the wider school community together. ‘Help yourself’ cake and nibbles worked well.  Next time plan an earlier and longer evening (4-9?) maybe at a weekend or during holidays. Also suggested that clearing up is left until the following day so people don’t get ‘unrelaxed’!  Thanks to CW for organising this. |  |
| **6** | **Future event planning**  It was agreed that dates for events need to be agreed further ahead so committee members know what is coming up, to allow better advertising of bigger events (eg Scarecrow Trail) and to ensure school and POWA events do not clash.  Dates need to be planned in conjunction with the school and agreed before the start of each new term, including charity events such as World Book Day and Red Nose Day.  Care needs to be taken to ensure the committee are not over-committed and there are sufficient volunteers to ensure events run smoothly.  Dates were agreed as follows:  Family Fun Evening – 7th July  AGM – 19th September  Scarecrow Trail – 7th/8th October  Christmas event – options of disco and movie night to be put before Student Leadership Group so they can decide what pupils would prefer. (MW to contact Mr Porter regarding this.)  RH to e-mail committee members not present to check dates and then e-mail Mrs Jones and Mr Porter to check school calendar. | MW  RH |
| **7** | **Easter Egg Hunt – Sun 2nd Apr 11:00-5:00**  Ticket sales – less than 30 sold so far, but tickets will be available on the day too. RH to put reminder on Facebook page and ask Mrs Jones to send out parentmail.  Egg decorating competition – only 13 entries so all we be used for the trail. RH thanked those who took part.  Crafts – JS and RH to prep materials for making paper flowers, bunny ears and Easter cards. JS to source glue sticks, scissors and pencils from school and photocopy resources and colouring sheets.  Access & staffing – no staff volunteers so far. DT to check if Neil Turnbull can be key holder and open up and lock up on the day.  Volunteers – still short of volunteers, ideally need 3 people at all times to ensure adequate supervision of crafts, organise entries and serve refreshments. Some overlap possible if not too busy. RH to e-mail again requesting more help.  Prizes – 80 eggs bought, more can be bought on the day if required. No dairy free requirements known.  Refreshments – RH to e-mail requesting cake donations. Tea, coffee, squash etc. Use leftovers from disco too.  Risk assessment – RH has prepared risk assessment for the event. This was agreed by all members present. RH to review and amend as necessary following the event. | RH  JS, RH  DT  RH  RH  RH |
| **8** | **Longleat funding**  RH e-mailed Miss Anderson and Mr Porter on 16th March to ask whether the Longleat trip is still planned and whether funding is still required. No response has been received. |  |
| **9** | **Head’s update & funding requests**  A meeting was held with Mr Porter on 8th March to clarify the role of POWA and determine procedures for making funding requests. It was agreed all funding requests need to come through Mr Porter to MW and then to committee for approval.  Mr Porter has provided a list of items for POWA to consider funding (attached). MW to request further clarification on details and costs associated with each of the listed items and then report back at next meeting. MW to agree with Mr Porter who will be responsible for researching and purchasing items once funding has been agreed. | MW |
| **10** | **Name change EGM**  According to PTA-UK constitution, changing name from POWA to FOWAS requires an EGM. RH issued written notification of this meeting to all parents, carers and staff with the required 21 days’ notice. The EGM is booked for 7th April during celebration assembly so as many people as possible can attend. Changing from a PTA to a Friends Association will mean that all parents, carers, staff and friends of the school will be eligible for election to the committee and to vote at the AGM.  If members vote in favour of the name change then the bank, PTA-UK and the Charities Commission will need to be informed. If necessary, MW to contact Charities Commission and check with VMon regarding changing the name of the bank account, RH to contact PTA-UK.  RH to e-mail reminder nearer the date. | MW, VMon  RH  RH |
| **11** | **Funmats update**  Most of the order has now been received, but some items are still outstanding. SM to chase again if necessary. | SM |
| **12** | **5p Fridays update**  JS has updated the 5p Friday collection tubs to reflect the new house names and colours.  JS to count 5ps collected under the old house system and pass to VMon for banking. | JS |
| **13** | **AOB**  **Lighting for after-hours events –** it was suggested that POWA purchase some solar PIR lights to ensure adequate lighting at the back of the school for after-hours events and improve safety of adults and children attending. MW to speak to Mr Porter.  **Christmas cards –** it was agreed to research possible companies to use for Christmas cards and get dates/procedures organised as soon as possible. DT to investigate possibilities and contact companies. All committee members to e-mail DT with recommended companies. RH to post request on Facebook page asking others to recommend companies friends/family have used. | MW  DT, ALL  RH |
| **14** | **Date of next meeting**  The next meeting was provisionally booked for 8pm on 27th April at The Red Admiral. RH to e-mail committee to confirm. | RH |
| **15** | **Close of meeting**  The meeting closed at 10:55pm. |  |