**Friends of St James PTA Meeting**

**14 November 2019. 8pm**

**The Old Crown Pub, Weybridge**

Present: Daisy Huntington, Ian Henderson (treasurer), Ute Von Eynern, Ali King

School representative: Mrs Von Eynern

Apologies: Kam Prevett

With so few attendees, DH looked up the charity commission recommendations on whether or not we had a quorum to go ahead with the meeting. “The commission recommends that the quorum for a trustees’ meeting is a minimum of one third of the total number of charity trustees plus one” The meeting was therefore considered quorate, and continued.

Financial summary was distributed (attached) detailing events held so far and how much each had raised. It was noted that the AGM evening was not as successful as in previous years and there was discussion around possible reasons.

We discussed the requests for funding from the school:

A revised request for lockers for £6,500 the juniors at the school was presented, with a supporting statement from Ms Peacock (teacher) explaining the need. Mrs v.Eynern echoed this need, explaining that the limited peg space for coats, PE bags, school bags, and other items was causing a real trip hazard and general mess and untidiness across the school site. The revised request is for metal lockers, which are more space efficient than the wooden lockers that were requested at the last meeting, and allow space for both lockers and pegs. This also addresses the issues raised at the last meeting about potential water damage that may be caused by wet jackets on rainy days. **It was agreed to fund this project at £6500.**

£2000 requested by Ms Peacock to upgrade the ‘book talk’ reading books. These books need to come in sets of 6 and so are expensive to purchase. It was agreed to fund this purchase of books, and in addition it was also agreed to allocate £1k per KS towards books each school year. It was agreed that the requirement to upgrade and replace books is going to be an essential rolling project, and therefore allocating money each year will ensure that funds are readily available, and will limit the number of separate requests that the school need to make/the PTA need to approve.

A request for various small items of equipment for the reception classes totalling £293.94. **It was agreed to fund these items.**

A request for £200 was received outside the meeting dates, and was agreed in principle by the PTA committee. The request was to upgrade the current PSHE/Sex ed books in line with changes to the curriculum. **Those attending this meeting who are not part of the committee agreed with the committee’s decision to fund this project.**

IH mentioned the website [www.abebooks.co.uk](http://www.abebooks.co.uk) where it is possible to source cheap books. DH will pass this information on to Ms Peacock.

Mrs Schofield requested £450 to cover the cost of a visiting creative education company who delivered an assembly and workshops around Black History Month. **It was agreed to cover the cost of the visit, but not the travel costs.**

AOB – Lots of discussion around the upcoming Christmas fair which Ute v Eynern is organising.

**Meeting closed.**

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