

# Wickham Common

## Primary School PTA

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Headteacher: Mrs D Allis BA (Hons) PGCE, NPQH



**PTA COMMITTEE MEETING**  
**MONDAY 28 September 2020**  
**8:00 PM Main Hall**  
**AGENDA**

### ATTENDEES:

Julie Cleary	Priya Patel	Anna Sullivan	Wei Zhi Li
Richard Homewood	Helen Homewood	Hilary Davis	Barbro Bore
Suzy Clarke	Tammy Wallace	Tracey Stewart	Shabana Watson
Izzie Sadiq-Shirley	Heather Showell	Alice Kerby	Francesco Fulcoli
Rhonda Josephs	Jessica Willan	Annabel Sobers-Richards	Ellen Jarvis
Jade De Souza	Anthony Read	Nattalie Wilkinson	Anna Packman
Sarah Murray	Beverley Smith	Mrs Allis	Mr Marc Winter
Mr Ben Slack			

### APOLOGIES:

Kelly Hopton-Hedley	Heather Walton	Vicky Yeomans	Hayley Hayden
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### WELCOME

Chair

### OPEN ACTIONS:

Chair

Item	Date raised	Action	Assigned to	Status
97	28/09/20	• Need to recruit Vista advertising team and editor, advertise in weekly newsletter.	Mrs Allis	Open
98	28/09/20	• Get advice from open air market re how to run COVID safe events	Mrs Allis	Open
99	28/09/20	• Promote employer matched funding in weekly newsletter	Mrs Allis	Open

**ACTIONS ON HOLD:**

Chair

Item	Date raised	Action	Assigned to	Status
74	11/11/19	Need to recruit a new circus team. Recruit September event team. Circus booked for 23 Sept 2022.	Bev/Priya/ Anna S	On hold
75	11/11/19	<ul style="list-style-type: none"> <li>29/09 Filled with furniture</li> <li>Discuss PTA shed approach in new year.</li> <li>20/01 Wait until emptied other shed, then have a good clear out when warmer (done 21/2/20)</li> <li>11/05 Have 2 sheds, old shed all emptied, ready to decide if want to improve or replace.</li> </ul>	All	On hold revisit in Sept 2021
90	09/03/20	Laptops/iPads: discuss at next meeting after Mr Winter investigates current usage of iPads	Mr Winter/Mrs Allis	On hold for 12 months

**TREASURER'S REPORT:**

Beverley Smith

- Refer to tracker further in the minutes, items highlighted in yellow will not go ahead
- LifeBus, paid 50%, two LifeBuses this year
- Composition & Drum for upper school will be funded, this is an inclusive activity
- Voted to spend £17,000, including funding annual recurring items, and one off items like Year 1 reading shed
- Pond project total cost = £17,000, started £2,500, agreed to spend additional £5,000 to replace pond liner, paths, seating & table area

**HEADTEACHER'S UPDATE:**

Mrs Allis

- SK Landscapes – started work, cut down trees, more light, open sunny area, done in stages
- Welcome to new parents
- Health and safety and children's health & wellbeing priority
- Christmas fair proposal (subject to risk assessment)
  - Only children and parents of school to attend, whole school is a bubble, stay in groups, wash hands, 240 families attend school
  - Agreed could do it in a safe way, consult with parents
  - Suggest – sell tickets, risk assessed, this is what you are signing up to
  - What about cleaning toilets?
  - Adults to wear masks.
  - Christmas gifts, silent auction, raffle

**PAST EVENTS:**

Event	Date	PTA refreshment request/Comment
EcoBag collection	2 July	Successful
Year 6 leaver's Disco	Thursday 2 July	

**FUTURE EVENTS:**

Event	Date	PTA refreshment request/Comment
Open evenings	Wed 23-Sep @ 6pm Wed 30-Sep @ 6pm Tue 13-Oct @ 6pm Wed 11 Nov @ 6pm	Good attendance so far Moved to virtual as school is not admitting outside visitors
EcoBag		Rachel to book
Disco	13 November 2020	Discussing how can be organised
Lockdown relay race (Suzy/Tammy)	7 November	50 entrants, start from child's own street. Just giving page. Halloween theme. Saturday 31 <sup>st</sup> .
Christmas Events	TBC	Being discussed and risk assessed, Christmas team engaged

*See next page for annual event schedule*

**COMMUNICATION & WEBSITE UPDATE:****Izzie****VISTA UPDATE:****Shabana**

- Need to recruit new editor and advertising team

**100 CLUB:****Vicky**

- No update, monthly draws continue

**AOB/DISCUSSION ITEMS:**

- New and second hand uniform – spreadsheet with uniform sizing. Green initiative – email address request sizes, arrange to deliver/pick up. Free service.
- Class reps – all years have class reps now

**DATE OF NEXT MEETING: Monday 9 November 2020**

## PROPOSED 2020/21 Activity/Event schedule:

### ▪ On hold

Category	Event	Term	Date/Frequency
Fundraising	Eco Bags	All	Each term
Category	PTA Meetings	All	Every half term
Volunteers	New parents tea	Autumn	
AGM	PTA AGM	Autumn	
Events	Circus (alternates with Cinema evening)	Autumn	
Cake Sales	Year 6 cake sale	Autumn	
Events	Disco	Autumn	Friday, 13 November 2020
Events	Christmas Shopping Night	Autumn	Thursday, 19 November 2020
Events	Christmas Fair	Autumn	Saturday, 5 December 2020
Cake Sales	Year 5 cake sale	Autumn	
Events	Cinema (alternates with circus Sep-2020)	Autumn	
Events	Disco	Spring	
Cake Sales	Year 4 cake sale	Spring	
Events	Special Person's Day	Spring	
Cake Sales	Year 3 cake sale	Spring	
Events	Fun Run	Spring	
Events	Easter Egg Hunt	Spring	
Events	Chocolate Bingo	Spring	
Cake Sales	Year 2 cake sale	Summer	
Events	Disco	Summer	
Events	Summer Fair	Summer	
Cake Sales	Year 1 cake sale	Summer	
Events	Quiz Night	Summer	
Events	Race Night	Summer	
Volunteers	Harvest Festival	Autumn	
Volunteers	Prospective Parents Visits	Autumn	
Volunteers	Nativity (2pm) x 2 events - refreshments	Autumn	
Volunteers	Musical Instrumental Evening - refreshments	Autumn	
Volunteers	Christmas Concert KS2 - refreshments	Autumn	
Volunteers	Year 5 performance	Spring	TBC
Volunteers	Year 3 & 4 Easter performance	Spring	TBC
Volunteers	Upper School Instrumental Concert	Summer	TBC
Volunteers	Year 6 disco (Year 5 parents)	Summer	TBC
Volunteers	New Reception induction x 2	Summer	TBC

## Proposed spend for 2020/2021 year

- Yellow highlighted postponed or cancelled

<b>Annual Regular Agreed Funding:</b>					
Request	Impact	Voted/Agreed	Amount Requested	Amount Transferred	Left to Pay
Lifebus	ALL		£3,000		£3,000
Singing and Drum Classes	Yr3/4/5/6		£5,148		£5,148
Shakespeare Theatre Workshop	yr5		£575		£0
School Trip Cap (£15)	ALL		£1,200		£0
Citizenship Day	ALL		£400		£0
DT Food	ALL		£700		£0
Tickled Pink Panto	ALL		£300		£0
Author visit	ALL		£700		£0
<b>TOTAL</b>			<b>£12,023</b>		<b>£8,148</b>
<b>Additional Requests for 2019-20 Academic Year:</b>					
Request	Impact	Voted/Agreed	Amount Requested	Amount Transferred	Left to Pay
Education City	All		£800		£800
Elf Visit Christmas 2019	EYFS - yr4		£650		£650
Trees in the Arboretum	all		£1,077		£1,077
Pond Area - groundworks	all		£2,255		£2,255
Bug Club	all		£1,487		£1,487
Water Cooler	all		£370		£374
Year 1 - Reading Shed			£549		£549
Year 1 - Little House			£296		£296
Year 1 - TPS			£57		£57
Year 1 - GLS			£46		£46
Year 1 - Cushions			£114		£114
Year 1 - Activity Benches / tables			£790		£790
Pond Project			£15,000		
Moveable Book Cases	all		£3,000		£0
Soft Furnishing for the Library	All		£2,000		£0
Blinds / Decorate / Stage for the Hall	All	1st Oct	£20,000		£0
<b>TOTAL</b>			<b>£48,491</b>	<b>£0</b>	<b>£8,495</b>
			<b>£60,514</b>	<b>£0</b>	<b>£16,643</b>
Requests	Impact	Voted/Agreed	Amount Requested	Amount Paid	Left to Pay
Year 6 USB Stick	Year 6	On-going Support	£250		£250
Easter Egg Hunt	ALL	On-going Support	£100		£100
Leavers Disco	Year 6	On-going Support	£250		£250
<b>TOTAL</b>			<b>£600</b>	<b>£0</b>	<b>£600</b>
<b>ANNUAL TOTAL:</b>			<b>£61,114</b>	<b>£0</b>	<b>£17,243</b>

## 100 CLUB RESULTS

MONTH	1 <sup>ST</sup> (£25)	2 <sup>ND</sup> (£15)	3 <sup>RD</sup> (£10)
SEPTEMBER 2019	K.Findlate – No. 125	Caroline Lucas – No.10	Anne Marie Blewett No.3
OCTOBER 2019	E.Harris No.37	M.Vowell No.6	3rd Izzy Sadiq No.49
NOVEMBER 2019	P.Sheldon No.104	H.Walton No.126	A.Trace No.39
DECEMBER 2019	Rachel Philips – No.153	2nd J.Thorn – No. 105	S.Haydon No. 78
JANUARY 2020 (Mega Draw)	(£100) Nattalie Wilkinson	(£50) Anna Packman	(£10) Sarah Murray
FEBRUARY 2020	Anne-Marie Blewett – No. 3	Bev Smith – No 27	D.Davies – No. 122
MARCH 2020	R.Aviss – No. 73	L.Higgins – No. 148	R.Aviss – No. 25
APRIL 2020	C.Couldrey - No.26	P.Patel - No.31	K.Owens - No.79
MAY 2020	Hedley -No.14	Philips - No.153	Lucy Troon - No.87
JUNE 2020	Claire Smith (No.77)	Ian Dinwiddy (No.52)	C.Couldrey (No.108)
JULY 2020	Lucy Troon (No.35)	Anne-Marie Blewett (No.3)	Izzy Sadiq (No.55)
AUGUST 2020	Louise Lewis (No.17)	S.Jagatia (No.180)	L.Gutteridge (No.138)
SEPTEMBER 2020	Anna Packman (No.46)	Mel Stevens (No.94)	E.Harris (No.36)

## CLOSED ACTIONS:

Item	Date raised	Action	Assigned to	Status
63	30/09/19	<ul style="list-style-type: none"> <li>Re pond project speak to Hayley Flemming and Nattalie re landscaping/digger support.</li> <li>11/11 Hayley Flemming said minimum 1 week hire of digger</li> <li>Steve to look at plants and get them wholesale, plus ideas</li> <li>Links to #76</li> <li>11/05 Mr Younger asked SK Landscapes for quote</li> </ul>	Hayley	Closed 28/9
70	30/09/19	<ul style="list-style-type: none"> <li>Speak to tree surgeon.</li> <li>11/11 Will come in and take a look, speak to Mr Younger. Arranged for planting of trees.</li> <li>Ordered 5 trees £1,077, put in at the right time</li> <li>Heather S has contact, wait until ready. Put on hold</li> </ul>	Heather S	Closed 28/9
76	20/01/20	<ul style="list-style-type: none"> <li>Anna Packman speak to Rouse Farm owners regarding mini digger.</li> <li>9/3 seem happy to help, need info to provide. Links to #63.</li> </ul>	Anna P	Closed 28/09
94	11/05/20	<ul style="list-style-type: none"> <li>Discuss with Nina possibility of moving content forward onto premium advertising page.</li> <li>22/06 Shabana to ask Nina/Elaine speak to VFM moving advert to another page</li> <li>29/09 Not going to do, as re-organising Vista</li> </ul>	Shabana	Closed 28/09
95	22/06/20	<ul style="list-style-type: none"> <li>Get in touch with Sarah at EACH environment action Coney Hall re pond project.</li> </ul>	Mrs Allis	Closed 28/09

<b>96</b>	<b>22/06/20</b>	<ul style="list-style-type: none"> <li>Put Shabana in touch with Jack Holloway IT Technician regarding possible electronic version of Vista.</li> </ul>	Mrs Allis	Closed 28/09
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