



## MINUTES

### KNAPHILL SCHOOLS PARENT TEACHER ASSOCIATION Working together towards a better future for our children

Tuesday 21<sup>st</sup> October 2008  
8.00pm start  
Knaphill School Staff Room

<b>In Attendance</b>			
Allie Galvin	Amanda Newton	Amanda Picken	Becky Zimmerman
Benedicte Scott	Christine Pascall	Debbie Gill	Jenny Jordan
Katy Robinson	Mel Legg	Micky Wolfsthal	Mike Lawrence
Nicky Mays	Paul Goodwin	Tony Hopson	Angela Kalfayan
Kevin Davis	Katie Mann		
<b>Apologies</b>			
Donne Gerry	Sue Billingham	Carol Roles	Brenda Holmes

<b>1.</b>	<b>Apologies for absence</b>	
	As above	
<b>2.</b>	<b>Approval of the Minutes taken at the last meeting 7<sup>th</sup> July 2008</b>	
	Approval of the previous minutes was proposed by PG and seconded by BZ	
<b>3.</b>	<b>Matters Arising</b>	
	There were no matters arising	
<b>4.</b>	<b>Chair's Report</b>	
	The Chair's report had been previously circulated to all members prior to the meeting. Matters arising from the report were as follows: Could we have access to the school from 4.30pm on the day of the disco and could we have use of the urn? JJ to speak with Richard the caretaker. KD did not see a problem with it.	JJ
	KR to speak with Joanna Concannon regarding the presence of Lower school teachers at the disco. AK said there would probably be 2 and that the school operate a rota of attendance.	KR
	KD confirmed he would attend the disco, and would confirm attendance of teachers. KR commented on how much the children appreciate seeing them in a social context.	KD
	KR to speak with Joanna Concannon regarding the presence of Lower school teachers at the Christmas Fair	KR
	AK and Mrs Bedford will be attending and will do the raffle.	
	KD confirmed that all his staff will be at the fair, but was not sure at this stage what their level of involvement would be. KR to follow up with KD when the stalls have been allocated. KD said that the newly appointed	KD/KR

	class reps in the middle school may be able to help.	
	KR advised that the Santa tickets will go on sale before the fair and commented this may regulate the attendance if the slots are sold over the duration of the fair.	
	KR proposed the following dates for the meetings for the remainder of '08 and '09 <ul style="list-style-type: none"> <li>- 9<sup>th</sup> December (lower school)</li> <li>- 10<sup>th</sup> February (middle school)</li> <li>- 12 May (lower school)</li> <li>- 14<sup>th</sup> July (middle school)</li> </ul> Heads' to confirm if these are convenient, before they are booked	AK/KD
<b>5.</b>	<b>Treasurer's Report</b>	
	The treasurer's report had been previously circulated to all members prior to the meeting. PG highlighted the following:	
	The accounts have been fully audited and are available from PG, they were also sent out on the back of the newsletter.	
	No news yet on how much the bag2school had raised but there had been a good response.	
	TH said that the football was going really well and that 49 children had attended on Saturday morning. It was becoming a good social event. NM raised the idea of selling coffee at the session. Any volunteers?	
	The sale of pantomime tickets made a profit of £116.	
	PG is also looking at new banking arrangements with the Charity Aid Foundation, in order to get a better interest rate.	
	PG also looking at NCPTA grant schemes and asked if anyone knew of anyone that was willing to look at working on these type of applications.	All
	He confirmed that AN will be working alongside him on the treasury projects, and that he will also be looking at putting in place a set of finance procedures.	
<b>6.</b>	<b>Head Teacher's Report – Lower School</b>	
	AK said that following on from a Health and Safety audit they have had to remove some of the equipment from the reception outside play area, and that they will not be able to replace it until they put down a "spongy" surface for the equipment to go on. With that in mind AK requested that she postpone her previous request of the outside shelter to one for the "spongy" surface. AK has received a couple of quotes and the cost will be in the region of £4-5K. AK to confirm. I PG raised concerns about the fact that parents had been led to believe that they were donating money for that specific project. It was agreed however that if we go ahead with the spongy surface, the cover of Year 2 must be the next project. KR then proposed that we vote on the funds being spent on the "spongy" surface and it was agreed unanimously.	AK  All
	<b>Head Teacher's Report – Junior School</b>	
	KD has been advised that he needs to budget for his electricity bills to rise by about 65% next year. And that he was happy for the PTA to continue in their funding of the pool. The PTA currently have about £4k worth of unpaid invoices for the pool.	
	KD said that Woking Borough Council had approached him about putting a canopy over the pool, and how the community could make more use of it.	
	He also offered to let the lower school take part of the junior school fund and then pay it back in the future. AK said she would prefer to keep the 50 / 50 split. Which PG agreed with, as parents at the junior school might not be happy if they thought in the short term funds raised were	

	going to the lower school.	
	KD and PG to meet separately to discuss finances further	KD/PG
	It was suggested that sponsorship money should go through the PTA that way it could be gift aided.	
	KD said he would send out a gift aid note to all the parents	KD
	KD talked about all the grants that were available. It was suggested that the PTA hire a professional fund raiser that could fill out application forms for lottery and NCPTA grants. This may be something that the PTA could consider for the future	
	KD confirmed that his staff wanted to keep hold of the X Factor.	
<b>7.</b>	<b>A.O.B</b>	
	TH has looked at the costing of buying a portaloos for the field, and it would be about £500, but would need to be connected to a mains drain, which might be difficult. KD said that he would not charge a letting fee to open up the M Unit so that the footballers could use the toilet there if they needed to.	
	DGill said that some of the companies she had approached had been reticent about writing cheques to the PTA as in the past they hadn't been banked for a long time. PG confirmed that he banks all cheques within 2 weeks of receipt.	
	DGill raised concerns about parents smoking directly outside the school gate. KD said he would put up a larger sign up to try and deter people.	KD