

Minutes of a meeting of the committee of the Saint Felix Parent Teacher Association

held on Friday 14 March 2025 in the Dining Hall at 0900h

Present Cathy Pitt (Chair), Carol Annis (Vice Chair), Kirsty Strowlger (Secretary), Jade Wong (Head of Prep), Jess Astor, Frances Hughman, Jemma Nicol, Crissey Leggitt, Reece Ling and Jodi Ling.

1. Welcome and Apologies

CP welcomed all present. Apologies received from Matt Oakman, Pan Collier, Veronica Arias and Tanya Stock

2. Minutes and Matters arising

Minutes from last meeting approved.

Valentines Disco – thanks to CA, PC and KS.

Uniform sorting – thanks to JA, TS and FH.

Parking - Gareth Jones is looking at a plan for drop of zones and opening more parent parking. Also revamping the front of Clough to make the entrance more accessible.

Swimming Pool - the issues were that the boiler broke and lost 4 degrees and with the cold weather the temperature was unable to rise. However, with warmer temperatures, it is now back to where it needs to be.

3. Treasurer's report

Copies of the report were made available for attendees to view.

Since the last meeting there has been a slight increase due to uniform sales. Balance as of 13 March was £5,920.60 and float £462.70.

4. Head's report (Jade only)

JW informed the group that one of her main focuses is looking at the journey from Prep to Senior and making it a seamless transition.

Recruitment is positive, there are four children joining Prep after Easter and more in September.

The Timetable is under review; any changes will be implemented from September. Feedback from the parent and pupil surveys are being considered as part of the review.

The new Sports kit is being phased in, parents are not expected to buy new immediately.

5. Funding update

PE equipment, mud kitchen and video camera – CP has followed-up with MO regarding when they need the money for these items, awaiting a response.

PTA shed / Clough play area – the shed has been viewed and CP confirmed it is weatherproof; however, the plan is to still keep items in plastic containers. The main purpose of the shed will be a storage facility. The cost is to be confirmed but will be in the hundreds rather than the thousands, up to £600 was agreed. A donation to purchase outdoor play equipment has also been requested, an amount to be agreed later.

6. Committee matters

Succession planning – the current officers are looking to step down. CP asked members to spread the word to others that may be interested in taking it forward. CP to also ask for something to be put in the Newsletters after the Easter break. **[Post meeting note: details of AGM and request for new officers included in Prep and Senior Newsletters 25 April.]**

Treasurer – PC is stepping down, two signatures needed for cheques. The group discussed whether it would be practical to have a member of staff as one of the signatories. **[Post meeting note: JW has agreed to be a bank signatory, CP organising the paperwork.]**

7. Blazer report

The current blazers cost approximately £50. The next fabric up is £100. The group felt that the increase in cost did not warrant the increase in quality. The group also felt that changing one item was perhaps not sensible if the whole uniform may be reviewed in the future.

8. Volunteering opportunities

Uniform sale – 21 March 1430h - CP asked for volunteers.

House Scramble – 4 April c1400h – again CP asked for volunteers.

9. Events for next term

CP discussed with the group if we should provide refreshments at the Sports Days again. It was agreed that we would provide these for both Prep and Senior as it was appreciated by parents and pupils last year.

10. Parents' matters

None

11. Any other business

None

12. Date of next meeting

2 May 2025

Dates for diaries

Friday 21 March	Uniform Sale
Friday 4 April	House Scramble

13. Closure

There being no further business, the meeting closed at approximately 1000h

Signed as a true record of the meeting

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Chair

Minutes of a meeting of the committee of the Saint Felix Parent Teacher Association

held on Friday 17 January 2025 in the Dining Hall at 0900h

Present Cathy Pitt (Chair), Carol Annis (Vice Chair), Pan Collier (Treasurer), Kirsty Strowlger (Secretary), Matt Oakman (President), Jade Wong (Head of Prep) Frances Hughman, Jess Astor, Jemma Nicol, Hannah Alexander, Soukaina Herradi and Veronica Arias.

1. Welcome and Apologies

CP welcomed all present. Apologies received from Rebecca Hepburn and Jane Rainer.

2. Minutes and Matters arising

Minutes from last meeting approved.

3. Committee Matters

CP thanked all helpers at the Christmas Cracker event.

4. Treasurer's Report

Copies of the report were made available for attendees to view.

Activity since the last meeting includes £196.40 profit from Christmas cards and £1,693.39 from Christmas Cracker event. Outgoings include £200 for the disco and £80 for Pre-Prep Christmas gifts.

Closing balance £5,892.89 and float £481.95

5. Head's Report

Facilities – currently upgrading reception. Mrs Mann will then move into the old Post Room. Working on refreshing senior classrooms on rotation basis.

St George's pitch is finished, first fixture to be held week commencing 20 January.

Bronte to be turned into Bronte International. Nursery is staying where it is, to be refurbished as part of the project. Phase one works will commence on the ground floor first, including the nursery. The first floor, which will be bedrooms will be second on the list followed by the second floor, which will be a social area. Eventually, phase two, will include a lecture area. There will be separate entrance and exit points for the nursery. The plan is for phase one to be complete by the end of June in readiness for summer camps taking place over three weeks in July.

Parental Survey – to consist of approximately ten questions, covering pastoral and safeguarding, new co-curricular programme and the shape of the day.

Pupil numbers – MO is seeing lots of prospective parents and confirmed that numbers are going in the right direction.

Uniform update – MO met with Bridget from Coes. There will be a new games kit, available from the summer. Team kits will be done centrally. There was also a discussion about blazers and the PTA was asked to field someone to attend another meeting with Bridget Coe.

Other updates – Students have asked for the re-introduction of the yearbook. The Boot Room will be locked when the new changing rooms are opened in the week commencing 20 January.

6. Events/Fundraising for the Spring Term

- Valentines Disco – 16 February
PTA to be responsible for decorating the dining hall and party bags, CP asked for volunteers. CA, PC & KS to organise.
- Uniform Stock Update – 28 February
Stocks are low, therefore, rolling collections. CP said she will hold a session at her house to sort new donations and update the inventory. CP to ask for volunteers via group chat.
- Refreshments at the House Scramble – 4 April
To be discussed at the next meeting

7. Funding opportunities

Mud Kitchens – requested amount £900 - Thoughts are to get senior pupils to build some mud kitchens. One for Forest School, one for Nursery and a third one for the shelter / outdoor learning area. Estimated cost for resources is £300 per kitchen.

PA Equipment – requested £2,000 for high specification video camera – would be used across departments including Drama, Sports, English and to film school productions.

Overalls for Forest School - £725 requested - five sets of waterproof jackets and trousers would be purchased per age group.

Football & Netball Equipment - £300.00 - Mannequins for football and rebound nets for football and netball requested.

Shed - £2,500 – MO explained that there is a project to create an outdoor / indoor play area for Pre-Prep. As part of the project, they want to insulate and update the existing shed, so that it can be used as a PTA space. Thoughts are that it could be used as a depository for school uniform, events and include a serving hatch.

8. Volunteering opportunities

As per point 6, CP will ask for volunteers for the scheduled events via the WhatsApp group.

9. Parents' matters

Parking and Clough drop-off – Attendees expressed concerns regarding the lack of parking and how busy it is at drop-off. JW to investigate a staggered drop-off and get back to us.

Homework – MO said this would be covered within the Parental Survey.

Swimming Pool temperature – MO to investigate and update at the next meeting.

10. Any other business

None

11. Further discussion on funding

JW and MO left the meeting and the remaining members discussed the various funding requests.

Summary of requests

Shed and covered area refurb	£ 2,500.00	
Mud kitchens	£ 900.00	(3*300)
Outdoor gear	£ 725.00	
Football/Netball equipment	£ 300.00	
Video camera	£ 2,000.00	
Total	£6,425.00	

- Shed and covered area refurb - the group was supportive in principle of funding a significant part of the cost of this (maybe even all) but would like to understand more about the proposal.
- Mud Kitchens – the group was supportive but felt that £300*3 seemed a lot. It was agreed to make available £450 and to consider further amounts once there was a better idea of costs.
- Football/Netball equipment – full amount approved
- Video camera - approved, but a question was raised as to whether this would enable parents to receive decent quality recordings of school productions as otherwise it seemed a lot of money for a video camera.
- Outdoor gear for Forest School. We agreed with the School's view (arising out of a PTA suggestion) that kitting out the whole of Prep looked too expensive but didn't think that buying 5 sets for each age group was the right answer; there was risk that the PTA would just be subsidising parents who didn't bother to get proper kit themselves. We thought waterproof trousers and coats should be added to the uniform list, with some suggestions as to where get it.

12. Date of next meeting

14 March 2025

Dates for diaries

Friday 16 February	Valentines Disco
Friday 28 February	Uniform sorting and inventory
Friday 4 April	House Scramble

13. Closure

There being no further business, the meeting closed at approximately 1000h

Signed as a true record of the meeting



Chair