

PTA Meeting One of School Year 2017/2018 Minutes

Present: Andrea Towse, Ann Morgan-Capner, Cassie Harrison, Helen Rosie, Lyndsey Winston, Michelle Norris.

Apologies: Megan Norris, Sarah Norton, Rachel Fisher, Aimee Shuttleworth, Jess Draper, Wendy Clark, Jules Padgett, Rebecca Wilkinson, James Wilkinson, Nicola Turner, Emma Danz.

Michelle opened the meeting by thanking everyone for their support, including all those who have given apologies but offered support for our upcoming event, it was very much appreciated.

1. Minutes of the last Meeting recorded on Monday 6th March 2017 – checked by HR and agreed.

2. Matters Arising

None.

3. Macmillan Coffee Morning

The Coffee morning would take place on Friday 29th September, 10am – 11.30am in the school hall. Set up would begin at 9am and clear away would need to be finished for 12pm. Volunteers would be requested for 45min shifts during the coffee morning. This would enable all that want to, the opportunity to sit with a brew and cake for a given period. It was agreed to have two adults in each area (kitchen, cake takeaway, raffle) and one on wash up. This would be in addition to the support from year six pupils who would be asked to welcome visitors, serve and clear away. It was agreed that raffle donations from parents would be ample and local businesses would be approached for the Christmas Fair. It was agreed that we would request biscuit donations as well as cake. PTA would cover the cost of milk, tea and coffee etc. The advertising banner was up and raffle donations were welcome in school from Monday 25th. **Actions:** *AT would create a rota for parents to sign up to. MN would check stock and provide a raffle float. CH would create posters and take to local businesses for display. MN & HR will check table cloths and decorations.*

4. Facebook Page

It was noted that we have two Facebook pages, Hornby St Margaret`s Primary School PTA and Hornby Parents, the latter a closed group for sharing photos. It was agreed that we alter the Hornby St Margaret`s Primary School PTA page from public to closed. **Actions:** *CH to alter the group status.*

5. Fundraising Ideas

It was agreed to go ahead with Christmas Cards with the same company as last year. This company offered tea towels at cost price of £2 each, rrp to parents roughly £3.50. MN agreed to coordinate the creation of a school tea towel this year. **Action:** *MN to organise with school.*

6. Any Other Business

PTA had previously collected email addresses for those who preferred minutes to be sent that way rather than viewing on facebook. These details held needed updating. CH would ask for the Keeping in touch with PTA flyer to be sent out in Friday bags this week. Facebook group details would be included for new parents. **Action:** *CH*

Next Meeting: Monday 2nd October 2017 2.30pm [post meeting note: re scheduled for Thursday 5th Oct]