

**PTA Meeting Five of School Year 2017/2018 Minutes**

**Present:** Andrea Towse, Cassie Harrison, Helen Rosie, Michelle Norris, Rachel Fisher, Rebecca Wilkinson.

1. **Apologies:** Ann Hollings-Tenant, Jules Padgett, Megan Norris, Sarah Norton, Tony Turner, Wendy Clark.

2. **Minutes of the last Meeting recorded on 11<sup>th</sup> November** – checked and agreed.

3. **Matters Arising**

**Gifts from Santa**

Feedback was requested about the gifts from Santa and ideas for next year's gift were discussed. It was agreed to source personalised Thorntons Christmas chocolate at around £4 each when on offer and revert to gender neutral games the year after.

**Christmas Play Costumes**

School had offered to donate their Christmas play costume stock to the PTA to add to the ones Megan Norris had collected for the hire scheme. It was agreed to put ask for a note to be added to the newsletter requesting donations to the stock now that Christmas was over and parents might be having clear outs, and to ask Megan to compile a list for reference next Christmas. Costumes could be stored in the kit cabin as there will be more space available once the Brownie resources have been removed.

4. **Banking**

It was noted that all money raised had now been banked, there had been a delay from awaiting bank envelopes to enable paying in cheques at the post office. PTA were now in receipt of a cash deposit card too. To initiate the new signatories on the account the minutes agreeing this alteration needed to be signed by two current signatories to present to the bank, this was completed at the meeting by Cassie Harrison and Helen Rosie. Michelle Norris had completed her details and would take completed forms to the bank once Andrea Towse had completed her details.

5. **Review of Autumn Fundraisers**

a. **Tea Towels**

110 tea towels were ordered and there were only 7/8 left. A profit of £146.50 was made. Next academic year we would consider creating re-useable bags or similar instead of a tea towel and rotate annually.

b. **Presents and Prosecco Night**

A profit of £208.00 was made on the evening. The format of the event would be altered this year given that PTA are now registered to obtain a licence for selling alcohol. It was noted that most of the stall holders were happy and would have paid for the table rather than donate a raffle prize. It was agreed that this would be a more profitable approach. Table sizes had been an issue for some stall holders. A planning meeting would be set for September and we would advertise the event more widely (local radio for example as free for charities).

c. **Christmas Cards etc**

Mostly cards were ordered this year and a profit of £129 was made.

d. **Christmas Fair**

The fair had made £960. Discussion took place over the most popular games to take into account for the summer fair. Ping pong and lollypop lotto were very popular. Higher and lower less so perhaps due to the prize of chocolate coins. The guess the number of sweets in a jar was expensive to create and didn't attract a lot of plays. It was agreed to look into acquiring if we didn't already have one, a metal buzz

game which had always been popular at the St Marys Church Summer fair. Sausages had sold out, whilst the sweet cones didn't seem very popular. Discussion took place over the possibility of running a pick and mix stall.

**e. Christmas Play DVD**

Dave Collins generously produced these at no cost to the PTA. A profit of £175 was made from sales. PTA had thanked Mr Collins with a gift.

**6. Future Ideas**

**a. Summer Fair**

Michelle Norris would liaise with Mr Stafford-Roberts about setting a date for the fair in early June.

**b. Jumble Sale / Bags to School**

Discussion took place over the pros and cons of holding a jumble sale. Since a jumble had raised significantly more than doing the bags to school on its own it was agreed to hold one in March. A provisional date of 24<sup>th</sup> was suggested. Advertising would need to start quickly and Michelle Norris would arrange for a request to go in the school newsletter for donations to be saved.

**c. Bingo Evening**

Following the success of previous bingo evenings it was agreed to hold a fun family event as an end of summer get together sometime before 20<sup>th</sup> July.

**d. Cake Sale**

Michelle Norris would liaise with Mr Stafford-Roberts about PTA holding valentine's day cake sale on Friday 9<sup>th</sup> February.

**e. Craft Morning**

Discussion took place about holding a fun craft morning with the emphasis on getting together rather than raising extra funds. Previously PTA had held adults Christmas craft events. It was agreed that PTA would consider this in the autumn term although the consensus was that there are a lot of events planned already.

**f. Usborne Reading Challenge**

It was noted that Usborne books were running their annual reading challenge to encourage book sales. The challenge consists of children requesting sponsorship for reading books which they would donate to school to purchase books from Usborne who in turn contribute or discount their books. Concerns were raised over the limitations set by purchasing only from Usborne and that the challenge itself may cause pressure to some families where reading as homework is already a struggle. It was agreed not to pursue the scheme this year.

**7. Any Other Business**

**a. Talent Show**

It was noted that PTA hold the trophies for the year 6 talent show that was run last year. Helen Rosie would check with school if they were running the event again this year.

**b. PTA Contributions**

PTA contributions had amounted to £1628.50 and included;

- i. £34.50 for extra groundsman work in place of a parent helper day
- ii. £240 for the school panto coach
- iii. £278 for the children's Christmas presents from Santa
- iv. £1076 on laptops for the infant class to replace outdated laptops

£1618.50 was raised last year so the bank balance remains healthy.

**c. Request for Junior Books**

School had requested a contribution from the PTA for some new junior books as part of an overhaul to dispose of outdated books and purchase a wider range of non-fiction texts. It was noted that PTA had donated £1000 two years ago for junior books, however it was agreed that there was a need for further upgrading, therefore in principle the PTA were happy to support. Michelle Norris would request some more information about the cost in order to determine how much PTA could contribute. *[post meeting note: it was agreed by email within the committee to contribute £500 towards new junior books]*

**d. Library Books**

It was agreed that Rachel Fisher and Helen Rosie would put together a wish list for library books and the PTA would look to source these.

**e. School Uniform Ordering**

School had experienced some difficulties with payments for uniform and returns which lead to school funds being used to subsidise uniform. It was agreed that parents should purchase uniform directly from the shop to avoid this. Michelle Norris would arrange for a notice to go out in the school newsletter.

**Next Meeting: TBC**