

PTA Meeting Seven of School Year 2017/2018 Minutes

Present: Cassie Harrison, Jules Padgett, Michelle Norris, Rachel Fisher.

1. **Apologies:** Andrea Towse, Ann Hollings-Tenant, Amy Shuttleworth, Jessica Draper, Rebecca Wilkinson, Megan Norris, Sarah Norton, Tony Turner.

2. **Minutes of the last Meeting recorded on 1st March** – checked and agreed.

3. **Matters Arising**

Christmas Play Costumes

Michelle to ask Megan to compile a list before the end of term for reference next Christmas. Mrs Whitehead would give PTA the school collection to include.

Banking

All signatory alterations had been completed.

Talent Show

Helen Rosie would discuss this with school and school council to establish if they would like to do a show again this year.

PTA Contributions

Michelle would ask if Mr Stafford Roberts could seek quotes for the playground gymnastic bar set similar to the one at Leck School requested by the school council.

b. The Easter Egg hunt was a great success with children working in mixed aged teams and only cost the PTA around £23 to fund. Thanks were given to Helen Rosie for organising and to all those who helped. It was agreed that PTA would support this as an annual event.

c. Library book additions, it was noted that it was mainly junior books required for the library. Rachel Fisher would discuss with Helen Rosie and draw up a list of books required. It was noted that Mrs Sharpe had details of the Scholastic commission available to use towards some of these books.

Jumble Sale

The jumble sale raised £144 with more money to come in. The remaining jumble was collected by bags2school and raised a further £56. Left over bric a brac was donated to St Johns Hospice in Lancaster. It was a quiet morning in terms of footfall but overall it was agreed well worth doing.

New General Data Protection Regulations

It was noted that new data protection regulations (GDPR) come into force on May 25th 2018. The PTA are required to comply with the new laws and have looked at the various requirements. It was agreed that PTA will no longer store names and email addresses in order to email minutes and agendas. The approved minutes are available on the school website and all agendas and draft minutes available within the closed Facebook group or by request to one of the committee if a parent doesn't use Facebook. Cassie Harrison, Secretary will delete all computer records, group distribution lists and paper email addresses stored on her PC and at home before 25th May. The Facebook group can continue as it is since it is a closed group, we will continue to advertise the group to new parents via the school newsletter but we will await their request to join rather than adding members without consent. Raffle ticket stubs or similar with personal information listed for the purpose of an event will be destroyed via confidential waste service or shredded immediately after the event once all prizes have been allocated. PTA will not send personalised unsolicited marketing or fundraising requests or share any personal information without consent.

4. **Summer Fair**

Dates for the summer fair were discussed and 16th June 11am – 1pm seemed to be a good fit with no local event clashes. Michelle would check this with Mr Stafford-Roberts and we would set a planning meeting once confirmed, advertise the date in contact magazine and the school newsletter. It was agreed that the fair would

follow the same format as previous years with a bad weather back up plan. The following was agreed but firm details would be discussed at a later date:

Races for fun, sponge the Head Teacher, hook a duck, beanbags game, giant connect four, ping pong jars, face painting, sausage buns, cakes, strawberries and cream, toy and book stall, raffle.

5. End of Term Family Night

It was agreed to hold an end of term family bingo night with a bar. Prizes for a full house would be a bottle of wine or similar and for a line a box of chocolates. Rebecca Wilkinson had done an excellent job as caller at a previous event and would be asked to do this again. PTA have a bingo number machine but if it couldn't be located Rachel Fisher would be able to source one. There were some bingo sheets in the kit cabin. It was agreed to charge a full book price and a children's half book price. Refreshments would include a licenced bar, soft drinks and a tuc shop of savoury nibbles and children's sweets. Michelle would try and get a Bookers account to buy at trade cost and arrange the alcohol licence. Dates suggested were Friday 6th or 13th July, Michelle would check with the institute and school before advertising in the newsletter.

6. Body shop/ pamper evening

Discussion took place over holding a Bodyshop fundraiser, Kirsty Harrison would host the event at school and donate a raffle prize to the value of £25 and also donate a percentage of commission from any sales that she made. It was agreed to consider this as an event for the autumn term given the number of events we have planned so far. It was deemed to be a good welcome back to school event and an opportunity to welcome any new parents into PTA.

7. Other fundraising/ event suggestions

Branded and personalised water bottles were suggested and personalised stamps which may also work well for uniform marking from companies advertising in the PTA Plus newsletter, Michelle would investigate and if suitable offer on sale to parents before the end of term.

8. AOB

- a. Rachel Fisher would organise an after school Ice cream sale and enlist help if required. Proposed first date of Friday 27th April.
- b. A second hand uniform sale was suggested and it was noted Mrs Sharpe had offered to manage second hand uniform sales if PTA created and kept an inventory of what uniform was in stock. Jules offered to help compile this and it would be advertised in the newsletter once finalised.
- c. Michelle would ask school if they were able to publish a date for Sports Day.

Next Meeting: Friday 11th May, 7/7.30pm at Michelle's house (tbc)