

**Parent Teacher Association
PTA Membership Number 16317
Registered Charity Number 1161458**

Minutes of meeting 14 July 2017

Present: Jo Copeland (JC), Pam Jones (PJ), Richard Spencer (RS), Jacqui Woods (JW)

- 1. Apologies:** Emma Cawood, Rachel Cooper (RC), Suzanne Gamache, Daniella Rose, Trishna Rycroft, Cath Siller, Clare Weekes (CW)
- 2. Minutes of previous meeting**
 - RS had reviewed and approved the minutes of the previous meeting on 23 June 2017.
- 3. Treasurer's matters**
 - JW reported that the summer fair had raised £1096.11 after expenses
 - This was a similar amount to last year but higher level of expenses as prizes needed to be stocked up; sufficient prizes were bought to cover the Christmas fair as well
 - All takings have been banked
 - Current bank balance is £10,064.88
 - RS is yet to look into the small donations scheme that allows tax to be claimed on cash donations of £20 or less without a Gift Aid declaration
- 4. Feedback from summer events**
 - Summer fair had been a success and RS had not received any specific feedback
 - The maypole, ukulele and Wake Up Shake Up performances were well received
 - The food options (pizza, hot dogs and curries) had worked well
 - Some of the plants sold well, but earlier organisation would be beneficial for the plant stall at a future fair
 - There were a lot of left over books that were sent on to charity shops
 - Possibly include more traditional games at future fairs; PJ commented that games were more entertaining than the bran tub, as skill/luck involved. Spin the wheel still needs to be mended.
 - Tin can alley could do with the cans on elastic for use outside in the wind
 - Agreed that we need to better signpost the activities in the back playground
 - Discussed whether it would be possible to have the food outside in a future year to make it more visible
 - Agreed that it would be better to announce each raffle prize and draw it rather than letting people choose as this would be quicker to draw, easier to record the unclaimed items and give better advertising for the raffle prize donors
 - Discussed examples from other schools where the fair is organised as a wider community event; current limitation is space but a community event may be more feasible once the Moortown park is completed and the school has acquired the extra land. RS commented that it could be held as a community event in conjunction with Moortown Community Group and extended outside of the school in the new park but we would need to apply for an event licence from Leeds City Council. Another point noted was that a bar selling alcoholic drinks can raise a substantial sum of money and having a more social aspect to the fair can enable it to run longer, potentially raising takings on other stalls.
 - Agreed that we should advertise how much the summer fair raised on the PTA noticeboard and ask CW to tweet this information as well
 - **JC to create a poster for the noticeboard and write a thank you letter to send to the companies who donated raffle prizes**

- Syma had suggested that we aim to collect non-perishable raffle prizes throughout the year, ensuring they do not have a time limit, and use a more generic letter asking for donations for events throughout the academic year. This was agreed to be a good idea.

5. Planning for autumn term events

- Discussed the following events during the autumn term, possible dates shown in brackets:
 - Movie night (Friday 6/13/20 October)
 - Usborne sponsored read (over October half term holiday)
 - Parents' quiz night (Friday 17 November)
 - Seasonal greetings cards
 - Secret Santa (during w/c 4 December)
 - Christmas fair (Friday 1 December as Hobby Half Day on 8 December)
- **RS to check above dates with school**
- **RS to check that Santa is available**
- **JC to re-contact Usborne representative**
- RS had booked the seasonal greetings cards already to take advantage of a free printing offer for early booking. A volunteer is needed to co-ordinate; aim to send out communication about these as soon as possible in the autumn term
- **All members to look out for possible Secret Santa gifts (£1 or less)**
- RS would like to promote Easyfundraising more widely

6. Ongoing items for next year

- Usborne sponsored read**
 - See above

7. AOB

- Help with communications and marketing**
 - As RC will be leaving the PTA, a volunteer is needed to take on the role of organising flyers for events. Previous templates are available
 - RS would like to find a parent with marketing/communications experience to help in this area, even if they are unable to attend meetings

8. Next meeting: Friday 8 September, 2pm at school.