



Parent Teacher Association
PTA Membership Number 16317
Registered Charity Number 1161458

Minutes of meeting 16 September 2016

Present: Sarah Bell (SB), Emma Cawood (EC), Rachel Cooper (RC), Jo Copeland (JC), Suzanne Gamache (SG), Ramya Ganesh (RG), Rachel Gibbons (RGi), Pam Jones (PJ), Susmitha Munaganuri (SM), Cath Siller (CS), Jo Smith (JS), Richard Spencer (RS)

Apologies: Amanda Charlesworth, Claire Garside, Maria Rushbrooke (MR), Trishna Rycroft (TR), Clare Weekes (CW)

Welcome and introductions:

RS introduced himself as the new PTA chairperson and gave some examples of the events run by the PTA. All present introduced themselves and welcomed the 3 new parents attending the meeting (RG, SM and JS).

Minutes of previous meeting

RS had reviewed and approved the minutes of the previous meeting on 24 June 2016.

Treasurer's matters / Feedback from summer events

SB reported on the profit generated from the summer events. The Summer Fair generated a net profit of £1200, slightly less than the previous year but this was probably due to the wet weather. The tea towels with whole school portraits were popular and made a net profit of £370; thanks to CS for preparing the design. The family BBQ and disco made £250. SB was still to receive the money from the Roundhay Schools Fun Run. Unused exercise books were sold at the end of term and made £58.30.

The bank account currently stands at just under £5500 across both the current account and the field fund savings account, with £277 in the current account following the big expenditure this year on the new library furniture. The new maypole is still to be paid for (£350).

Some feedback had been received following the Summer Fair:

- Advertised as 11-2pm but some people arrived later on and felt that most stalls had sold out or were winding down. Again, this was partly due to the wet weather but should be taken into account next year. RS commented that in future plans should be made for wet and dry weather.
- Crepes not thought to be substantial enough over lunchtime and a BBQ would have been preferable.
- Asian food stall was very popular.
- Due to the wet weather, the Allerton Grange pupils could not run the mini Olympics and therefore did not have a specific role.

RGi commented that she and Jane Pearson would like to pass on the role of sitting on the organising committee for the Roundhay School Fun Run. CS said that she may be able to take this on. Planning will start again in January 2017.

Autumn term events

a. KS1 coffee morning

- RS attending a Reception coffee morning so can represent PTA there
- Possibly hold a Y1/Y2 coffee morning in a few weeks' time

b. Portrait exhibition

- Incorporate portrait drawing during class time rather than as part of hobby half day
- Aim for portraits to be done before half term and arrange the event for after half term holiday
- IKEA sell white A4 frames for £1.50
- SB has a client who can buy canvases at cost price. **SB to check prices of canvases and frames from her contact.**
- **RS to ask Paula O'Malley about the number of display boards**

c. Movie night

- Discussed holding another spooky disco but decided that movie nights are more popular
- Agreed to hold a spooky movie night on Friday 14 October, with spooky fancy dress
- **RC to organise a flyer for next week**
- Films agreed as Hotel Transylvania for KS1 and Monster House for KS2
- SB offered decorations for hall
- Food: hot dogs and spooky biscuits. **RC and RGi to organise food.**
- Volunteers at meeting: RC, JC, SG, CS. **JC to send an email asking for more volunteers.**

d. Cake stall (at parents' evening, 17/18 October)

- Hold on Monday 17th October after school until cakes sold out
- **RC to organise a flyer**
- Volunteers at meeting: RC, SG, CS

e. PTA AGM

- A 7pm meeting in November
- The format needs some thought, possibly a presentation of PTA activity over the last year. **RC to check the constitution regarding the AGM format.**
- 1 month's written notice is needed

f. Secret Santa

- To hold late November/early December. **RS to check dates with CW.**
- Ideas for presents needed (less than £1)

g. Christmas fair

- Friday 9 December 2.30pm
- Details to be arranged at a future meeting
- All to think about raffle prizes. EC suggested that one class could be asked to bring in items to make a hamper as a raffle prize.
- SB suggested giving the children booklets of raffle tickets to take home prior to the fair. Agreed to try this. Will need to have several raffle prizes confirmed beforehand so that they can be advertised. **SB to ask her friend for the booklet template.**

h. Seasonal greetings cards

- RS has the ordering pack
- **RC and RGi to organise**

i. Cash for coins

- Ongoing but will advertise again on notice board
- Collection box is held in the school office

Potential future events

a. Usborne sponsored read

- Possibly hold over February half term

- Discuss at a future meeting

AOB

a. Charity commission

- **RS and RC to look into what needs to be submitted**

b. Notice board updates

- Agreed to add a more permanent header to the notice board to avoid it looking empty. This would include details of who to contact and photos of some of the equipment bought with PTA funds.
- **RS to ask CW/MR if they can arrange for photos to be taken**

c. Newsletter

- Agreed to include a 1-page PTA update in the next school-wide newsletter.
- **RS to follow up**

d. Donation to St Gemma's Hospice

- Agreed to donate the takings from the next cake sale to St Gemma's hospice in memory of Mrs Wilson
- **RC to include this information on the flyer**

Next meeting: Friday 7th October 2pm at school.