



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

## **Minutes of meeting 7 October 2016**

**Present:** Rachel Cooper (RC), Jo Copeland (JC), Rachel Gibbons (RGi), Jo Smith (JS), Richard Spencer (RS), Clare Weekes (CW)

**Apologies:** Emma Cawood, Amanda Charlesworth, Suzanne Gamache (SG), Pam Jones, Trishna Rycroft, Jackie Sykes

### **Minutes of previous meeting**

RS had reviewed and approved the minutes of the previous meeting on 16 September 2016.

### **Treasurer's matters**

**RGi to ask Jane Pearson about the money raised from the Roundhay Schools Fun Run.**

**RS to speak to SB about arranging for the bank signatory to be changed over.**

### **Autumn term events**

#### **a. Spooky movie night (Friday 14<sup>th</sup> October)**

- **RC to count up returned slips so far, create tickets and buy food**
- Currently 12 volunteers
- Volunteers needed from 16:45 on the night to help set out chairs and bag up popcorn
- **RS to check how many decorations SB has for decorating the hall**

#### **b. Cake stall (Monday 17<sup>th</sup> October)**

- After school until cakes sold out
- **RC to bring in cake stands and paper bags and ask SB for a float**
- Four volunteers to run stall: RC, SG, CS, JS

#### **c. PTA AGM**

- Twenty-one days written notice of the AGM is needed
- Agreed to hold AGM on Thursday 17<sup>th</sup> November at 7:30pm
- Advertise via noticeboard and Parentmail
- Agreed to offer a free drink at the AGM (tea/coffee/wine/beer)
- As out-going Chair, RC will present a summary of PTA activity during the last year
- Hope to present a summary of the accounts and aim to have the accounts audited before meeting
- Members to be elected at AGM

#### **d. Portrait exhibition**

- The school does not have many display boards; **RS to email Lee and Beck Marriott** to ask if they have any we can use
- Decided that if display boards were difficult to obtain, the idea may have to be abandoned

POST MEETING NOTE: Confirmed that we can get boards from Lee and Beck

**e. Secret Santa**

- Provisional date agreed of 23<sup>rd</sup> November, **RS to check this date with CW**
- JC had found an option for a male gift and had bought 50
- More ideas for presents needed (approx. £1)

POST MEETING NOTE: 23<sup>rd</sup> November not available, two alternatives proposed of Friday 18<sup>th</sup> November or Monday 28<sup>th</sup> November.

**f. Christmas fair**

- Friday 9 December 2:30pm
- Agreed the following stalls/games:
  - Card game
  - Snowman snap
  - Wire buzzer
  - Christmas lollipop
  - Bran tub
  - Physical challenge e.g. throw snowman's head; **RGi to think about this**
  - Tombola
  - Santa's grotto; selection boxes and non-food gifts need to be bought
  - Cake stall
  - Raffle
  - Half 'n' half jar
- Possible raffle prizes: Thornton's chocolates, bottle of champagne, free tennis lesson (RC), Cook voucher (**RGi to follow up**), Pilates voucher (**RS to follow up**), Yoga class voucher (**JS to follow up**)
- If raffle tickets are sold in advance, PTA must register with the gambling commission; **RS to look into**

**g. Seasonal greetings cards**

- A letter is being sent home today, with a return date of Wednesday 19<sup>th</sup> October
- **RC to send designs off on Friday 21<sup>st</sup> October** – proofs should be received after half term break

**AOB**

**a. Usborne sponsored read**

- Possibly hold over February half term
- Discuss at a future meeting

**b. Summer fair**

- Saturdays in July next year are already getting booked up; agreed to hold on Saturday 1<sup>st</sup> July 2017
- Timing for fair set as 1-3pm based on feedback from this year.

**Next meeting:** AGM Thursday 17<sup>th</sup> November 7:30pm at school.