



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

## **Minutes of meeting 24 February 2017**

**Present:** Rachel Cooper (RC), Jo Copeland (JC)

**1. Apologies:** Amanda Charlesworth, Suzanne Gamache, Rachel Gibbins (RGi), Pam Jones, Tracey Moment, Daniella Rose, Maria Rushbrooke (MR), Trishna Rycroft, Cath Siller (CS), Richard Spencer (RS), Clare Weekes, Jacqui Woods (JW)

### **2. Minutes of previous meeting**

RS had reviewed and approved the minutes of the previous meeting on 13 January 2017.

### **3. Treasurer's matters**

- Handover of Treasurer role to JW is in hand. SB will continue to support JW until the end of the school year.
- Some cheques are still to be signed; once these have been written, it will be possible to finalise the total earnings from the events in the Autumn term.
- **SB to arrange for bank signatories to be changed to RS, JW and JC**

### **4. Spring term events**

#### **a. Movie night (24 February)**

- RC had arranged the food
- There were enough volunteers to help across the 3 rooms and in the kitchen – thanks to all who helped

#### **b. Quiz night (17 March)**

- Reviewed number of returned slips – 22 tickets bought
- Agreed to extend deadline to Monday 6 March
- **RC to ask Nicky Russell to send a Parentmail about the extended deadline for tickets and put a poster on the PTA notice board**
- **JC to put white board up at drop off and pick up Monday as a reminder and to advertise extended deadline**
- **JC to ask Reception and Y1 class reps to spread the word about the event/extended deadline**
- **RC to check arrangements for bar licence with Dave Elliott**
- Beck and Lee will provide bar, tables and benches
- We will need a couple of volunteers to run the bar on the night
- RC offered to supply snacks for the tables

#### **c. Portrait exhibition (date tbc)**

- Beck had confirmed that they will make display boards once a date is confirmed
- No update available from MR about drawing the portraits in class w/c 20 March
- JC had found white picture frames in IKEA that were a good price but measured 13 x 18cm.

- Discussed using an A5 template with a 13 x 18 cm box on it that the children draw in. The pictures would then need to be cut to size before being framed.

POST MEETING NOTE: MR to give advance notice to teachers of portrait drawing w/c 20 March

**d. Easter cake stall and egg decoration competition (31 March)**

- **RC to arrange flyer for a week in advance**
- **RS is looking into alternative eggs for 2 children who can't use real eggs**
- Agreed £5 book tokens as prizes (1 for KS1 and 1 for KS2). **RC to buy book tokens.**
- Mr Shine and the dinner lady to be asked to judge the competition

**e. Easter eggs and alternatives**

- **JC to buy the 200 creme eggs**
- **RC to arrange alternatives for children with allergies**

**5. Forward planning for Summer term events**

**a. Run4Fun**

- RC and CS had agreed to attend Run4Fun committee meetings
- **RC to ask RGi if there has been any information about meetings yet**

POST MEETING NOTE: A meeting has now been called for the Run4Fun in the next two weeks, after which it should be clearer what is happening with this event. Either RC or CS will attend. The date for the event will be 24 June if it goes ahead.

**b. Summer fair**

**c. Agreed the following stalls/games:**

- Jar hoopla
- Hook a duck
- Tin can alley
- Explore for All stall
- Beat the Goalie using the Y6 Sports Leaders
- Discussed a showcase of after-school clubs e.g. drama, gymnastics, karate, Y4 ukulele (Artforms)

**6. Other potential events**

**a. Usborne sponsored read**

- No teacher rep present at meeting, so no update available.

POST MEETING NOTE: MR confirmed that Mr Owen will be organising a sponsored spell and suggested that the Usborne sponsored read is put on hold until next academic year.

**AOB**

**a. Booker/MACRO card**

- RS had registered with Booker/Macro for the PTA

**Next meeting:** Tuesday 16 March, 7pm at school