



Parent Teacher Association
PTA Membership Number 16317
Registered Charity Number 1161458

Minutes of meeting 14 March 2017

Present: Rachel Cooper (RC), Jo Copeland (JC), Rachel Gibbins (RGi), Pam Jones (PJ), Richard Spencer (RS), Clare Weekes (CW)

1. Apologies: Jo Barker, Emma Cawood (EC), Amanda Charlesworth, Suzanne Gamache, Daniella Rose, Jacqui Woods (JW)

2. Minutes of previous meeting

RC had reviewed and approved the minutes of the previous meeting on 24 February 2017. RS noted an error in the date of the next meeting, which had been recorded as Tuesday 16 March instead of 14 March.

3. Treasurer's matters

- Sarah Bell (SB) had passed over 5 cheques to JW, which had been countersigned and delivered for payment (Marstan Press - Christmas Cards, JC - Secret Santa, Highfield Primary PTA - Secret Santa, RC - Christmas Fair, RS - Christmas Fair/PTA-UK membership).
- SB had handed over the cheque book, paying in book and treasurer's files and spreadsheets to JW.
- Sarah had prepared a bank mandate to update the account signatories. This could be submitted to the bank once the above cheques had been paid in and cleared.
- Banking completed by JW: two miscellaneous cheques from Yellow Moon and somewhere else totalling £30.78, Xmas cards (Dec 2016) raised £271.50, bun sale (2 Feb 2017) made £95 profit, Movie night (24 Feb 2017) raised approximately £300 profit
- The committee wishes to thank Sarah for being a valued committee member, managing our finances robustly during her time as treasurer and handing over well-established systems to JW. We wish Sarah well for the future.
- Good luck and thank you Jacqui for taking on the role.

4. Spring term events

a. Quiz night (17 March, 7:30pm)

- 42-45 tickets sold
- Beck and Lee will deliver tables and benches on Friday morning
- Phil to set-up from 7pm
- Several people had offered to help run the bar: Maria Rushbrooke, Nicky Russell, JW and RS
- RC organising drinks from Majestic and snacks for the tables
- Dave Elliott had arranged the bar licence
- Food all in hand
- Agreed would like to include Rock 'n' Roll bingo if possible; **JC to confirm with EC that Phil has a pack**

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

- Flyer had been sent out
- RS had bought paper eggs for the 2 children who can't use real eggs
- **RC to buy £5 book tokens for prizes**
- **RGi to look for some new cupcake stands**

c. Easter eggs and alternatives

- JC had bought 200 creme eggs
- **RC to buy alternatives for children with allergies**

5. Forward planning for Summer term events

a. Run4Fun

- No further information about a date for the committee meeting; event may not go ahead this year

b. Portrait exhibition (date tbc)

- Confirmed drawing portraits in class w/c 20 March
- Children to sign their picture
- Agreed date of exhibition as Monday 24 April 3-7pm; **RS to tell Beck this date**
- RS to make an A5 template containing a 13 x 18 cm box to draw the picture in
- Discussed a suggested donation of £3.50/portrait and option to buy on the night or send in money later
- **RC to organise flyer**

c. Summer fair

- Prioritise summer fair planning at next meeting.

d. Family event

- Discussed another event in the summer term
- Agreed to hold a beetle drive and barbecue
- Date to be confirmed (later in the term following SATs)

6. Ongoing items for next year

a. Usborne sponsored read

- On hold until next academic year.

AOB

a. Allocating funds for each class

- As the committee did not have a specific fundraising project this year, JC suggested allocating an amount of money for each teacher to spend on their class
- Consider again when teachers have been confirmed for next academic year

Next meeting: Friday 21 April, 2pm at school