



Parent Teacher Association
PTA Membership Number 16317
Registered Charity Number 1161458

Minutes of meeting 21 April 2017

Present: Emma Cawood (EC), Rachel Cooper (RC), Jo Copeland (JC), Rachel Gibbins (RGi), Pam Jones (PJ), Cath Siller (CS), Richard Spencer (RS)

1. Apologies: Daniella Rose

2. Minutes of previous meeting

RC to review the minutes of the previous meeting on 14 March and sign off.

3. Treasurer's matters

- The Easter cake sale had raised £87.87
- A cheque had been received from Easyfundraising for £23.20; RS to pay in
- Barclays Bank had contacted RS to confirm that a different mandate form was needed when changing the details of all authorised persons
- RS to change the details held by HMRC from SB to himself; registration with HMRC provides the option to claim Gift Aid using Gift Aid declarations from donors
- RS 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. Summer term events

a. Portrait exhibition (24 April 3 – 7pm)

- Many thanks to the volunteers who framed the portraits over the Easter break
- Beck is liaising with school about setting up display boards over the weekend
- Volunteers: EC offered to cover the whole event; RS/RGi/CS/JC cover set-up or early time slot; PJ: 5-5:45pm; RC: 5:45-7pm
- Will use coloured dot stickers to mark if a donation is made for a portrait; all portraits to remain in the exhibition and sent home at the end of the week
- **RS to bring dot stickers and blank lists to record donations**
- Soft/hot drinks to be served and agreed to have classical background music
- Tweet on Tuesday that donations accepted up until Friday if parents were unable to attend
- Spare frames (if no donation made) will be used at later events e.g. Secret Santa

b. Run4Fun (Saturday 24 June)

- CS volunteered to attend meetings; **RGi to find out date of next meeting**
- **RGi to arrange for Parentmail Save the Date message to be sent**
- **RC to make Save the Date sign for PTA noticeboard**
- Volunteers needed to help on the day (setting up, marshalling, handing out medals)

c. Beetle drive and barbecue

- Two possible dates: Friday 9 or 16 June

- **RS to check if Dom can help with the barbecue**
- Run beetle drive outside if weather is dry
- Paper, pens and dice needed for beetle drive; 50p to take part
- Bar licence needed

POST MEETING NOTE: the date has been confirmed as Friday 9 June.

d. Summer fair (Saturday 1 July)

- Mark Moment has volunteered to perform magic tricks
- **EC to check if Phil is available for PA system and music**
- Agreed to have the following stalls:
 - Second-hand books
 - Plants
 - Asian food
 - Tombola
 - Bran tub
- Games:
 - Jar hoopla
 - Hook a duck
 - Tin can alley
 - Spin the Wheel if it can be mended
 - Beat the Goalie using the Y6 Sports Leaders
- Showcase of after-school clubs to be taken forward once the clubs have started again this term
- **RC to see if Spin the Wheel can be mended at the Pine shop in Chapel Allerton**
- **RC to make Save the Date flyer once JC has confirmed times for fair**
- Theme still to be decided
- **RS to ask Syma about any contacts for raffle prizes**

POST MEETING NOTE: Phil is not available for the summer fair but he has kindly offered to provide a PA system.

6. Ongoing items for next year

- a. **Usborne sponsored read**

AOB

a. **WhatsApp Group**

- Jacqui Woods had suggested a WhatsApp group for regular meeting attendees.
- Agreed this could be useful for recruiting volunteers/organising events

Next meeting: date tbc, possibly an evening meeting.