



Parent Teacher Association
PTA Membership Number 16317
Registered Charity Number 1161458

Minutes of meeting on meeting 23 January 2019 7.30pm – 9pm

Present: Rebecca Kelly (RK), Jacqui Woods (JW), Richard Spencer (RS) Jo Copeland (JC)

1. Apologies: Trishna Rycroft, Tracy Elliott, Pam Jones, Kellie McLoughlin, Daniella Rose, Suzanne Gamache, Clare Weekes, Rachel Greenhalgh

2. Minutes of previous meeting

- RS reviewed and approved the AGM minutes of the previous meeting on 29 November 2018

3. Treasurer's Matters

Net income from:

Movie night - £263.69

PTA Bun sale - £109.50

Quiz night - £229.15

Secret Santa - £200.67

Christmas fayre and raffle - £1,267.38

Balances:

Nominal account £9,091.02

Savings account £7,711.83

Thank you notes to supporters:

Thank you gift for Jatinder for catering has been purchased by JW. It was agreed that, as after the summer fair, a letter of thanks would be sent to all raffle prize donors.

Richard and Jo to pull together a list of donors so we can send each a letter. Those who arranged the prizes would ideally send the letter. RS / JC

Lottery formalities: RS to go through the list of raffle prize winners. RS to do a lottery return for the raffle. Now we are registered to do a raffle sale in advance of the event, we need to complete a lottery return for each raffle. RS to complete the lottery return and get it signed by relevant signatories. RS

Insurance: Parent Kind provide our insurance (public and employer's liability insurance) and the insurance now automatically renews. RS to print a copy of the current insurance policy and display it. RS

Policies: Certain policies are required for next year – safeguarding, risk assessment and data protection policies. Required by Charities Commission and will be mandatory from next year. RS said we can use some of school’s policy templates for safeguarding and risk assessment. RK said she could pull together a short data protection policy outlining what data we process and our justification for processing (e.g. volunteer’s consent, children’s medical data – vital interests etc.) as and when needed.

RS

RK (when required)

Trello: RS to set up Trello boards for each PTA event to streamline co-ordination and organisation of key events. Relevant individuals will be invited to join the Trello boards applicable to them.

RS

4. Proposed Spring Term Events

(a) Cake sale at parents’ evening (Monday 11 February)

RS / JW / RK

Flyer required for the event. RS to do the flyer for this event and will be with movie night flyer. Need an event leader and a crib sheet for each event such that a person could easily run an event by using that crib sheet. A leader can then take charge of the event using the crib sheet. JW to organise float. 3 or 4 volunteers for cake sale. RS, JW, JC and RK all volunteered, but it was agreed if we could get new volunteers that would be helpful. RK to ask reception parents for volunteer.

(b) Movie night (1 March 2019)

RS has been liaising with Nicky Russell and we are now able to run payment and food choices through Gateway. Makes administration of event much easier. RS is going to deal with the back end of the process to ensure it all operates properly. Ideally we need 13-14 volunteers for the event. Everyone to send requests for volunteers to various year groups. Need to find someone to put request to Y1. RK to put a general request for volunteers to our email list.

RS / RK / JW / JC

Movie choices: Hotel Transylvania 3 (KS1) / Paddington 2 (KS2)

(c) Easter cake sale 18th April (Thursday before Easter weekend)

TBC

(d) Decorate an egg / cake competition (about Thursday 28 March)

TBC

Flyer for cake sale and decorate an egg competition can go out together.

(e) Easter eggs and alternatives for whole school (Thursday 28 March)

TBC

PTA donate an Easter egg (plus alternative) to each school child (Cadbury’s cream egg). Could ask Alison Canning (Javier’s mum) to buy Easter eggs at the same time as alternatives.

5. Proposed Summer Term Events

(a) Parent’s Evening Social (around April 26th)

JW

JW to approach Lisa Jones about a spring parent’s event – simply a parent’s social.

(b) Run4Fun (11 May)

CS

Cath Siller to organise with Carol and Scott Reid with a view to handing over to them.

- (c) New reception parents evening is on Tuesday 14th May.** RS

RS to say a few words about PTA at that event.

- (d) PTA Barbeque. Provisional date 7 June.**

We need to check with Dom that he can do the BBQ.

- (e) Sports Days (Thursday 4th July)**

Last year we did drinks and food, so will aim to do this again if enough volunteers available.

- (f) Summer Fayre (6th July)**

6. Any other business

- (a) Stage Lights:** RS

RS has got one quote for the stage lights, and Phil Cawood is also going to provide a quote. RS has also asked to be put in touch with business manager at Scholes to find out further information. We need three quotes so we can pay for the lights through School. Aiming to have it completed by Easter.

- (b) Christmas Cards:** JW

JW said she would like to take ownership of the Christmas cards.

- (c) Tea Towels:** RK

RK said she would take ownership of the tea towels for school. Tea towels to be tied in with the summer fayre.

- (d) Moortown Park Official Opening Event:**

Discussion around park opening event which will be held in July. There is a potential of running some kids' events at the park opening event and any proceeds would come to the PTA. Could be tricky to manage two events that are run so close together.

- (e) Land at the back of School:** RS

Still waiting for the landscape architect to come back with the plans. Once we've got his plans then we can make our planning application. If we can push for this, there is some possibility of the company who are doing the orbital roadworks may be able to tarmac the area as part of community schemes.

- (f) Leavers Hoodies:** JW / RK

CW suggested we think about this. RS noted that we decided not to do them last year. Some Y6 parents decided to do them, but not all children received a hoodie, which caused upset amongst some of the children. CW said either it is run through the PTA and all children receive a hoodie, or if parents decide to do it themselves, then they do it completely outside of school. It is a considerable cost (£16 per child). Company who produces them deals with orders online. JW asked whether we could subsidise the cost through a voucher that parents use when they purchase the hoodie online.

Alternatively, we could task the Y6 class with raising money for their own hoodies. Last year they sold pizza, ice creams etc in the playground. Could we

suggest they repeat this in order to raise money for their own hoodies. RK to speak to Mrs Weekes about it initially to see if she is receptive to the idea.

7. Date of next meeting - TBC