# 

**Parent Teacher Association**

**PTA Membership Number 16317**

**Registered Charity Number 1161458**

# Minutes of meeting 26 February 2020

**Present:** Jo Copeland (JC), Rebecca Kelly (RK), Richard Spencer (RS) and Suzanne Gamache (SG).

1. **Apologies:** Jacqui Woods (JW), Trishna Rycroft, Alex Kirkley, Clare Weekes
2. **Minutes of previous meeting**

The Minutes of the previous meeting on 19 November 2019 were approved.

1. **Treasurer’s matters** 
   1. It was confirmed that the community account has a balance of £9,394.72 and the active saver (field) account has a balance of £7,627.01.
   2. We have committed £10,000 to the field fund so we need to move money from the community account to the field account to round this figure up to £10,000. This means a sum of £2,372.99 needs to be moved from the community account to the active saver account.
   3. The school have confirmed that they have no money available at present for the field fund. RS was hoping to get a budget update from school but nothing has been received as yet.
   4. RS is meeting the contractor next Tuesday to discuss the scope of work for the groundworks and hard surface in the field. RS suggested that it might save some money if we could clear some of the undergrowth ourselves.
   5. It was discussed whether any further funds could be placed into the field account to enable us to have a larger contribution to the works required.
   6. It was assessed that the approximate PTA spend for the year will be £830. This would leave a comfortable amount of £5,000 in the community account which we could move into the field account, giving a balance of £15,000 as the PTA’s contribution to the field works.
   7. Other expenditure from the community account is as follows:

* Feather flag - £130.
* Drum kit - £400 (approximately).
* Leavers hoodies (with the parental contribution this is expected to amount to a PTA contribution of £150-£200 approximately).
* Easter eggs - £130 (approximately).

1. **Constitution**

RS reported that Rachel is drafting wording to update the current constitution so we can become a PTFA rather than a PTA charity.

RS willfollow this up with RG.

1. **Spring term events – Past Events**

**Cake sale and Uniform sale at parents evening (Monday 10th February at 3.15pm in dining hall)**

The cake sale went well. There were enough volunteers. The cake sale together with the used uniform sale made £105.80.

1. **Spring term events – Upcoming Events**
2. **Movie night (Friday 6 March 2020)**

RK confirmed that we have 14-15 volunteers for the event.

RS is going to check with Alison that she is happy to arrange food for the event.

Four volunteers are needed at 4.30pm to prepare food. RK said she is able to volunteer early, as is SG. Two more volunteers will be needed for early arrival at 4.30pm. We also need someone to be responsible for sorting food for those with allergies. JC will arrive prior to movie night starting so she said she will arrange allocation of food to those with allergies.

The DVDs for movie night need to go to school at the beginning of next week. School need to check that the DVDs work and the kit on which the DVDs are going to be played is working and available.

1. **Easter Cake Sale and Decorate an Egg competition (Thursday 2 April 2020)**

The date proposed for this event is Thursday 2nd April. RS is going to prepare a flier for the event.

Volunteers will be needed for the cake sale from 2.45pm.

RK confirmed that she can volunteer for the cake sale at 3.15pm but will not be able to be around to set up from 2.45pm.

RS and SG are both available from 2.45pm to help set up and one more volunteer is required from 2.45pm to assist with the set up.

1. **Easter eggs and alternatives for whole school**

RK to ask Pam if she can buy eggs for the school. Currently there is a deal on at Tesco 2 packs for £5. Also, to ask Pam if she can sort non-dairy eggs otherwise JC can arrange these.

1. **Summer term events**

1. **Roundhay Schools’ Run4Fun event**

Post meeting update: The Run4Fun run will be on Saturday 13th June. The AGM to kick start planning is on Wednesday 18th March and either Scott or Carol will attend.

1. **Family Event**

It was proposed that we explore the interactive theatre event idea which was previously discussed. RK to email RG about this to see if she could look into it for us. Alternatively, we could explore the option of a magic show which will be suitable for children and also adults.

1. **Summer Fair (27 June 2020)**

It was identified that the current date of 27 June 2020 is a challenge. It was noted that key members of the team are not available on this date. It also conflicts with another major event running in Leeds that date.

RS is to speak to the school to see if an alternative date is possible. Post meeting note: 20 June, 4 July and 11 July school is being used by the German school, Friday 10 July is hobby half day. It is therefore proposed that the summer fair will move to Friday 3rd July after school. The proposed date of 3rd July is acceptable to school, and RS will speak to Alex to see if she can move the ambulance to attend on this later date.

RK noted that Alex had volunteered to do the uniform sale at the summer fair. Trishna has also volunteered.

Other stalls at the event will be as follows:

* Jar hoopla
* Hook a duck
* Tin can alley
* Tombola
* Play your cards right
* Spin the wheel
* Beat the goalie
* Shoot the hoop
* Gin bar/ice cream
* Asian snacks and pizza
* Cake sale
* Fruit kebabs
* PA system

Proposed performances at the fair fromthe year 4 ukulele group, Wake Up Shake Up and the maypole dance. It was also suggested we should explore whether a performance could be done by those pupils having music lessons at school. RS to check with the teachers that these performances can all be arranged.

RK to ask Steve Pattison if YCCC could do anything at the summer fair to promote cricket.

**8. AOB**

JC commented that the new Tesco Moortown store was about to open. It was proposed that we ask Pam to look into opportunities to get support from Tesco for the school. JC had looked at the Tesco website and reported that the Tesco Community Grants scheme, which supports causes in local communities, required a formal application process. If Pam isn’t able to do this Trishna might be able to help, as she previously submitted a similar application for The Co-Op scheme.

**9. Date of next meeting**

Wednesday 22 April 2020.