

PTA Meeting on Wednesday 7<sup>th</sup> January 2015 at 2pm held at Branton Community First School.

Present: Head Teacher, Chairperson, Treasurer and Secretary.

ZR Welcomed all to the meeting and thanked them for their attendance and then handed over to the Chairperson.

Chairperson explained that from this point on, the PTA would be run more formally than it had in the past due to the size of the school and the committee increasing and the importance of the PTA being run correctly for everyone involved. Chairperson asked that at all meetings minutes should be taken by the secretary and emailed to School. ZR asked that all minutes would then be uploaded on to the school website.

Chairperson asked ZR, at future meetings if a member of the school needed to be present at every meeting? ZR explained that if the PTA were discussing future events which would affect the school staff or buildings then there would need to be someone present. However if it was a meeting to organise details such as catering then it would not be necessary.

ZR explained that school have decided to arrange a community valentine disco, held in Powburn Village Hall, on Thursday 12<sup>th</sup> February. ZR explained that the school administrator was looking into finding a Disco DJ. Chairperson asked if the PTA could be of assistance in organising this event and ZR agreed that if any members of PTA would like to help they would be grateful.

Chairperson said that it needed to be discussed how we would like to spend some of the PTA money which had recently been raised. Chairperson asked ZR for her thoughts? ZR explained that she would very much like to update the reading books in school right from the nursery up to about year 4 & 5 level as the reading books are very dated and limited. ZR produced an order form for what was the school would ideally like to be ordered and it totalled £2902.14. The PTA agreed that this was an important and necessary expense to be made. ZR said she would go ahead and place the order.

ZR also produced a leaflet and proposal for having a canopy fitted to the nursery class room so that children could spend more time outdoors playing and learning without being quite so exposed to weather as well as providing more space. The committee agreed it looked at great idea and enquired about cost. ZR explained that she was having some difficulty receiving a quote from the proposed company but would chase them again. The treasurer asked whether we needed to investigate if this would need planning permission. ZR agreed that this would need to be investigated in the planning stage. The closest property to the proposed canopy would be Mrs C.

The chairperson asked the treasurer if all duties had been handed over to her since SN had retired from this position. The treasurer said that everything had been sorted apart from the signature at the Barclays Bank which would need to be authorised. The treasurer said that she would arrange a meeting at the bank complete this authorisation.

The treasurer also announced that she had booked another date for a repeat coffee morning in the Glendale Hall on Saturday 5<sup>th</sup> September 2015. The treasurer said that for this coffee morning we

may need to enlist more help from other parents as she felt we were a little short of help at the last coffee morning in December.

The Chairperson asked if the committee agreed if we should hold an open meeting for all parents to be invited to attend a meeting to see if anyone had any suggestions for future fundraising events and to ask if anyone would like to come onto the PTA committee. Everyone agreed that this was a good idea. ZR suggested that the meeting could be on Tuesday 3<sup>rd</sup> February at 6pm before the Consultation Meeting at 7pm. It was agreed by everyone that this would be a good time. The Chairperson suggested that the PTA should get together before then to discuss an agenda for this meeting and it was agreed that the Chairperson, Treasurer and Secretary would meet at Forge Cottage, Fawdon at 1pm on Thursday 15<sup>th</sup> January 2015.

Meeting Ends 3.10pm