

Parent Teacher Association Meeting October 14th 2019 (Inc. Annual General Meeting)

Attendees:

Donna-Marie Cunningham (Chair)
Karen Mowbray (Headteacher and School Representative)
Kathryn Holcroft (School Representative)
Kate Goldthorpe (Secretary)
Anna Hardman (Treasurer)
Laura Booth (Parent Representative)
Amanda Wilcock (Parent Representative)

Opening Statements

Chair (Donna-Marie) welcomed everyone to the first meeting of the school year, noting that this meeting will also include the AGM and welcomed Amanda as a new attendee.

Treasurer (Anna) updated the group on the financial position. Following all income and expenditures from the 2018-19 financial/school year the PTA has £84.75 in the bank to start the 2019-20 financial/school year.

The minutes of the previous meeting had been made available to all members and were accepted with no amendments.

Annual General Meeting

Donna-Marie, Anna and Kate resigned their committee positions.

Discussion was held around the way forward in terms of potential for Anna and Donna-Marie to remain in post for part of the school year. It was made clear that the committee posts are full year positions and a special meeting would be held if at any point in the year they choose not to continue, formal resignation would be required, and new committee members nominated and voted in.

Donna-Marie Cunningham was proposed as Chairperson by Anna Hardman and seconded by Karen Mowbray, all in favour.

Anna Hardman was proposed as Treasurer by Karen Mowbray and seconded by Kate Goldthorpe, all in favour.

Kate Goldthorpe was proposed as Secretary by Donna-Marie and seconded by Laura Booth, all in favour.

Kathryn Holcroft was proposed as School Representative by Anna Hardman and seconded by Laura Booth, all in favour.

The signatories on the bank account were confirmed to be Donna-Marie and Anna. The administrator on the PTA WhatsApp group is also Anna.

PTA Fundraising Goal for 2019-20

School Representative and Headteacher Karen Mowbray led a discussion around the PTA goal to part-fund the school's intended purchase of a minibus and booster seats for those smaller/younger children. The proposed benefits of the school minibus being additional curriculum supporting class trips, support to the local community e.g. the church and other local schools, transport to year 3 swimming lessons and other sports events and transport to competitions.

The ongoing costs of the minibus were discussed (maintenance, insurance etc.) and were confirmed not to require an ongoing feed of funds from the PTA.

The bid for lottery funding toward the minibus (with the assistance of a bid-writer being paid for from school funds) has been submitted (18-week lead time so will not hear back until February potentially) which, if successful, would free up PTA funds to be diverted to other initiatives.

It was noted that Gemma Ollerton's mother (Jean?) may work as a VOSA inspector and therefore could be able to assist in assessment of potential vehicles.

Upcoming PTA Fundraising Events

Amanda raised some new ideas for events for consideration. A Mother's Day and Father's Day lunch hosted by the children and a Grandparents Day lunch, tour and reading session with the children were all considered to have lots of potential, possibly with a look to trialling the Grandparent's day this year. This will be discussed in greater detail at a future meeting. It was generally accepted that the spring and summer terms had fewer PTA events than the autumn term and therefore there was potential to add a couple of new events.

Bonfire Bingo – Wednesday 6th November

- Bingo equipment availability confirmed and Christine Jones to act as caller.
- Own clothes day 25th October for chocolate donations – remind parents no nuts
- 'Dobber' style bingo pens to be sourced by Amanda
- Plenty of bingo tickets still in the stock cupboard
- Food – Hot dogs and vegetarian hot dogs on the menu this year for simplicity and because they went down so well last year we ran out.
 - Amanda to cost up Costco for Hot Dogs and Bread Rolls due to her holding a Costco membership
 - Paper cups – deemed to have enough in store for Bingo but will need to stock up before the Christmas Fair.
- Anna will put together a poster and affix to the newsletter
- Potential to run a raffle style number squares board as an additional game at the door -Laura to run?

Christmas Fair – Friday 29th November

- Own clothes day on 22nd November for bottle donations
- Laura and Anna to canvas for raffle prizes from local businesses
- It was also proposed that we put a note in the newsletter asking parents to ask their employers and/or local businesses their family and friends are involved with for possible donations/prizes.

- The list of stall holders was discussed, with Kate, Kathryn and Donna-Marie sharing the task of contacting stallholders to ask/confirm for this year.
- The layout was discussed, and it was decided that this year the children's class craft stalls should be moved out of the main hall and into the Yr1/2 classroom, the games set out in the Yr ¾ classroom and keep the main hall to external stallholders and refreshments – this should aid flow and provide more space for browsing the stalls etc.
- The queue for Santa's grotto was discussed as the line last year was long and a chore for parents and children alike, also taking those parents/children away from enjoying the games and browsing the stalls. Proposal for this year is to buy a Santa ticket on entry with a timeslot allocated and a roving elf chasing any stragglers. Santa will also be set up in Class 4 rather than the reception/nursery classroom to aid flow of the fair and to keep the reception/nursery area clear for EYFS extended provision.
- Our stalls/games:
 - Refreshments – need someone(s) to cover, perhaps shared?
 - Ethos Group
 - Jar Stall – need to send out a flyer and will need 2x hosts as this gets busy.
 - Guess the Gnomes Name – Donna-Marie to ask Bents if they will provide a gnome/bear
 - Guess the weight of the cake – Kathryn to ask if last year's cake provider is willing to repeat this year.
 - Bottles game – need a host, donations day in the diary
 - Reindeer Game – need to pull out and do any repairs etc.
 - Straw Game – need a host
 - Biscuit decorating – the little ones enjoyed last year – needs a host or two
 - Face Painting – Mrs Mowbray to provide
 - Lucky Dip – addition proposed by Amanda, always a firm favourite – need packing peanuts, a large tub and a variety of small prizes, no need to wrap.
- Need to organise a sign-up sheet/board for stall hosts etc, with time slots to allow all to enjoy the fair. Need to spread the load by getting as many parents involved (in small ways) to cover all of the positions.

Christmas Disco – Tuesday 17th December

- Same day as the Christmas party day in school
- Disco to be held directly after school as this worked well for both school and parents last year.
- Need to confirm Mr Snelson is available and willing to provide DJ services.

Key Dates:

Own clothes day for chocolate donations to Bonfire Bingo – Friday 25th October

Next PTA Meeting and AGM – Monday November 4th from 6pm

Bonfire Bingo – Wednesday 6th November

Own clothes day for bottle donations to Christmas Fair – Friday 22nd November

Christmas Fair - Friday 29th November

St Rocco's Hospice Elf Run - Friday 13th December

Christmas Disco – Tuesday 17th December