

PTA Committee Meeting 28th September 2011 Minutes

Time and location: 7:30pm in the school staffroom



1. Present: Julia Franks, Tanya Newell, Stephen Lea, Simon Windisch, Peter Kemm, Avril Kiff, Elaine Stewart, Justine Bark, Alice Peacock, Graeme Wood, Rhona Phipps, Deepa Moorthy, Jigna Naik.
2. Apologies: Melda Baxter, Sarah Hanson, Simon Feist, Kirsty Hill, Kirsty Scott.
3. Welcome to Tanya and Julia, thanks for those who have stepped down from roles.
4. Minutes of last PTA Committee meeting
Item 5 Funding requests: **DT equipment. This still needs to be actioned by Stephen Lea**
Story telling chair – the plan was to install over the summer but this is subject to further investigations by the grounds development committee.
Item 6: Kirsty Scott did run some swimming classes, insurance was arranged by her. This was a success.
Try-a-tri: we didn't sell any photographs
Stephen now has the padlock for the PTA garage, action for him to install this.
5. Charity Trustee status for Chair, Vice-Chair, Secretary, and Treasurer.
The Charity Commission website says that all the committee members are trustees, but we limit it to officers. **Simon Feist and Tanya Newell to read their website and familiarise themselves with their responsibilities.**
6. Revision of list of authorised signatories for PTA bank accounts
It was resolved that the authorised signatories in the current mandate for all existing and future accounts be changed to add Tanya Newell and the current mandate will continue as amended. (Current authorised signatories are Elaine Stewart, Stephen Lea, Simon Wingisch, and Terri Gregory.)
7. Filling as yet vacant roles
 - Quartermaster aka PTA Garage Coordinator: Graeme Wood
 - Communications/Newsletter Editor: **Unfilled**
 - Upper School stalls liaison: **Unfilled**
 - Class reps/class cake sale reps:
 - Miss Thorn: Alice Peacock
 - Mrs Smith/ Mrs Culham: Justine Bark
 - Mrs Gregory: Tanya Newell
 - **Action to send out a letter to request people to help as a cake sale coordinator.**
 - Circus liaison (to be point of contact for Happys Circus next June): Peter Kemm
 - Pre-filled roles are
 - Erica and Siama Event Catering

- Disco Coordinator: Justine Bark
- Pool Coordinator: Kirsty Scott
- Cake Sale Coordinator: Siana Butt
- Wrap-a-Present Coordinator: Alice Peacock
- Try-a-Tri Coordinator: John Thompson
- Website Coordinator: Deepa Moorthy
- Grants Coordinator: Rhona Phipps
- Grounds Development Group members: Sarah Hanson and Simon Feist
- Event catering: Erika Augusti and Siana Butt
- Second-hand/lost property re-sale scheme: Vicki Adams
- Christmas Card scheme: Rhona Phipps
- Pool Club rota: Liz Parsons

8. Treasurer's report

This is available on the school website.

We are down to our last £800 not withstanding £200 from the pool plus moneys from the Try-a-tri, plus £60 from the triathlon.

There are some uncleared cheques, maybe some of them will need to be reissued.

9. Funding requests from school

- 015/12 Spraycourt (Netball court surface markings) £2,621

We won't need to pay until Jan or Feb. Maybe a grant can be found?

Further marking can't be done until April – when the weather warms up.

We are hoping that the cover can last another year, but probably not, also some pool tiling is coming away and will have to be professionally replaced. How much would this cost? **Julia Franks to investigate.**

We need enough money in the bank in February to be able to honour our commitments.

Perhaps we should make a plan of how much money is expected to come in the following year. **Tanya Newell and Stephen Lea to make an income projection.**

We are not making a decision on this item now.

Quite a few things that the PTA agreed to haven't been bought yet. **Julia is chasing this.**

Remaining running costs for pool are still not claimed.

10. Dates of principal PTA events this year

- Thurs 20 Oct: Disco

Lighting: **Stephen Lea will mention to Simon Feist**

Disco newsletter will go out on the 10th November, posters on the 17th.

We don't need more than four Y7 helpers.

We need more helpers taking gate money. Julia will help. Stephen will guide traffic

Justine needs £200 float. This is approved.

Justine will check list of volunteers with Julia beforehand. Volunteers on the night will be given non-CRB roles.

- Mon 28th Nov, Tue 29th Nov, Wed 30th Nov, Thu 1st Dec: Wrap-a-Present

Need to form a WAP subcommittee **Stephen Lea and Alice Peacock to form it.**

- Sat 3 Dec: Christmas Fayre (11:30 - 14:30)
- Thurs 9 Feb: Disco
- Thurs 17 May: Disco
- Sat 16 June: Try-a-Tri
- Fri 29 June: Happys Circus
Face painting suffered because they turned up just as the circus was starting. We need to encourage children to come earlier. Julia to do face painting again.
- TBC: Cake Sales
- Add an extra event? Cinema show on the same lines as the disco?
- Fish and chip super?
- Curry night?
- We have lost quiz night – shall we substitute with bingo.
- No fireworks – not covered by insurance
- Chose a night for the Bingo Friday 11th November. **Simon Windisch to ask Chris**
- Curry night **Julia to ask some local shops**. This will be a Bingo night with Curry/Fish & Chips in the interval.
Tickets in advance.
Preference curry or chips. Letter ASAP – initially in school newsletter, then on PTA newsletter.
Waterfall to sponsor

11. Planning for Christmas Fayre (volunteer sign-up at parents' evenings Tues 11/Weds 12 Oct).
11:30 to 14:30 – make it longer
Keep Santa on the premises? Pat Holloway?
Need volunteers on the parents evenings Tue 11th Wed 12th
Peter on first, Stephen on second. Deepa can help on both days. We will split fayre slots to half an hour. Justine can help on Tuesday. **Peter will make some badges.**
Pre-format time slot sheets for the Christmas Fayre. **Simon Windisch to do this.**

12. AOB (please notify chair of any AOB items at least 24 hours before the meeting)

- **Simon W to do licences for xmas fayre and Bingo and Circus.**
- Wash mits: We can have 50 of them for 50p – do we buy for WAP? Agreed.
- Xmas cards: How they go last year? Should we do something different this year? Collage or paint?
Last year we made £100 on them, let's do them the same again.
Need to re-establish time scale beforehand.
- Xmas raffle – people didn't like the increase in price – need explanatory note to say that you don't need to buy them all. Cash only prizes.

13. Date of next meeting Wed 2nd Nov 7:30