

## Minutes of PTA Meeting 16 September 2008

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### Present

Graham Begg, Peter Chamberlain, Ian Head, Stephen Lea, Usha Mistry, Alice Sibulinjase, Elaine Stewart, Simon Windisch.

Special thanks to Ian for hosting the meeting.

### Treasurer's Report

Stephen explained the latest statement of accounts and asked why the various invoiced payments needed to be paid in 3 monthly installments in December, January and February. It was generally decided that a single payment in February would be acceptable. Elaine mentioned that she would check with Mrs Franks and ask for a new payment schedule, with all items invoiced for payment in February.

There was some discussion led by Stephen regarding the PTA's ability to claim Gift Aid on any swimming pool payments. No-one present could answer this question definitively so it was agreed that Stephen should contact the auditor to clarify the position.

Stephen asked for clarification on 'Avril's pool order', which was generally assumed to be for chemicals but would need to be confirmed by Avril.

In general it was agreed that the spreadsheet format for the accounts was acceptable.

Stephen mentioned that the Natwest bank holding the PTA account had lost the paperwork authorising relevant parties' access to the account. All active committee members who require access to the account will need to resubmit the correct paperwork.

## **Summer Fayre Feedback**

Stephen felt that the event was a little ‘scrambled’ and that better signage would have been useful. Elaine thought the music was a successful item and kept visitors on site longer than otherwise would have been expected, providing a focal point; this was generally agreed. Elaine mentioned that refreshment items could have been priced beforehand, and that prices were perhaps too low to account for the work involved. Graham suggested that a general price list might be produced before the next event that could be updated and re-used each time to save any potential confusion in future. Graham mentioned that the bottle tombola was set up chaotically and that in future, it might be a good idea to have instructions distributed before similar events showing how stalls should be set up and laid out. Stephen mentioned that Jenny Miller had reported lower than expected takings from the Scouts BBQ, probably due to the timing of the event not covering any normal meal time.

In general, the consensus was that it had been a good event but lessons learned about event timing and organization could be applied to subsequent events.

## **Operation of this year**

Ian suggested that individual events could be run by ‘event leaders’ not necessarily member of the PTA. Usha concurred by saying that she thought people would be willing to help the PTA but not necessarily wish to commit to a formal role. Ian suggested that special committees could be formed for individual events, reporting back to a PTA steering group. Simon replied by saying that if committees get too big, there is a danger that people end up disinterested. Ian head suggested that we try the concept of arranging events led by special committees and ask for additional help organizing specific events via the PTA newsletter and at the AGM. This was generally agreed.

## ***Roles for Committee Members***

There was general consensus on the following definitions:

Chair: Ian Head

Vice chair: Simon Windisch

Secretary: Graham Begg

Treasurer: Stephen Lea

Swimming Pool: Sue Beasley (shadow also required)

Disco events: Justine Bark

Cake sales: Usha Mistry (shadow also required)

Newsletters: Simon Windisch

Publicity: Year 6

Leaders for individual events may also be adopted per the discussion above.

Elaine mentioned that she would approach the school council and try to arrange for a PTA liaison; students to provide publicity material such as posters etc as long as they get the required details in time.

Simon gave details of 5 people willing to help serve on the PTA. Ian and Simon agreed to contact these people to discuss options, perhaps giving out shadow and event organizer roles.

Graham suggested the prospect of parents 'opting in' to an e-mail version of the PTA newsletter by subscription via the PTA web site. Simon stated this was easily done and would communicate via next newsletter. It was agreed that the e-mail information would only be used for the purpose of sending out the PTA newsletter. Usha mentioned that the existing system should remain in place but in future, if enough people have subscribed to the e-mail version, the hard-copy system could be scaled back, perhaps by posting the newsletter in classroom windows with copies available in reception.

## **AGM**

Ideas for the next AGM were suggested by Ian and Usha. It was agreed that there would not be a BBQ. Simon suggested the event should not just be called the AGM and instead convey a family-friendly message. It was agreed that the next AGM will be a Family Evening on October 3<sup>rd</sup>, 6 – 7pm with video entertainment and popcorn for children while the AGM takes place in the main hall; snacks and drinks will be provided at no charge.

## **Christmas Fayre**

Details were agreed as follows:

6<sup>th</sup> December 11:30 – 2pm

Ian mentioned that Sue Beasley has organised/will help organize the Santa presents and other event issues.

## **Any Other Business**

### ***Event Dates***

The details for the events below were agreed as follows:

#### **Harvest Market**

October 14<sup>th</sup> 2008, 3.15pm

Elaine mentioned that this event might involve new 'shadow' PTA members, perhaps to help price up items.

#### **Quiz Night**

17<sup>th</sup> October, 6.30 for 7pm until 9pm.

Maximum 20 teams of 6 people (inc children) per team. £12 entry per team, to be nominated in advance.

Small tables to be used to allow for greater seating capacity. PTA to pay for raffle prizes, Ian mentioned donations could be requested via the newsletter. Simon said he would do the raffle.

#### **Bingo Night**

13<sup>th</sup> March 2009, 6.30 for 7pm

#### **School Discos**

All with infants at 6 – 7pm, junior 7.15 – 8.30pm

23 October 2008

12 February 2009

15 May 2009

#### **Summer Fayre 2009**

July 4<sup>th</sup> 2009, 12 – 2.30pm

Usha mentioned that she needs to fit cake sales around these events, a note to teachers is needed.

### ***Table Tennis Table***

Ian asked Elaine if the PTA might be able to provide more than one table if the school has room. Elaine said she will check but thinks two more should be possible.

### ***Wish List***

Elaine requested a new projector for the school hall, no screen required, to enable a laptop computer to be connected and show things like song lyrics etc on the wall. Simon discussed how this might be done and in general it was agreed that an appropriate solution would be to provide a secure trolley with projector and sound system at a cost of approximately £700.

### ***PTA Garage***

Simon stated that a new padlock has been fitted to the PTA garage and new keys for it have been cut. Elaine suggested that the PTA garage keys be placed in the lock box by the swimming pool.

### ***Cake Sales***

Usha suggested that cake sale proceeds should be more closely linked to the class hosting the sale, and that the children should decide what to spend the money on, which was generally agreed. Elaine mentioned that cake sales should be pre-advertised stating what the money raised would be used for, and that all things already bought should be listed in the newsletter.

### ***Next PTA Meeting***

Agreed as 21<sup>st</sup> October 8pm at school.