

# PTA Committee Meeting 2<sup>nd</sup> November 2011 Minutes

---

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

Present: Julia Franks, Stephen Lea, Elaine Stewart, Justine Bark, Graeme Wood, Rhona Phipps, Maria Watt, Kirsty Hill, Graham Begg, Jigna Naik, Linda Jardine, Simon Feist.



1. Apologies: Melda Baxter, Sarah Hanson, Simon Windisch, Peter Kemm, Avril Kiff, Tanya Newell, Siama Butt, Sarah Harding, Erika Augusti, Vicki Adams, Pei Wang

Stephen welcomed everyone and opened the meeting.

2. Minutes of last PTA Committee meeting

Item 4(5) Funding requests: 013/12 DT equipment. **Teachers to be asked for lists, to be actioned by Stephen.**

Item 4 Access to PTA garage. Julia Franks to arrange key to grounds.

Item 7 Request for cake sale coordinators. **Ongoing.**

Item 9 015/12 Spraycourt markings. **Companies already contacted by Julia.**

Item 9 002/12 – 007/12 Funding requests. **Two computers have been purchased and other items are being chased up by Julia.**

Item 10 Bingo night. **Simon W to discuss with Chris.**

3. Treasurer's report

This is available on the school website. As an addition to the report many cheques now cleared.

Weekend overtime work for Andy yet to be resolved. **Julia to check.**

Iron Man event sponsorship yet to be determined. **To be investigated by Simon F.**

4. Funding requests from school

016/12 Request of funds (£200) for wood to build planters outside Mrs Dunn and Mrs Thomsett's classrooms **agreed.**

5. Safeguarding

Linda Jardine presented a report on Safeguarding and circulated some literature.

There is much overlap between school responsibilities and PTA organised events.

The intention is always to protect both children and adults and to assist with this a leaflet will be created and handed out to volunteer helpers. This should be in place for the Christmas fair. **A subcommittee involving Julia, Justine, Stephen and Simon F will discuss further.**

6. Christmas Fayre organisation

The fayre will run from 11:30 to 14:30.

Lottery tickets, covered by the Gambling Act 2005, will be priced at £1. Prizes will be £150, £100 and £50. **The Christmas design will be organised by Justine.**

Space will be rented to local companies. **Stephen to ask Peter to publicise. Julia to ask Book People.**

A long discussion regarding the location of Santa's grotto was held and a final location has to be decided.

Refreshments may be provided at the entrance.

A subcommittee will be organised to confirm all arrangements. **Stephen to arrange.**

Any other ideas are to be sent to Stephen.

7. Bhuna and bingo

The Waterfall will be asked to setup in the infant circulation area.

**Drinks will be collected by Graham B and Justine.** Julia and Elaine will serve.

**Prizes will be purchased by Graham B.**

**Plates and cutlery will be sourced by Justine. Julia will confirm what is being provided by the Waterfall. Graham W to check current stocks in PTA garage.**

Background music will be considered for times outside playing bingo.

8. Wrap-a-present

Stephen spoke to Alice and everything is in hand.

9. Christmas card scheme

A total of 83 Christmas card designs had been received and samples had already been returned. These will be sent out to parents with a flyer once created, **Rhona organising.**

10. Carols Round the Tree (Thursday 8 December, evening)

This is being organised by Helen Durant and is a show piece event for the choir.

**Kirsty is available to organise a team for refreshments.**

Possibly record event for future use, e.g. next year's Christmas Fayre, or fundraising.

Also need volunteers for tea/coffee before Christingle (Wednesday 7 December, morning).

11. Date of next meeting Wed 18<sup>th</sup> Jan 2012 at 7:30