



PTA Meeting Minutes

Held on 4th July 2019

Present: Hannah MacIndoe (HM), Tiffany Forshaw (TF), Elaine Stewart (ES), Ravikanth Vakada (RV), Aishah Gobir-Kamaldeen (AGK), Rubina Samdani (RS), Natalie Stenson (NS) and Emily Counihan (EC)

Item	Minutes	Action
1	<p>Apologies Erika Augusti (EA), David Spedding (DS), Michaela Thomas (MT), Sarah Coleman (SC) and Amanda Bates (AB).</p>	
2 / 3	<p>Matters arising from last Committee Meeting 23rd May 2019</p> <ul style="list-style-type: none"> -New style cross-country tops to be introduced via Mike Vinulan in the Autumn. -Cake team happy to move sales to Fridays and outdoors when possible; Jo Beales stepping down after five years; Thank You Jo for all your efforts. -Agreed Disco DJ to remain the same as the company has a number of DJs so if there is a problem with one on the night, a replacement will be provided; no plastic cups, water bottles required instead; looking at alternatives to plastic glow-sticks and toys in order that the Discos move towards being plastic free; ideas regarding glow-in-the-dark face-paint and such like. -MT has Leavers' autograph books; to be PTA stamped and given to Mrs Dunn. -HM still looking at further gift aid claims with David N (parent). -HM purchased recycling tubs. -Electrics in garage completed and now safe. -RV has submitted accounts to the Charity Commission. -DS benevity request letter with children's quotes on the new adventure playground to be finalised and sent out to local companies. -Assistants for Family Lounge leads (Vicky D and Fiona G) required; need to advertis. One M/S parent may be willing to volunteer. -New parents and lower school welcome coffee morning date agreed 8th Nov 2019. -AGK stepping down from Treasurer's team. -Minutes agreed to be an accurate record of the meeting. 	<p>NS looking into alternatives to plastic glow in the dark items for discos</p> <p>HM looking at gift aid</p> <p>DS finalising benevity request letter</p> <p>MT to advertise Family Lounge assistants in newsletter</p>
4	<p>Treasurer's Report</p> <p>-RV provided report which was discussed.</p> <p>-Main points:</p> <ul style="list-style-type: none"> • Try-A-Tri, figure will change as awaiting sponsorship money from MT plus match funding and gift aid. Current profit £3,605 • Summer Fayre, figure will change as expenses need to be deducted and silent auction £450 added plus match funding • Copper Mosaics, excellent figure achieved of £268 • Wonderful.org to be advertised more for next Try-A-Tri and Pool Club as no one really used it; also to be advertised for general donations to the school • Previously agreed Glockenspiels need be added to agreed funding items • Last six years accounts to be kept and stored at school with earlier accounts shredded • TF to be replaced as a bank signatory and charity commission; await until AGM before updating both as the team may have changed again by then • Available funds circa £18k 	<p>MT to advertise wonderful.org in next newsletter in terms of any parents wishing to make general donations</p> <p>RV to update Treasurer's report accordingly</p>
5	<p>School Funding Partnership</p> <p>-No new funding requests from school or parents</p>	

6	<p>Events this term</p> <ul style="list-style-type: none"> - Pool club 28th May to 6th September, all going well except issues with new chemical dosing system where news parts have had to be provided and installed under warrantee, which is three months and covers this year's season. -Cake sales 13th June (£94) and 4th July both did well. -Non-uniform day went well. -Try-A-Tri 15th June went well, request for a tie-break for next year so winners and trophies can all be sorted out on the day. -Summer Fayre 27th June went well particularly the children's stalls, although candy floss machine broke and we ran out of corn for the popcorn machine; some PTA stalls had to be cancelled due to lack of volunteers; no Summer Fayre 2020, Circus instead. -Copper Trail 27th June, record figure achieved. School would like this to remain on the same day as the other Summer activities. -Cash4Coins bucket full and to be sent off; if a decent amount of money to be made then a new bucket will be provided for September 2019; donated presentation coins are both on Ebay at the moment. 	<p>TF to send off Cash4Coins cash</p>
7	<p>Events Autumn Term</p> <ul style="list-style-type: none"> -Cake Sales -Discos and Family Lounges (24th Oct 2019, 13th Feb 2020 and 14th May 2020). -PTA Coffee and Welcome Morning new parents and lower school parents (9-11am Friday 8th November) -Bags2School Textile Collection -Non-school uniform day (6th December) - Second Hand Uniform -Christmas activities: <ul style="list-style-type: none"> • Xmas cards (Charlotte M to continue) • Xmas puddings (Sabine B to stop due to supplier price increase, looking at alternatives such as beer and selling festive popcorn instead of puddings at the Fayre) • Wrap-A-Present (25th, 26th and 27th November, Priya to continue and will need help with transport for the items) • Xmas Fayre (7th December) 	<p>NS to book DJ for the next three discos</p> <p>TF to book Community Room for Welcome and Thank you Morning</p> <p>TF to organise TENS for Family Lounge 24th Oct and Xmas Fayre 7th Dec and Gambling Licence.</p> <p>SB looking into alternatives to the Xmas puddings</p> <p>HM to enquire about Father Christmas availability</p>
8	<p>AOB</p> <ul style="list-style-type: none"> -Succession planning, to advertise (newsletter, facebook and posters) Chair, Vice-Chair and Secretary posts along with a Try-A-Tri lead. -Garage tidy up, confirmed it's quite tidy. -Online payments discussed with card and paypal charges. Agreed an admin charge to be added accordingly which the school currently do already for school trips. -Cinema Night, agreed fantastic idea to take place in the hall in the Spring Term with a similar format as the discos whereby children are dropped off and collected by parents and a Family Lounge will take place. Popcorn to be sold at the event. -Thanks given to TF as she steps down from the secretary role. Sharing the Officer duties has made a real difference to the work and should continue if possible. 	<p>Succession planning poster to be created</p>
9	<p>Agreed Dates of next meetings</p> <p>AGM Thursday 3rd October ; Tuesday 12th November 2019; Tuesday 21st January 2020</p>	