

Minutes of the PTA Meeting on 1 November 2011

In attendance: Lorraine Thompson, Gemma Halsall, Helen Simpson, Kathy Parums, Mandy Robinson, Helen Robinson, Nikki Geddes, Kath Lovell, Mrs Brierley, Sharon Kupusarevic, Diana Malkin, Jane Nicholson, Caroline Harris, Kate West, Mrs Horner, Mrs Martin, Roz Swarbrick, Nicola Stanley.

1. **Welcome (and introductions) and members present**
2. **Apologies:** Amy Heyworth, Rachel McDowell, Steve Oakley, Michelle Patoff, Alex Pritchard, Vikki Wardle
3. **Approval of minutes of the last meeting:** granted.
4. **Matters arising:** none.
5. **Financial report (Helen Simpson):**

Money in since last meeting:

Autumn Walk - £429.65

Sutton Seeds Commission - £198.45

Diana Harris Cake Sale - £97.73 (split 50/50, the other £97.73 was donated to The Genesis Appeal)

Total receipts: £725.83

Money out since last meeting:

Reception Equipment - £200 (donated from Autumn Walk funds)

Gardening Club - £278.73

Personal Address System - £2,617

Library - £3,017

Summer Fair Deposit – £137.50

PTA expenses (including insurance) - £102.38

Cathedral Trips - £530

6. **Headteacher's Report**

- Allocation of £200 to Reception, £150 to Y1 and £150 to Y2 has been made and they will advise spending details later. It is likely to be spent on construction materials.
- The playground project is going extremely well. The School Council are working with some PTA members to research ideas, source suppliers and cost the project within budget. The children are very enthusiastic and are working well in three teams. Fabulous experience for the children. It would be great to initiate more projects like this.

- The Gardening Club has made an excellent start and is very popular (see report below).
- It was agreed last year that monies raised this year would go towards an all weather shade for the rear Reception play area. The school would also like to request the purchase of new sand and water equipment for Reception and Y1.
- The Community Classroom is also in need of two more trestle tables (at a cost of £90 each). It was agreed that the proceeds from the last and next Cake Sale will be used to purchase these.

7. Calendar of Events

To be published on the PTA web-site and is currently as follows:

- Bags 2 School – TBC (investigating possibility of having a collection once per term as opposed to bi-annually)
- Christmas Fair – Saturday 3 December 2011
- Winter Ball – Saturday 21 January 2012
- Bingo Night – Thursday 2 February 2012
- Fashion Show – Thursday 15 March 2012
- Car Boot Sale – TBC
- Fun Run – TBC
- Summer Fair – Saturday 30 June 2012
- Camping Event – TBC
- Lower Junior Disco – TBC
- Upper Junior Disco – Thursday 12 July 2012

8. Class contact lists

Not all classes have a class contact list yet and there have been changes in a number of classes since the beginning of term.

It was agreed that Kath Lovell will arrange for an email to be sent to all Class Reps to request that they obtain an updated class list from the office and then distribute a contact list to all parents. It was noted that Class Reps should gain agreement from all parents before sharing their contact details.

9. Constitution

Helen Robinson (Chair) declared a proposal to change the current Constitution of our PTA (which was established in 1985, amended 1992). The intention is to adopt the current model constitution as recommended by The National Confederation of PTA's, in order to have a model of good practice.

The Constitution is a requirement of our status as a registered charity and ensures we have a shared understanding of how the PTA should be governed, decisions made and disagreements resolved.

The PTA is therefore calling an Extraordinary General Meeting on Thursday 24 November, to be attended by a minimum quorum of 16.

A requirement of the new Constitution is to have four 'ordinary' committee members to work alongside the existing elected committee members. All committee members

will have equal voting rights except the Chair who has an additional casting vote should it be needed.

Nominations in writing (and seconded) should be submitted to the Chair before the Extraordinary Meeting date of 24th November 2011. Applications should include the signature of the nominee.

To be elected, nominees require a majority vote from the 16+ members present at the Extraordinary General Meeting.

Sharon Kupusarevic encouraged interested parties to be sure of the roles and responsibilities of committee members as trustees of the charity.

10. Updates:

- Bags to school – Diana Malkin is organising this. She will contact Bags 2 School to see if we can have one collection per term in future.
- Library – looking great. Frames were provided by parents for some pictures. Currently sourcing an author for the opening.
- Playground – PTA have allocated £6,000 for improvements to the Junior Playground. School Council have had 2 meetings with a couple of parents to generate/research ideas. They are now sourcing suppliers/costing their ideas. A shortlist of ideas will be presented to the Juniors in the Junior Assembly before Christmas to gauge interest/seek approval. They are aiming to have the changes in place by Easter.
- Gardening Club (Amy Heyworth) – really great start. 32 girls from Y3 and Y4 have signed up and the first group of 16 have been busy preparing the plot. They have planted onions, broad beans, salad leaves and lots of spring flowering bulbs. They have also been planting a hedge along the school boundary. The compost bins are up and running and there is room for the school to start composting more if desired. This half-term, the second group of 16 will be doing more bulb planting, bird and wildlife projects and preparing pots and gardening presents to sell at the Xmas Fair. It was suggested that the club may want to consider entering into the Tatton Garden Festival Schools' Competition.
- Christmas Fair (Lorraine Thompson) – deadline for the art competition was extended to Monday 7th November. The volunteer lists are coming together, class reps are working at this. Lorraine will send a Parentmail outlining the status of the volunteers and highlighting where help is still needed. Mrs Martin suggested that we have named first aiders at the fair with a specified meeting point for lost children/ first aiders etc.
- Winter Ball - will be on Saturday 21 January 2012. Tickets will go on sale in December. Theme TBC.

11. Website:

Roz Swarbrick reported that we now have 47 followers of the PTA site on Facebook. She recommended that we re-advertise the Spend and Raise initiative as this could be a great source of income for the PTA.

12. AOB:

- Kathy Parums volunteered to take on the role of applying for Licensing when needed. She will call Sheena Thompson for the details.
- Diana Harris and Michelle Patoff had raised the question whether the PTA will contribute towards a mock exam for this year's Y5. Diana will ascertain what the fee will be and this will be revisited at a future meeting.
- The next cake sale will be held on Friday 18 November in support of the Blue Peter Children in Need Bake a Difference campaign, with 50% of proceeds for Children in Need and 50% for the PTA. Two tables should be set up (one in each playground). Where possible, children should be encouraged to 'Bake a Difference'!
- We discussed the opportunities for gift-aiding donations to the PTA. Helen Simpson explained that it is easiest/most worthwhile to gift-aid donations where no good or service is provided in return. This will be ideal for the Fun Run.

13. Next Meeting: Extraordinary General Meeting on Thursday 24 November at 8.00pm in the Community Classroom. The next PTA meeting will be on Wednesday 11 January 2012 at 7.45pm in the Community Classroom.