



## St Aidan's PTA Committee Meeting Minutes

Held at the school on 17<sup>th</sup> January 2018 at 6.00PM

Attendees:		
Helen Ford (HF) (chairing meeting), Nicky Robinson (NR) (Secretary), (Frances Thornton (FT) (Treasurer)		
Sam Hird (SH), Laura Willimott(LW)		
Apologies:		
Evelyne Barrow (EB), Jo Spitzkowski (JS)		
Agenda Item		Action
1	HF welcomed everyone to the meeting.	
2	<p>NR reviewed the minutes from the previous Committee Meeting.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> <li>• Climbing wall (FT) – The climbing wall be fitted in half term a long side other playground items ordered by the school</li> <li>• Events – see below</li> <li>• Summer fair feedback re timing/sports day - Carried Forward</li> <li>• Calendar - NR handed out copies of PTA calendar including planned events.</li> <li>• Storage box – this is no longer an issue for the school as they have found an alternate solution.</li> <li>• Wish List (HF/FT) <ul style="list-style-type: none"> <li>– Dictionaries / Thesaurus/Atlas - School (HF/LW) to feedback on which ones and FT/NR to look at costing once this is received.</li> <li>– Board Games – not had many in and most aimed at KS1. FT to talk to charity shop. Need to look at other ways of meeting this need. (NR)</li> <li>– RE artefacts box x3 religions –has been ordered and delivery is imminent</li> </ul> </li> <li>➤ IT equipment – committee asked for details and plans around IT spending to see how the PTA could contribute. Jack (the IT technician) is putting a proposal together around a laptop trolley – to be discussed further at the next meeting</li> </ul>	<p>(LW/HF/FT/NR)</p> <p>(NR)</p> <p>SCHOOL</p>
3	<p>FT presented the Treasurer's Report detailing income and expenditure including £2142 donated to the climbing wall. Nearly £365 raised on the Christmas film night. There is no current committed expenditure but taking out the reserve of £500 balance we have approximately £3400 in the bank. Further details on attached sheet.</p> <p>There are still two outstanding payments for the film night – it was discussed how this was to be resolved. FT said she was willing to write a letter on behalf of the PTA however it was resolved that school would chase in the first instance.</p> <p>For future film nights and other events where pupils return to school the PTA will issue tickets and those without will be checked off at the door as having paid.</p>	(FT)

4	<p>Events</p> <p>Bring &amp; Buy – after much discussion and the difficulty agreeing a date and how we would manage this logistically, it was agreed not to go ahead with the bring and buy sale. It was agreed instead to look into a car boot sale on a weekend at school where a charge would be made for having a pitch and the PTA would serve refreshments. LW/FT to look at licence cost for the event and to discuss at the next meeting</p> <p>Film night – to be held on 9<sup>th</sup> Feb. HF to round up school volunteers, NR to round up parent volunteers. Suggest movies include Sing, Emoji movie, Boss Baby – (TBC) PTA to buy movie and use as part of the raffle prize at Easter. NR to source refreshments, FT to set up on ParentPay</p> <p>Photo shoot – 3<sup>rd</sup>/4<sup>th</sup> Feb – HF to ask staff if anyone is interested in taking a slot. Advertise on FB again. FT coordinating bookings</p> <p>Mother’s day shop - 9<sup>th</sup> March– a decision was made to charge £3.50 to give a little more leeway in the purchasing of gifts. Shopping for this need to be started. Anyone seeing items of a reasonable price needs to let FT/NR know so we can sources a wide variety of suitable gifts. Reception will be out on this day but hopefully back in time to take part with their siblings. A wrapping evening/planning event will also be required. (NR/FT)</p> <p>Church disco – FT raise the idea that we hold an event at church to raise money for their plans to improve the church facilities. Everyone was in favour of holding an event however an event co-ordinator would be required. The alternative is that the PTA makes a cash donation to the church instead. We have never been asked to pay for use of the church for the pantomime. Carried forward to next meeting.</p>	<p>LW/FT</p> <p>NR/FT</p> <p>HF/FT</p> <p>All</p> <p>FT</p>
5	<p>Spending</p> <p>Mother’s day spending – This will commence shortly with an expected spend of around £250.</p> <p>Church donation (see above)</p>	
6	<p>Fundraising</p> <p>Cash for coins - FT has prepared the coin collection jars, which will be placed in each classroom. There will be a prize for whichever class raises the most.</p>	
7	<p>AOB</p> <ul style="list-style-type: none"> <li>• Jazzy media will be sending some fruit/yoghurt snacks to distribute to KS1. They will be arriving on Friday 2<sup>nd</sup> February and need to go out on Monday 5<sup>th</sup> February.</li> <li>• Agreed to go ahead with Christmas cards again for next academic year – FT to book.</li> <li>• Agreed to book Pocket Panto for Christmas 2018 – FT to liaise with school/church/Pocket Panto to find suitable date.</li> </ul>	<p>FT</p>
8	<p>Date of Next Meeting – Thursday 15<sup>th</sup> February at 6.30pm</p>	

	Event planning meetings TBC	
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