



St Aidan's PTA Committee Meeting Minutes

Held at the school on 15th February 2018 at 6.30PM

Attendees:	
Helen Ford (HF) Nicky Robinson (NR) (Secretary), (Frances Thornton (FT) (Treasurer) - Chair, Evelyne Barrow (EB), Rachel Guest (RG), Jo Spitzkowski (JS)	
Apologies:	
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"> • Events – see below • Carboot Sale – The committee is keen to go ahead with this event. LW investigated the price of a license, which is £37.50 for up to 70 “boots”. Potentially we could charge a minimal entry fee of £1. Potentially people could also hire a table from us and have a school table for donated items. Ideally we could sell refreshments – hot sandwiches and drink from the kitchen. Would need Debbie Thornton to support with this ideally. Concerns over who would manage the event. We need to try to create a working party to see who would be interested in organising this event which would occur potentially in June • Summer fair – possibly May dependent on someone to organise the event. We need to advertise a meeting to discuss just this event. • Wish List (HF/FT) <ul style="list-style-type: none"> – Dictionaries – 30 wanted, Thesaurus – 18 wanted, Atlas – 18 wanted. Mrs Atkinson to confirm types and FT to order but at spend of around £350 was approved by the committee. – Board Games – FT had managed to find a game, which she had donated to school. RG offered to trawl charity shops to see if she could find more as buying new ones could prove expensive. Old puzzle and colouring books would also be useful. – RE artefacts box x3 religions – feedback has been really positive from staff and children – IT equipment - proposal to buy a laptop trolley, which is lockable, and can hold £32 laptops and be moved from class to class. This will be around £1600 (ex VAT). This would be a large amount of the remaining money the PTA holds. Firm quotes to be sought and further discussion at the next meeting
3	<p>FT presented the Treasurer's Report detailing income and expenditure including Mother's day spending has been has yet to be recouped. There is current committed expenditure for the leavers' gift and pocket panto plus the reserve of £500 balance leaving approximately £2000 in the bank. Further details on attached sheet.</p> <p>There are still two outstanding payments for the film night – FT proposed we write off these debts. This was agreed.</p> <p>The spending for the leavers' gift of approximately £435 was approved and included in the above totals.</p>

4	<p>Events</p> <p>Mother's day shop - 9th March - NR to recruit a few more volunteers for the actual shop – need at least 6 on the day. FT to organise for the event to go onto Parent pay with a deadline of the 28th Feb. Agreed to charge £3.50. FT/NR to complete the shopping and monitor numbers. NR to organise wrapping evening.</p> <p>St Patricks night – cancelled. It was decided we did not have the scope to take on another event at this time. EB suggested a fashion show in May. EB to investigate.</p> <p>Church disco – after much discussion it was agreed a simpler way to raise some money for the church would be a non-uniform day. The suggested date was 27th April.</p> <p>Film night feedback – made nearly £300 and the event on the night went well. However there was a long discussion on how the school and PTA respond to late requests. There were 10 this time. We send out plenty of remainders in a variety of different ways. We need to stick to the firm deadline that is set and not take cash payments after the date as this results in more work. Agreed an email to be sent once it is closed.</p>	<p>FT/NR</p> <p>EB</p> <p>FT/NR</p>
5	<p>Spending</p> <p>Mothers days shop – agreed to continue to buy as orders increase.</p> <p>The spending for the leavers' gift of approximately £435 was approved</p>	<p>FT/NR</p>
6	<p>Fundraising</p> <p>Cash for coins – EB to announce in assembly as not much uptake – we may have to extend the date</p>	<p>EB</p>
7	<p>AOB</p> <ul style="list-style-type: none"> • Festive Fair 2018 (25th November) – date to be confirmed with the church • Science week – agreed to fund the workshop for this at £380 – Heather to invoice the PTA • GDPR – brief discussion to be continued next time. Considered a dedicated lapt top/tablet for the PTA to store this information. • Easter Raffle – we do have some gifts we can use to raffle off currently. FT to contact businesses to try to get more. • Gambling license has still not arrived – EB to chase as she is the holder • Leavers Book – VS has written a letter to be sent out to parents that has been approved with amendments. 	<p>FT</p> <p>EB</p>
8	<p>Date of Next Meeting – Thursday 22nd March at 7.15pm</p>	