



## St Aidan's PTA Committee Meeting Minutes

Held at the school on 22.3.18 at 7.15PM

Attendees:	
Evelyne Barrow (EB), Helen Ford (HF), Nicky Robinson (NR) (Secretary), Jo Spitzowski (JS) Frances Thornton (FT) (Treasurer)	
Rachel Guest (RG), Sam Hird (SH), Hayley Fisher (HFi)	
Apologies:	
None	
Agenda Item	Action
1	FT welcomed everyone to the meeting.
2	<p>NR reviewed the minutes from the previous Committee Meeting. Matters arising:</p> <ul style="list-style-type: none"> <li>GDPR – FT has looked into the details of this. There are things the PTA needs to do but some of this can be achieved through the school. The school will have to seek permissions from parents around the storage of information. Where appropriate they can include the PTA in these. Parent pay shares payment information from PTA events so we need to make sure this information is destroyed in a timely way. Emails need to not include all email addresses – the use of BCC for PTA emails can be started. We need a privacy statement. By the 25<sup>th</sup> of May this needs to have begun.</li> <li>Gambling license - still not arrived. EB to chase up with council. FT to supply details.</li> <li>Raffle (May) Originally planned as an Easter raffle this will now be a spring raffle. Frances has some Prizes. HFi said she could ask some businesses. Any potential prizes that people have/collect to be passed to FT. Raffle tickets to be sourced.</li> <li>Non-uniform day – church funds 27/4 – date agreed for non-uniform day. FT to create an email to distribute on return to school</li> <li>Fashion show (EB) Carried forward as EB has been unable to contact the person as she is away.</li> <li>Leavers gift – The bibles are currently £12.99 so FT to monitor prices to see if we can get them cheaper. Agreed to spend approx. £400 if necessary to ensure all leavers get one.</li> <li>Carboot Sale (June) NR to advertise on Facebook/newsletter to attempt to get together a working party</li> <li>Summer fair (May) NR to advertise on Facebook/newsletter to attempt to get together a working party/meeting</li> <li>Wish List <ul style="list-style-type: none"> <li>– Atlases – Agreed to buy 16 more of each type with an additional cost of £100</li> <li>– Board Games – FT found another game, which has been donated to school. RG and others still looking for additional games in charity shops.</li> </ul> </li> <li>IT equipment - proposal (school) – three quotes are not yet complete so this is carried forward to the next meeting</li> </ul>

3	<p>FT presented the Treasurer's Report detailing income and expenditure.</p> <p>Further details on attached sheet.</p> <ul style="list-style-type: none"> <li>• FT reports that the textile figure was the same again. FT/RG to organise to weigh the next lot to check.</li> <li>• We had a giants winner – need to advertise a school winner – to encourage uptake for giant's lottery</li> <li>• £845 raised so far through the Coop community fund. (see fundraising)</li> <li>• Photoshoot – did not raise as much as last time. It was agreed to try it again in November and try to get a wider audience such as the toddler groups – need to contact David re availability. Consider one day rather than weekend.</li> </ul>	<p>FT/RG</p> <p>FT/NR</p> <p>FT</p>
4	<p>Events</p> <ul style="list-style-type: none"> <li>• Mother's day shop – feedback - Volunteers requested less variety of items. E.g atomisers came in 6 colours – two would be easier. It made £350 pounds. But the event went well</li> <li>• Film night May – date confirmed for 11<sup>th</sup> May – Film to be decided but suggested Paddington 2 or Coco or Sing. Begin planning of event on return to school.</li> <li>• Fathers day shop – June 15<sup>th</sup> - Need to start shopping and organising for this event – next month's agenda</li> </ul>	<p>NR/FT</p> <p>NR/FT</p>
5	<p>Spending</p>	
6	<p>Fundraising</p> <ul style="list-style-type: none"> <li>• Cash for coins – needs pushing again. EB to mention in parent assemblies (wed/Fri) and PTA to advertise again on Facebook/news letter</li> <li>• Leavers book – VS now has all permissions bar one in to take photos (HF to chase with mum) David Charlesworth has been asked to take individual photos. Will need teachers comments on the class adding – FT/VS to co-ordinate these.</li> <li>• Tea towel – agreed this will go ahead. FT to begin preparations</li> <li>• Musical instruments – Co-op fund – EB to speak to school council around the choice of which instruments they would like to buy. Also to consider how we could spend at further £1000 which hopefully will come in.</li> </ul>	<p>EB/NR</p> <p>HF</p> <p>VS/FT</p> <p>FT</p> <p>EB</p>
7	<p>AOB</p> <ul style="list-style-type: none"> <li>• Kirkburton Co-op – have contacted the PTA wanting to get involved in an event – it was agreed to invite them to the next meeting to discuss what they would like to do.</li> </ul>	<p>FT</p>
8	<p>Date of Next Meeting</p> <p>26<sup>th</sup> April 7pm at school</p>	