

PTA Meeting Wednesday 11th November 2015

Chair – Jo Paterson

	Item	Actions
	<p>Attendees Helen Usher Jo Stranix Zoe Muldowney Neville Black Jo Paterson Emma Featherstone Emma Cooke Rachel Lee Emma Bellamy Helen Lark Nia Richarson Roberta Zdanavicinte Lianne Cook Mr Copping Mr Donnelly Mrs Miskelly</p>	
1	<p>Welcomes & apologies for absence</p> <ul style="list-style-type: none"> • EJ Whitehead, Debbie Holton, Jennifer Warburton, • Introduction of new school business manager Mrs Miskelly • Introductions to the new committee Co-chairs (Emma Bellamy & Jo Paterson) Treasurer (Jennifer Warburton) Secretary (Helen Usher) Publicity Officer (Siobhan Glynn) Media Secretaries (Jessica Felton & Jo Stranix) Grant Co-ordinator (Nia Richardson) Supplies Co-ordinator (Zoe Muldowney) Class Rep Co-ordinators (Emma Featherstone, Joanne Sharpe & Susie Falp) All Committee Members (including Deborah Holton) <ul style="list-style-type: none"> • Committee members agreed. 	
2	<p>Minutes of the last meeting Minutes from previous meeting agreed. Action items from last meeting (AGM):</p> <ul style="list-style-type: none"> • Adult books have been donated to charity book swap at tesco Baguley – thanks to Siobhan Glynn for organising this • Fruit containers to be purchased by school – • PTA lockup – tidy and ready for donations. School equipment remaining includes benches, chairs, gym equipment 	<p>Mrs Miskelly to follow up with school office</p>
3	<p>Committee report - Emma Events since the last meeting:</p> <ul style="list-style-type: none"> • Fashion show – thanks to all the helpers, those that donated raffle prizes and everyone who bought a ticket and drinks on the night, thanks to Vicky who organised the wine and also to those that baked cakes during the Friday ticket sale events. Particular thanks to the site manager who helped enormously. Feedback generally positive but suggestion that a similar future event would be less 	

	<p>well attended as Shop2drop not what expected. Suggestions of ladies night of similar well received.</p> <ul style="list-style-type: none"> • Cake sale & coffee morning in October – very good attendance, raised more at this event than from all of the coffee mornings during 2014/2015! Thank you to everyone who attended, baked and bought cakes and to the school choir. <ul style="list-style-type: none"> ○ Agreed Fridays best day ○ Agreed to change toddler craft table for a free play area which will hopefully allow those parents to socialise more. 	<p>EB & JP to discuss additional Fridays with MC</p>
<p>4</p>	<p>Treasurer’s report - Accounts Distributed. See attached Opening balance was £9163</p> <p>Significant income: Calendars - approx. £300 on this years calendars Fashion Show - £1267 final total October Cake Sale - £172 (last year total for all coffee mornings was £150!)</p> <p>Closing balance £12, 414</p> <p>Committed spend: £4000 towards lunch tables (reminder for invoice) Children’s Christmas parties, class Christmas presents, music classes</p> <p>Available funds approx. £7000</p> <p>Full 2014-2015 accounts distributed £10,500 donated to school last year, includes:</p> <ul style="list-style-type: none"> • £6000 towards running track • £1000 towards hall projector (and music system?) • Nearly £2000 for music classes <p>Agreed to make first donation of one class ICT provision with JW agreement.</p>	
<p>5</p>	<p>Head Teacher’s report</p> <ul style="list-style-type: none"> • Congrats over success of fashion show ect. • Grants applications- recent bids unsuccessful but bid tweaked and resubmitted for outdoor play equip. PTA reported also have a large list of possible grants sources which need working through (see below). • Abacus consultancy (s Glynn) to work with school on an ICT health check. • Michela De IA Tour to complete mural for school reception area next week. • Website – parent tab renamed to raise profile of PTA content. • Actions following Parent feedback <ul style="list-style-type: none"> ○ Unfortunately provision of fruit for KS2 didn’t get enough uptake so not viable ○ Changes have been made to how KS1 spelling is delivered ○ Packed lunches have been moved to the hall ○ New lunchtime Lego club introduced ○ KS2 homework club introduced ○ Yr5 are being given access to verbal/non-verbal reasoning sessions ○ Chess club opened up to KS1 ○ Parent pay is being introduced after Xmas ○ Twitter account being used regularly for updates – please encourage everyone to follow ○ Thank you to PTA for sorting lockup 	<p>EB & JP to discuss with MC at next 1:1</p>
<p>6.</p>	<ul style="list-style-type: none"> • Crowd funding launch 	

1	<ul style="list-style-type: none"> ○ Discussed difference between crowd funding and Just giving – agreed to drop ‘crowd funding’ term to prevent confusion. ○ Justgiving page is set up – just awaiting giftaid information. ○ Thank you to Caroline for researching and setting this up ○ Voluntary contribution suggestion did not pass vote – agreed regular reminders to prompt regular contribution ○ Agreed joint launch PTA/School to draft joint launch letter, aim for end of Nov ○ 1st target set to 1 year group (approx. £10000), confirmed all monies donated go to PTA at point of donation, not when total reached. <ul style="list-style-type: none"> ● Reminded everyone to use giving machine portal. 	JW to liase with NR
6. 2	<ul style="list-style-type: none"> ● Grant applications <ul style="list-style-type: none"> ○ Update from PTA – sub-committee being set up to better resource this, will use PTA.org database of 4,500 trusts and foundations offering charitable grants. Hope to add some parent volunteers to this committee – letter to be drafted by PTA. Will also need some more information from school especially for non-IT projects. 	PTA to set up sub committee
7 7. 1	<p>Upcoming Events</p> <ul style="list-style-type: none"> ● Winter Wonderland Fair (Sunday 29th November) <ul style="list-style-type: none"> ○ Thanks to S Glynn and Michela De La Tour for posters banners. Flyers to go in children’s bags week before. ○ Santa’s grotto to remain unchanged. Need decorations for grotto as previously provided by Mrs Lyde. ○ Planning to use quad for outdoor market feel. Concerns raised that this might isolate the activities in the playground. Also concerns that moving popular tombola stalls outside might clogg the quad area and prevent access to other stalls. Quad not accessible for pizza van? Move market out to playground if weather ok. ○ Suggestion to have second hand uniform stall. ○ Agreed access for set up Friday pm and Sunday 9am-4pm ○ Raffle donations suggestions – MSS- Mrs Miskelly to approach - virgin trains – HU to contact ○ Suggested new stall - change ‘secret santa’ to ‘Shh.. Secret present service’ – agreed Add jazzy jars stall - agreed ○ Class reps being coordinated by PTA – online sign up to be released this week. ○ Entertainment – choir to perform at set interval through the fair. Suggestion from Neville Black to invite parents to perform Christmassy music in choir breaks. ○ Previous issues with confusion over where stalls were – suggestion of using yr5/6 as guides. Maps and signage have been revisited and will be more visible than previous years. ○ MC happy for office to be used for money counting ● Gold, silver & copper chain (Thursday 17th December) <ul style="list-style-type: none"> ○ PTA to organise publicity of event& provide prizes (longest chain, most money raised) ○ School to arrange event on the day ○ PTA to count money ASAP to be able to announce ● Coffee Morning (Tuesday 26th January 2016) <ul style="list-style-type: none"> ○ See item 3 	<p>?Add Christmas decorations donation day requests?</p> <p>EB to liase with MC re organisation of pupils</p> <p>JSt/JF to put invite out on Fb</p> <p>Committee to consider logistics of this.</p> <p>JW to coordinate counting</p>

	<ul style="list-style-type: none"> • Other events: <ul style="list-style-type: none"> ○ Sponsored 10k run – PTA organising team for Manchester 10k, volunteers to run welcome, can split donation between PTA and another charity of desired. ○ Christmas parties – PTA to provide refreshments for Xmas parties week of 14th Dec ○ Christmas performances – PTA to run refreshment stall as per harvest festival. ○ Valentines Disco & EYFS movie night planned for 10th Feb –MC to discuss with staff re staff support as this will run later than usual working time. ○ All agreed interest in scoping summer ball. 	
8	<p>AOB</p> <ul style="list-style-type: none"> • Website updates & PTA noticeboards – not discussed • 2016-2017 term dates to be released following governors meeting tomorrow. • Xmas card collection 17th Nov <p>Date of next meeting: Tue 9th Feb</p>	<p>JP/EB to liase with MC at 1:1</p> <p>JP to collect</p> <p>All to meet to process</p>