

**Alresford Primary School P T A**

**Minutes of Meeting**

**Wednesday 18<sup>th</sup> July 2018. 7pm. Year 6 Classroom**

**In attendance:**

Claire Burgess, Chairperson (CB)  
Jo Baker, Treasurer (JB)  
Sarah Dukelow, Head (SD)  
Loretta Baker, Deputy Head (LB)  
Jo Bradley (JoBr)  
Shelley Cooper (SC)  
Nicole Eddington (NE)  
Lisa Nutt (LN) – minute taker

**Apologies** received from Kim Lawrence and Laura Warren

**1. Minutes of last meeting**

The minutes of the last meeting were reviewed and agreed by all.

**2. Chairperson's Report**

CB congratulated everyone on their hard work and dedication for the work on the Summer Fete.

**3. Headteacher's Report**

Melanie Andrews, Forest School lead has made a request for contribution towards the initial equipment outlay for the new Forest School sessions. Equipment would include items such as waterproof suits, drills, ropes, experiment equipment, netting etc. The total cost would be £684.20. It was unanimously agreed by the committee that the PTA would meet the entire cost.

Snap Bracelets. Following the school coms recalling the snap bracelets won at the "Grab a ball" stall at the Fete SD now has a list of children who received them and will replace their bracelets with an inflatable toy.

**4. Treasurer's Report**

JB distributed a copy of the finance report from September 2017 to June 2018. JB is waiting on the July bank statement therefore was not able to confirm the latest account balance.

JB reported that new cheque books have arrived.

It was discussed that we should move bank accounts post AGM to take advantage of accounts that can provide online/telephone banking/debit cards. Lloyds Bank Treasurers account was recommended to be looked into.

## **5. AGM**

It was suggested that CB look into the details of how to amend the constitution to decrease the numbers required to form a committee. It was agreed that we should wait to see if we have any new volunteers in September.

We will distribute a leaflet for the book bags during the first week back at school reminding parents of the AGM date. This will also serve as a PTA recruitment drive.

## **6. Lock up**

A discussion took place regarding replacement of the current lock up. Everyone agreed that this is something that does need looking into but to do some research into suitable alternatives (lorry/horse box conversion / wooden shed / brick building / metal container). It was agreed that a thorough clear out of the lock up is needed and has been arranged from 1pm on Tuesday 7<sup>th</sup> August. Lock up shelving issues were discussed. All agreed that shelving/racking would enable us to organise the lock up more efficiently and keep it tidy. It was agreed by all that LN would purchase the 4 tier racks she had sourced from eBay at a cost of £119.99 including free delivery. Order should arrive by Friday 20<sup>th</sup> July.

## **7. AOB**

JoBr announced that the company she works for have accepted her request for fund matching for our Summer Fete. The company have agreed to donate £200.

Tricia Aylott, the office assistant, will be celebrating her 20<sup>th</sup> year of involvement with the school PTA in 2019.

Film Nights. JoBr raised the issue surrounding the need for a licence to hold film nights. JoBr will look into the cost and readiness of availability of the licence. It was agreed that we would hold a film night each term (October/April/July), as they are good fund raisers and enjoyable for the children.

Christmas Fair. It was discussed the possibility of changing the format slightly for this year's fair. Keeping Santa's Grotto but instead of having lots of stalls we could make more investment in class enterprise scheme and have the children selling their crafts. The possibility of pre-selling Santa Grotto tickets and also allocating time slots was also discussed and a suggestion that we introduce an early bird ticket sales incentive and a ticket on the door price for the grotto was also made. Other stall ideas were Candy Floss Snow, Raffle, Mulled wine and refreshments.

Friday 14<sup>th</sup> December was suggested for a possible Fair night but we need to look at the Rotary Club Sleigh dates. LN to contact the Rotary Club. It was agreed that last year we had several events in the space of 2 weeks with Breakfast with Santa, Rotary Sleigh and the Fair so we may look to space these events out more.

2019 Fete. LN raised the idea to do away with the Summer Fete but replace it with a Harvest Fair in September. The idea would be to avoid clashing with other local events (2018 Fete clashed with Brightlingsea Carnival and Wivenhoe Regatta) but we could also incorporate a Scarecrow Festival into the Fete and open to the community rather than just the school.

New Parent Gift. JoBr and LN raised the idea to gift all reception class parents with a welcome from the PTA. The gift would include consumables and a little poem. This idea was agreed by all. JoBr/LN to organise and have ready for first day of term. This idea will also serve as a recruitment drive for new PTA volunteers/members.