

Aycliffe Village Primary School

PTA Meeting Minutes

Wednesday 10th October 2018

6pm

Attendees

Leah Kelly (Chair)

Myles Dann (Treasurer)

Vikki Anderson (Secretary, Minutes)

Apologies

Brian Dean

Mrs Sutherland

Mrs Brown

1	<p>Minutes of last meeting</p> <p>Agreed. No outstanding actions.</p>	Assigned to
2	<p>PTA Update</p> <p>LK thanked Vikki Anderson for volunteering to be the new Secretary and has added her to the PTA email account.</p> <p>Action MD to arrange paperwork for VA to be added to PTA bank account.</p>	MD
3	<p>Treasurers Update</p> <p>Current account balance - £368.43</p> <p>100 Club prizes had been issued by cheque and only £7 is now outstanding as not been cashed.</p> <p>Action MD will contact Bounceabout & Play to obtain a duplicate invoice for our records. The invoice has been paid.</p>	MD
4	<p>Fundraising Activities</p> <p>Film Club</p> <p>We have had 32 children interested, 14 KS1 and 18 KS2. These sessions will be separated, taking turns each week for KS1 and KS2, which may lead to a reduction in numbers attending due to siblings being collected at different times. VA suggested siblings may be allowed to do a session together but LK advised that the film ratings are U/PG based on the children's ages. The only potential issue is the football club who tend to use the hall if the weather is bad. Hoping to start sessions after half term on Friday afternoons. Katie Walsh is dealing with the admin, films and volunteers. She has asked if school could possibly have a teacher / teaching assistant available as a back-up volunteer in case of a last minute drop out which has happened previously. MD is volunteering for KS1 and LK and Matthew Coates will alternate in buying food items.</p>	

Action	HS to consider if a member of teaching staff can be available as a back-up for film club in case of any last-minute drop outs.	HS
Action	LK will ask Katie if sessions can begin 9th November as the first week back is the day after the disco. 100 Club Lynn has advised that the total sold is 77, a great improvement.	LK
Action	VA to look into ParentPay as an option for parents to make direct payments to PTA account.	VA
Action	LK to look into options for card readers and fees. Halloween Disco The Halloween Disco takes place on Thursday 1 st November. A fancy dress competition will take place and John Melvin will DJ following cancellation of the previously booked DJ. John charges £70, the previous DJ charged £60. Going forward John will be the regular DJ, he is well known locally, reliable and very good with children with a DBS check. VA advised that some parents have previously said the children (and parents) have found the disco music to be too loud to enjoy. LK will keep this in mind.	LK
Action	LK to create new flyer advertising new DJ John Melvin and to be added to newsletter. Christmas Cards Kate Ward is co-ordinating orders for cards. Packs have been received and HS has confirmed that designs will be created in school next week.	LK
Action	LK to liaise with school to ensure designs are complete next week.	LK
Action	Bags2school LK will be arranging for details to be added to the newsletter or sent home to parents. LK to liaise with school to arrange convenient date for collection of bags. Recycling school uniforms VA suggested that used school uniform items (which are in very good condition) could be sold on to parents to help raise funds during the last week of term (reception class after the introductory meeting). VA offered to lead on taking delivery of the items on the morning, remove any which are not in good condition, sort into sizes to be displayed and sell to parents that evening after school. Any not sold can then be taken to the local recycle centre as the school does not have space to store such items. LK offered to help with this.	LK
Action	HS to consider whether the above proposal for recycling school uniforms can be approved.	HS

Action	<p>Christmas Fair LK advised that payments have been received by several stall holders.</p> <p>MD to monitor bank account for payments.</p> <p>HS had advised that unfortunately classrooms cannot be used this year as the Ofsted inspection is due anytime from December 1st.</p>	MD
5	<p>Setting goals</p> <p>LK is considering options to fund an advertisement notice board on the outside wall at entrance. Local businesses could sponsor a minimum amount to have their business advertised for the month.</p> <p>LK felt it would be beneficial to set a fundraising target for the academic year, either a monetary goal or to raise money for a specific project. It would be helpful to receive feedback and suggestions from the School Council, for fundraising and ideas for what the children would like to see funds spent on within the school.</p>	
Action	<p>LK to email school to ask for a wish-list for spending and possibility of having school council feedback.</p>	LK
6	<p>Funding Priorities</p>	
Action	<p>As above - LK to speak to school about setting goals for the year.</p>	LK
7	<p>Any other business</p> <p>None.</p>	
	<p>Date of next meeting</p> <p>Wednesday 7th November at 6pm.</p>	