

Aycliffe Village Primary School

PTA Meeting Minutes

Wednesday 7th November 2018

6pm

Attendees

Leah Kelly (Chair, Minutes)
Myles Dann (Treasurer)
Vikki Anderson (Secretary)
Brian Dean
Katie Walsh

Apologies

Mrs Sutherland
Mrs Brown
Sarah Travis

1	Minutes of last meeting Agreed. Outstanding actions: Vikki to be added to the bank account and source the Bounceabout and Play invoice.	Assigned to MD
2	PTA Update No general update at this time.	
3	Treasurers Update Action Signatures didn't match so Barclays are requesting letterheaded paper with signatures on as evidence for VA to be added to the bank account. Account balance £348.43 on the last bank statement, now £941.43 but prize money is to come out of this. Additional £381.90 was made at the Halloween disco which is average to previous years.	MD/LK
4	Fundraising Activities Christmas Fayre The fayre will be stalls only this year due to the Ofsted inspection due around this time. Around £50 payments due to come into the account. Coffee van is confirmed and a nice selection of stalls. School choir will perform at 6.30pm. Action LD to chase Endeavour Woodcraft to confirm stall booking. LD to add reminders to newsletters for fayre and xmas crackers. Tombola LD has requested donations on the newsletter this week.	LK

	<p>Film Club Katie Walsh attended for this item. Anyone helping must have a DBS check. A few new people have offered to volunteer for the sessions but DBS checks can take up to 6 weeks to clear so it couldn't be held as planned due to lack of DBS cleared volunteers. Considering holding a festive film club on 30th Nov, 7th and 14th December. VA can do 7th and 14th, Myles can do all 3, LD can do 30th. LD to buy the food. Sessions will be open to all ages including reception and films suitable rated U. permission slip to be included in booking form. Limited places available relating to volunteers available. Payments can be paid via bank transfer or cash via postbox.</p> <p>We need to ensure volunteers are aware of how to use the DVD. VA offered to stay back to show other volunteers how to use it but needs to be shown.</p> <p>Action LK to send letter out to parents with details.</p> <p>100 Club All numbers sold. £39pm goes to PTA, 1st prize £21 2nd £11 3rd £7.</p> <p>Christmas cards Artwork has been complete and sent to the company. Kate Ward is happy to deal with orders.</p> <p>Bags to school 26th November booked for collection before 1pm from the driveway. Sarah Travis will lead on reminding people via facebook etc.</p> <p>Cashless payments Parent pay would need to be a separate account to the schools. HS to advise on cost of the system.</p> <p>LD provided information on "sumup" contactless cardless payment device. Card reader £19 +VAT and first £250 of transactions are free then 1.69% fee. Agreed to set minimum payment of £5 to reduce workload and increase sales.</p>	LK
Action	LD to order "sumup" payment device.	LK
5	<p>Setting goals</p> <p>Action Advertisement board and sponsorship to be deferred to the next meeting once HS has checked with governors.</p> <p>HS had submitted a list of items for which PTA funds may be used:</p> <ul style="list-style-type: none"> - New projectors for interactive whiteboards in some classrooms. - More painting throughout school to help to continue improving the environment for children. - Buy an online system for parents to book parents evening appointments rather than relying on slips as these are easily lost. 	HS/LK

	<ul style="list-style-type: none"> - Support with the cost of a theatre performance of “The Railway Children” (booked for next autumn term). We will use this to make links to learning in class/topics. - Updating of laptops, ipads (when necessary) and possible purchasing of visualisers. - Money to support with maths resources. <p>Other suggestions from the PTA for parents to use booking systems were tapestry, “marvellous me”, dojo etc - a functional system.</p> <p>BD suggested a friendship seat.</p> <p>It was agreed that the PTA would like more input from the children.</p>	
Action	BD to speak to HS about liaising with the school council and possibly having some representatives attend the next meeting with suggestions for spending.	BD
6	Funding Priorities	
Action	LK to speak to school about setting goals for the year.	LK
7	Any other business	
	None.	
	Date of next meeting	
	Wednesday 5th December at 6pm. VA sends her apologies.	