

Aycliffe Village Primary School

PTA Meeting

Wednesday 7th February 2018

6pm

Attendees

Sarah Travis (Chair)
Myles Dann (Treasurer)
Leah Kelly (Secretary, Minutes)
Brian Dean

Apologies

Mrs Sutherland
Amanda Dunn
Mrs Brown

There were no school staff available to attend this evening's meeting. Members suggested that school staff may be able to attend to support the school disco on a rota basis. Dates have been given to school for discos for 2018.

	Update from last meeting Andrew Taylor has stepped down as PTA Secretary due to work pressures. The PTA would like to thank him for his contribution. Leah Kelly has taken on the role of secretary.	Assigned to
Action	Check what is required regarding updating the banking with LK's details PTA Committee to meet at Barclays Bank Friday 16 th February at 9.30 to update bank info	MD MD/ST/LK
Action	PTA committee to sign new constitution document and pursue registered charity status. This needs to be done as part of an extraordinary general meeting. To be held in April.	MD/ST/LK
Action	Follow up on application for charity status. Speak to school accountant to discuss requirements	MD
	Treasurer Update Currently £4243.24 in bank. To pay £626.00 for Christmas card order Balance £3616.24	
	Fundraising Project Teams Regular fundraising activities have been assigned to volunteer project teams as follows: Film Club Admin – Katie Walsh & Brenda Millington Sandwiches – Myles Dann & Matthew Coates	

<p>Action</p>	<p>Letters for volunteers to cover sessions have been sent out this week and infant sessions have been covered.</p> <p>100 Club Lynne Clarkson</p> <p>Discos Leah Kelly</p> <p>Mother's Day & Father's Day gifts Amanda Dunn, Diane Bradbury, Helen O'Neill, Claire Dean</p> <p>Speak to Kelsey Coulter for fundraising suggestions e.g. tea towels</p> <p>Summer & Christmas Fairs Kelsey Coulter Dates TBC with school</p> <p>Ice Cream Friday Still need help with this, commencing in May. Requires ordering and receiving delivery of ice creams and organising volunteer rota.</p>	<p>ST</p>
<p>Action</p> <p>Action</p> <p>Action</p>	<p>Dates of Events</p> <p>Disco dates have been confirmed with school. These are: Summer Disco – 19th July Halloween Disco – 1st November Christmas Disco – 13th December</p> <p>Discussed start time of the disco as late finish impacts on the hours of the school caretaker. It was agreed that the discos couldn't take place earlier due to the work commitments of the volunteers who support the discos.</p> <p>Proposed date for the Summer Fair is 28th June which coincides with sports day. Time 3.30 – 5.30pm. It was agreed to invite stall holders to attend.</p> <p>Proposed date for Xmas Fair is 29th November from 3.30 – 6.30pm Local businessman Neville Jones has offered to run a Santa's grotto at the Christmas Fair. There would be a small admission charge which would include a gift and money would be split equally between the PTA and Rotary Club</p> <p>Confirm dates for fairs with school</p> <p>Mother's Day – 11th March. Volunteers to arrange for flowers to be distributed on Friday 9th March. Need to order daffodils and luggage labels.</p> <p>Explore alternative fundraising activities linked to Mother's Day</p> <p>Confirm number on school roll to assist with ordering of flowers</p>	<p>LK</p> <p>ST</p> <p>Brian Dean</p>

<p>Action</p> <p>Action</p> <p>Action</p> <p>Action</p> <p>Action</p> <p>Action</p>	<p>It was agreed that we should explore alternative sponsored activities to replace spelling and times tables. We felt the best suggestions would come from the children.</p> <p>Check which staff member has responsibility for school council</p> <p>Liaise with school council to gather fundraising ideas</p> <p>A quiz night was proposed for 7th July to be held in the Village Hall. Quiz master and questions already organised.</p> <p>Check availability of village hall and quiz master for proposed date</p> <p>Adele Brennan, Kate Wood and Kellyanne Miller have volunteered to assist PTA with admin tasks.</p> <p>Contact admin volunteers to request they contact local businesses to ask for raffle prizes for events. Ask Kate Ward to create a quiz promo flyer.</p> <p>Speak to Andy Taylor re supplier for pie and peas for quiz night.</p>	<p>LK</p> <p>ST</p> <p>ST</p> <p>ST</p> <p>ST</p> <p>ST</p>
<p>Action</p> <p>Action</p>	<p>Promotion of PTA</p> <p>A lockable post box is being ordered for the school reception. Committee members to hold keys. To be used for PTA monies received from pupils and suggestions/communications from parents to PTA. Contents are to be logged when post box is emptied.</p> <p>Explore external noticeboard to be used for PTA news and info to be displayed on school wall.</p> <p>Craig Maddison has created a PTA website which now needs content to be added. It will be for information only and link to school app. It will include a calendar of events, fundraising information and has potential for advertising space to be sold. Plan to be live by the end of the school year.</p> <p>PTA to request date of new starters presentation at school and check if it is possible to deliver a short presentation as part of the event.</p>	<p>ST</p> <p>LK</p>
<p>Action</p>	<p>Dates of future meetings</p> <p>Wednesday 7th March</p> <p>Wednesday 18th April (EGM)</p> <p>Wednesday 9th May</p> <p>Wednesday 6th June</p> <p>ST to forward PTA Gmail account details to LK</p>	<p>ST</p>

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