

Aycliffe Village Primary School

PTA Meeting

Wednesday 18th April 2018

6pm

Attendees

Sarah Travis (Chair)

Myles Dann (Treasurer)

Leah Kelly (Secretary, Minutes)

Apologies

Mrs Sutherland

There were no school staff or governors present at this evening's meeting

	<p>Minutes of last meeting Agreed.</p> <p>Outstanding Actions</p> <p>Check availability of village hall and quizmaster for proposed date of quiz</p> <p>Speak to Andy Taylor re supplier for pie and peas for quiz night.</p> <p>Quiz night currently on hold</p> <p>Mrs Brown will ask the school council for fundraising suggestions in the next meeting (12th March) and feedback to PTA.</p>	<p>Assigned to</p> <p>ST</p> <p>ST</p> <p>AB</p>
	<p>Treasurer Update</p> <p>Currently £3852.36 in bank. Petty cash £79.57</p>	
Action	Hand annual accounts to school to be passed on to the accountant	MD

	<p>Fundraising Activities</p> <p>100 Club Going well</p> <p>Discos School have requested the Christmas disco be cancelled due to a number of events taking place in December. They have also requested we review the timing of the discos.</p> <p>Action Liaise with Mrs Sutherland to discuss discos going forward.</p> <p>Summer & Christmas Fairs Kelsey Coulter has contacted our admin volunteers to ask them to contact businesses for raffle prizes for the summer fair. A supply agency used by school may be able to donate raffle prizes. School to arrange this. Mrs Sutherland is also going to promote the fair in the village parish magazine to encourage the community to attend.</p> <p>Action ST to arrange a further meeting with Kelsey</p> <p>Bags 2 School Collection this week raised £102.00</p> <p>Action Post a thank you on fb group</p>	<p>LK</p> <p>ST</p> <p>LK</p>
	<p>Update from Mrs Sutherland</p> <p>Quotes for decorating areas of school will be provided to the next PTA meeting.</p> <p>The Easter egg competition was very well received.</p> <p>The date for the new reception starters meeting provisionally planned for 21st June at 5pm.</p> <p>Action PTA to deliver a short presentation. Action ST to email old presentation to LK to be updated</p> <p>School governors have identified actions for PTA to improve the School Financial Standard</p> <ul style="list-style-type: none"> • Audit of accounts <p>PTA accounts are annually passed to the school accountant to review</p> <ul style="list-style-type: none"> • Handling of cash – use cashless systems for regular payments <p>Regular payments are film club, 100 club, Christmas card/gift orders. PTA feel these could all be managed via online banking although this may require a little work to tie payments with people.</p> <p>Action Update to be provided to PTA following the school finance meeting</p>	<p>LK</p> <p>ST</p> <p>HS</p>

	<p>Funding Priorities</p> <p>Mrs Bradley provided a list of requested resources for Reception totalling £277.50. Funding was agreed by PTA.</p> <p>Leavers hoodies have been paid for.</p>	
	<p>Any other business</p>	
Action	Brian Dean required to sign charitable status paperwork	BD
	Measurements to be checked to order notice board to be sited on school premises. Mr Watson has kindly offered to install this	
Action	Notice board to be ordered	ST
	Additional key for post box doesn't work so collections will be done by LK & ST alternate weeks.	
Action	Ask PTA fb group if anyone would like to be on mailing list to receive PTA minutes	LK
Action	Review GAMP funding stream to see if PTA are eligible	LK
	<p>Date of next meeting</p> <p>Wednesday 9th May 6pm</p>	