

Aycliffe Village Primary School

PTA Meeting

Wednesday 9th May 2018

6pm

Attendees

Sarah Travis (Chair)
Myles Dann (Treasurer)
Leah Kelly (Secretary, Minutes)
Mrs Brown
Laura Trevelyan

Apologies

Brian Dean

	Minutes of last meeting Agreed.	Assigned to
	Outstanding actions	
Action	Brian Dean required to sign charitable status paperwork	BD
Action	Notice board to be ordered	ST
	Treasurer Update	
	The accountant, Gordon Fletcher raised some queries with the PTA annual accounts. He felt the current system made it difficult to reconcile cash and cheque amounts being paid in. He noted a few receipts were missing. Mrs Brown offered to meet with Myles and review these.	
Action	Speak to Gordon Fletcher for clarity on issues raised	MD
	Addendum to minutes – the receipts which were queried were with the accounts and therefore not missing.	
	Following on from the school finance meeting, the PTA were asked to consider cashless systems and use of online banking. Issuing refunds, e.g. for cancelled film club, to parents could be problematic with a cashless system. AB queried if there could be a fund for refunds similar to petty cash.	
Action	Check if PTA can access the bank statements online as we are unable to have a transactional online account.	MD

<p>Action</p> <p>Action</p>	<p>Pay £60 fee to accountant either directly or via school.</p> <p>There is no record to prove payments are made to and received by winners of 100 club.</p> <p>Produce a receipt slip to be signed by winners when they are given the prize money. This will be submitted into the accounts.</p>	<p>MD</p> <p>LK</p>
<p>Action</p> <p>Action</p> <p>Action</p>	<p>Fundraising Activities</p> <p>100 Club Going well</p> <p>Discos ST met with Mrs Sutherland and discussed discos. She explained that they are very profitable. We aren't able to bring the start time forward. The PTA offered to contribute to Mr Watson's overtime payment for the additional time he spends at work to tidy up and lock premises after discos. It was agreed that a staff member from school would attend the disco and lock the premises and that volunteers will tidy the hall and kitchen.</p> <p>Summer Fair Kelsey Coulter (KC) met with Mrs Sutherland. Local PCSO's will attend the fair with a police car and also approach local businesses to request raffle prizes. KC has asked parents to donate wine for a stall. School can't store these as there is no space and also it is inappropriate to keep alcohol on the premises.</p> <p>Arrange to collect fair donations daily.</p> <p>Arrange printing of raffle tickets once prizes have been confirmed.</p> <p>Ice Cream Friday To start 18th May. ST will sell the ice creams with another volunteer. We have had very few parents offer to help with this. MD will provide float. LK to purchase ice creams.</p> <p>Check if any Year 6 children can help as suggested by Mrs Sutherland.</p>	<p>ST</p> <p>ST</p> <p>AB</p>
	<p>Update from Mrs Sutherland</p> <p>As requested in the March meeting, pupils have been asked for suggestions for fundraising activities. Mrs Sutherland provided a list of ideas and PTA considered these.</p> <p>The ones chosen to prioritise were:</p> <ul style="list-style-type: none"> • Talent show • Board game creation leading to sale 	

	<ul style="list-style-type: none"> • Fun run • Cake stall or cookery club <p>Children also suggested a book stall and PTA thought a second hand fancy dress stall would work well. These are to be considered for the Summer Fair.</p>	
Action	Contact Darlington Cookery Club for support for fundraising	LT
Action	LK to contact LT for info on where to send excess 2 nd hand books following the stall.	LK
	<p>Funding Priorities</p> <p>No invoice has been received from school for reception equipment so no payment has been made.</p> <p>PTA agreed to pay for decorating in school to hall and Year 3 classroom.</p> <p>Agreed to fund 2 computers for Reception class.</p>	
	<p>Any other business</p> <p>LT raised the GDPR and reminded PTA to consider this for photo consent if photographing events such as fairs.</p> <p>LK updated on the GAMP funding. It was considered the grant too big for short timescale to submit a proposal. It would need careful consideration and liaison with school which would not be possible in the time frame. Potential to plan project in advance for the next round of funding.</p> <p>ST raised the Tesco store coin funding and asked if it would be possible for us to apply for a project there.</p>	
Action	Check criteria for Tesco funding	LK
	<p>Date of next meeting</p> <p>Thursday 7th June 6pm</p>	