

**Aycliffe Village Primary School**

**PTA Meeting**

**Wednesday 12<sup>th</sup> September 2018**

**6pm**

**Attendees**

Leah Kelly (Chair, Minutes)  
Myles Dann (Treasurer)  
Mrs Sutherland  
Mrs Brown  
Brian Dean

**Apologies**

Kelsey Coulter

	<p><b>Minutes of last meeting</b> Agreed.</p> <p>No outstanding actions.</p>	<b>Assigned to</b>
<b>Action</b>	<p><b>PTA Update</b></p> <p>LK has offered to take the Chairperson role but this now leaves a vacancy for Secretary. It was thought that this post might be easier to fill. LK has posted on Facebook asking for volunteers. It was agreed to put a request for volunteers in the school newsletter, explaining the role and that the post is open to relatives e.g. grandparents.</p> <p><b>LK to send info for school newsletter to HS.</b></p>	<b>LK</b>
<b>Action</b>	<p>HS suggested the PTA presentation from the new starters meeting be put on the school website so all parents could see the positive impact the PTA has had. A link will then be put into the newsletter to allow parents to view it.</p> <p><b>LK to send the presentation. HS to put presentation on school website.</b></p> <p>A deadline to fill the secretary vacancy was set for 19<sup>th</sup> October. If the role isn't filled then the future of the PTA will need to be reconsidered.</p>	<b>LK/HS</b>
	<p><b>Treasurers Update</b></p> <p>Current account balance - £3839.73</p> <p>100 Club prizes had been issued by cheque and some of these have not been cashed which skews the account balance. Future draw prizes will be given as cash to prevent this being a problem going forward.</p>	

<p><b>Action</b></p>	<p>Myles requires a copy of the invoice from Bounceabout &amp; Play for the accounts. LK will check with Kelsey Coulter if she has a copy of this and if not, we will need to contact the company to obtain a duplicate. The invoice has been paid.</p> <p><b>LK to check if KC has copy of the invoice.</b></p>	<p><b>LK</b></p>
<p><b>Action</b></p> <p><b>Action</b></p> <p><b>Action</b></p>	<p><b>Fundraising Activities</b></p> <p><b>Film Club</b> Katie Walsh has agreed to oversee the admin of Film Club. LK to assist with this and to do the food. MD will run sessions with a parent volunteer. A letter will be sent out next week to gauge interest from pupils so we can plan sessions. We may need to use a classroom on occasion if the weather is bad as the after school football club would then need to use the hall.</p> <p><b>100 Club</b> Currently 58 numbers have been sold which is the same number as last year but is disappointing. Lynne Clarkson will forward a reminder letter to school to be sent home to families who haven't participated as a final push on sales prior to the draw at the end of October. It was also suggested to open the draw up to the community if sales remain poor.</p> <p><b>HS to remind governors and staff of the initiative to try to increase sales.</b></p> <p><b>Halloween Disco</b> The Halloween Disco takes place on Thursday 1<sup>st</sup> November. A fancy dress competition will take place. LK asked if a teacher could judge this.</p> <p><b>Christmas Cards</b> LK will order the pack next week. The designs will be done during an art lesson around half term. Kate Ward has been asked to coordinate orders.</p> <p><b>Temple Spa Evening</b> LK had received a proposal for a fundraising event hosted by Temple Spa, a beauty product company. It was decided that as there were several events already planned before the end of the year, it would be difficult to get parents engaged and AB mentioned that similar events had been tried in the past with limited success.</p> <p><b>LK to feed back to Temple Spa Consultant</b></p> <p><b>Christmas Fair</b> LK provided a list of stall holders. Payments have been received by several of these.</p> <p><b>MD to monitor bank account for payments.</b></p>	<p><b>HS</b></p> <p><b>LK</b></p> <p><b>MD</b></p>

	<p>It was agreed not to hold a raffle at Christmas as we have received prizes from several local businesses for the summer raffle and it would be inappropriate to approach them again so soon.</p> <p>LK has arranged for 'Santa' to attend the fair. Neville Jones of Aycliffe Rotary Club will be Santa and monies raised will be split 50/50 between PTA and Rotary Club.</p> <p>HS agreed that some classrooms can be used for games and activities. LK to liaise with Kelsey Coulter to plan these.</p> <p>The PTA won't be running a kitchen this year as it raised very little money. LK will arrange a coffee van to attend.</p> <p>LK proposed a change to the traditional 'mufti jars' this year. Parents will be asked to save a cardboard tube e.g. kitchen roll and to fill this with wrapped sweets or a pocket money toy approximately £1 in value. This will then be wrapped in the style of a cracker and sold to raise funds in a lucky dip style.</p> <p>Lynne Clarkson has agreed to coordinate the tombola.</p> <p>LK asked if children could design a poster for the fair. PTA will hold a competition and the winning entry will be used as publicity. LK will contact Newton News to publish this and print to be displayed locally.</p>	
<b>Action</b>	<b>School to timetable poster design as part of art lessons around half term.</b>	<b>HS/AB</b>
	<p><b>Funding Priorities</b></p> <p>Playground artwork was partially funded by PTA at a cost of £1000. This was completed over the summer holidays. HS thanked the PTA for the support with this funding.</p> <p>School to consider funding requests for the next meeting.</p>	
	<p><b>Any other business</b></p> <p>None</p>	
	<p><b>Date of next meeting</b></p> <p>Wednesday 3<sup>rd</sup> October at 6pm</p>	