

Aycliffe Village Primary School

PTA Meeting Minutes

Wednesday 6th March 2019

6pm

Attendees

Leah Kelly (Chair)
Myles Dann (Treasurer)
Vikki Anderson (Secretary, Minutes)
Helen Sutherland (Head Teacher)
Brian Dean (Parent / Governors representative)
Julia Hopps (Parent)

Apologies

Mrs Brown (Deputy Head)

1	<p>Minutes of last meeting</p> <p>Agreed. No outstanding actions.</p> <p>It was agreed that the PTA could not buy daffodils etc for Mother's Day gifts going forward. With the planned adoption of a constitution and registration as a charity from May all expenditure must be to "support the school and advance the education of the pupils".</p>	<p>Assigned to</p>
Action	<p>Easter eggs – Miles to buy 7 easter eggs as prizes for the competition and HS to add to newsletter.</p>	<p>MD / HS</p>
2	<p>PTA Update</p> <p>Parent questionnaires summary</p> <p>A poor response to the questionnaire with only 10 being returned from the whole school.</p> <p>Events suggested: Children's craft sessions, quiz nights, family bingo or games night. Prosecco and pizza night. Beetle drive. Family BBQ – also can consider this style of burger van etc for fair. A band night.</p> <p>Skills we can utilise: Baking Beauty therapy French Music and theatre Creative skills Painting Gardening</p>	

	<p>Marketing</p> <p>PTA meetings will continue to be on Wednesday evenings. The responses gave very positive feedback about the PTA.</p> <p>Selling fruit one day a week at breaktimes was considered to fundraise: "Fruity Friday".</p> <p>Action Leah will look into costs and prices to sell fruit each Friday.</p> <p>School Discos We had 48 children attend the Valentines disco this year, in comparison to 107 last year – although last year was extremely busy and a few parents mentioned it was too busy.</p> <p>HS raised some concerns around safeguarding due to the amount of children taking photos on their phones. Suggestions were made to have discos straight after school, one for infants and one for juniors catered to them but with entertainment, teachers supervising, a set fee to attend to include snacks, drinks and glow stick for example. Children would be allowed to come to school in their party clothes.</p> <p>Wed 17th July Summer disco – key stage 1 and reception with entertainer. Thurs 18th July Summer disco – key stage 2 (year 6 leaving disco) with DJ.</p> <p>PTA to cost price of disco tickets</p>	<p>LK</p>
<p>Action</p>	<p>Summer Fair ParentKind insurance covers us for hiring inflatable equipment for the fair, but they do need risk assessing and to ensure the company providing it are insured etc. Book inflatables. Plan stalls, food and entertainment.</p>	<p>LK/VA</p>
<p>Action</p>	<p>Noticeboard costings LK has gathered 3 different costings: Basic £155 inc. VAT With school logo 8 x A4 £379 + VAT Church style £400 + VAT</p> <p>All preferred the design with logo. Local companies can be invited to contribute to fundraising in return for an advertisement on the noticeboard on a monthly basis, as long as the company has no involvement with or links to children directly due to safeguarding risks.</p>	<p>MD / PTA</p>
<p>Action</p>	<p>LK will look at definite costings of noticeboard and HS will confirm that the governors are happy with the disclaimer re advertising. VA to assist LK with sponsorship planning</p>	<p>LK / HS / VA</p>

3	<p>Treasurers Update</p> <p>Current account balance - £2091.61 and no payments outstanding.</p>	
4	<p>Fundraising Activities / Dates for the Diary</p> <p>Raffles Raffle to be held in the summer was agreed. Everyone to look at options for raffle prizes. HS suggested one of the children could write a letter to local businesses asking for raffle prizes.</p> <p>Action Pupils to draft letter requesting prizes. PTA to draw up a list of local businesses to be approached to donate prizes.</p> <p>Mother's Day / Father's Day Mother's Day – see item one. Due to this, there will be no items purchased for Father's day either. Fundraising crafts etc will be considered next year as it was agreed at previous meeting school could not accommodate time to complete mother's day crafting due to other commitments.</p> <p>Poverty training for staff – PTA invited 8th May 3.30 – 4.30pm HS feels it will be useful for staff as often we can make assumptions about a family's financial situation and some families may need help. Considerations regarding dates of fundraisers and amounts requested, whether children may feel excluded due to financial difficulties etc.</p> <p>Easter Egg Competition Due in April 1st, reminders will be added to the newsletter and MD will buy Easter eggs as in item 1.</p>	HS / PTA
5	<p>AGM</p> <p>The AGM will be held 8th May. We need to give 21 days written notice of the AGM being held, via the newsletter ideally. 6 need to attend to allow decisions to be made. Nominations to be made for committee members. BD confirmed there have been 2 AGM's previously, both held in September time. There is an option to operate as "Friends of Aycliffe Village School" rather than PTA.</p> <p>Action HS to add AGM to newsletter. LK to list pros and cons of being 'Friends of' or PTA.</p>	HS LK
6	<p>Funding Priorities</p> <p>HS advised that classroom resources are key priority on the school development plan as it's an area the school are trying to improve on. The budget is very tight and Miss Richmond, Maths Co-ordinator, recently did a course and fed back some great ideas and useful maths resources, but unfortunately the funds aren't available.</p> <p>Action HS will collate a list of items and costings of required maths resources.</p>	HS

	<p>The outdoor classroom is a future goal and once we are registered as a charity the PTA will be able to look for grants to facilitate this.</p> <p>Action LK to look into the online shopping % fundraising system previously set up.</p> <p>ParentKind have a free “be school ready” magazine full of tips for parents and promoting PTA.</p> <p>Action To order for new starters meeting in June.</p> <p>Bags to school will be arranged for April / May time, to be organised.</p> <p>Action VA to arrange collection</p>	<p>LK</p> <p>LK</p> <p>VA</p>
7	<p>AOB</p> <p>JH advised that Mr Wilson is celebrating his 40th wedding anniversary this year. Agreed that it would be nice to take contributions for a gift.</p>	
	<p>Date of next meeting</p> <p>Wednesday 8th May at 6pm (AGM).</p>	