

Aycliffe Village Primary School

PTA Meeting Minutes

Wednesday 9th January 2019

6pm

Attendees

Leah Kelly (Chair)
Myles Dann (Treasurer)
Vikki Anderson (Secretary, MInutes)
Helen Sutherland
Julia Hopps

Apologies

Brian Dean
Mrs Brown

1	Minutes of last meeting	Assigned to
2	<p>PTA Update</p> <p>Christmas fair feedback</p> <p>LK said stall holders had given some feedback. One said that she personally didn't sell a huge amount but it was the busiest fair they'd attended. The coffee van was really well received and the mufti crackers and tombola's were really successful.</p> <p>HS suggested an idea which other schools have been known to use. All classes take part in an enterprise opportunity and have children make items to sell e.g.</p> <ul style="list-style-type: none">- Sell hot dogs, drinks etc- Make cupcakes possibly made with Rianne- Chocolate tombola, chocolates donated from parents- Glitter tattoos- Raffle (one per year)- Wooden / handmade items and crafts <p>HS suggested the children can make crafts in DT and art, linked to the curriculum. VA had suggested a Christmas market style setting for additional stall holders on the yard, e.g. food and drinks vendors etc.</p> <p>Registering the PTA as a charity</p> <p>As our annual income is expected to exceed £5000, we are legally required to register as a charity. We first need to adopt a constitution and to do so we need to hold an AGM. PTA committee members need to be nominated and voted into their roles which will also allow them to be trustees of the charity. A minimum of 6 attendees will be required at the AGM for the voting to go ahead.</p>	

Action	Schedule the AGM for May, date to be agreed.	LK
3	Treasurers Update Current account balance - £1978.21 and Parentkind insurance fee has been paid.	
Action	MD will contact Bounceabout & Play to obtain a duplicate invoice for our records. The invoice has been paid.	MD
4	Fundraising Activities / Dates for the Diary	
	Friendship bench A congregation member from St Andrews has offered to make and donate this to school which is a very kind gesture and greatly appreciated.	
Action	Film Club renamed to Friday Club 6 sessions running from Feb – April. Separate sessions for infants and juniors on alternate weeks. LK to set dates and confirm with school. JH confirmed she may be able to help and so will need a school DBS.	JH
Action	Father's Day LK to look into children designing cups for sale for Fathers Day presents.	LK
Action	Mother's Day - March LK will look into costs for flowers or chocolates.	LK
	Valentine Disco Agreed to trial the disco straight from school on Thursday 14 th February. Parents can come along if they want to. Teachers can then help out and it's not too late for children. 3.15 – 4.45pm. Children can come to school in party clothes.	
	Easter Egg Competition Arranged for 1 st April.	
Action	Summer Fair 27 th June straight after sports day. Myles to book activities for summer fair and LK to get clarification on liability insurance for bouncy castles etc.	MD / LK
Action	Summer Disco Possibly 15 th /16 th or 18 th for disco. HS to check which date the leavers activities are planned and disco will be scheduled so not to clash with this.	LK
	Halloween disco Thursday 24 th October	

	<p>Christmas disco TBC</p> <p>Christmas Fair Thursday 28th November</p> <p>Games night LK suggested holding a family games night for children and parents. To be discussed at next meeting in more detail.</p>	
5	<p>Questionnaire</p> <p>The PTA agreed they are keen to receive any suggestions and support from parents. LK presented a draft questionnaire during the meeting. This will be issued to parents, week commencing 21st January and request that it is returned within 2 weeks. We hope that we can help to bridge the gaps and identify any opportunities to ensure any parents who would like to help raise funds for the school or volunteer can do so. Meetings will also be reduced to bi-monthly.</p> <p>Action LK to finalise questionnaire and work with school to arrange distribution</p> <p>LK to ask Lee Ovenden to photograph PTA team to produce a 'Meet the PTA' leaflet to be sent out with the questionnaire.</p>	LK
6	<p>Notice Board</p> <p>HS expressed concerns around funding some of these costs by charging a small fee to local companies for advertising due to potential health and safety / safeguarding issues in being linked to private companies.</p> <p>Action LK to look into costs for a lockable board.</p>	LK
7	<p>Funding Priorities</p> <p>Hoodies 21 hoodies requested for year 6 leavers. Agreed that a £10 donation for each hoodie will be made, which is the same as funded last year.</p> <p>Suggestions required from children via the School Council.</p>	
8	<p>Any Other Business</p> <p>Donation to PTA funds Kate Ward contacted PTA to offer a £100 donation raised by the Christmas disco arranged parents. This is very much appreciated.</p>	
	<p>Date of next meeting</p> <p>Provisionally Wednesday 6th March at 6pm. TBC following parents questionnaire feedback.</p>	