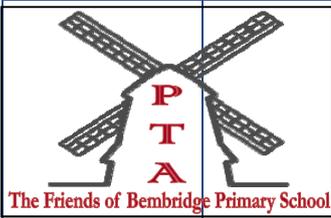


# Minutes

| <p>Date: 2nd<br/>March 2017<br/><br/>Spring 2</p> | <p><u>Present: 17</u></p> <table border="0"> <tr> <td>Kelly Hassett</td> <td>Lucy O'neill 1</td> <td>Nicola H 2</td> </tr> <tr> <td>Richard Weaver</td> <td>Kim S 5</td> <td></td> </tr> <tr> <td>Anna Weaver</td> <td>Clare Y 2</td> <td>Kerrin D 6</td> </tr> <tr> <td>Clare King</td> <td>Emma S R</td> <td>Thea R 5</td> </tr> <tr> <td>Clemma Yardley</td> <td>Cath B 2</td> <td>Penny R 6</td> </tr> <tr> <td>Laura Robinson R</td> <td>Lucy M 3</td> <td>Danielle G 2</td> </tr> </table>   | Kelly Hassett   | Lucy O'neill 1 | Nicola H 2 | Richard Weaver | Kim S 5 |  | Anna Weaver | Clare Y 2 | Kerrin D 6 | Clare King | Emma S R | Thea R 5 | Clemma Yardley | Cath B 2 | Penny R 6 | Laura Robinson R | Lucy M 3 | Danielle G 2 | <p><u>Apologies: 7</u></p> <p>Mrs Grocock<br/>Cheryl Milne– Yr 3<br/>Natalie Wade– Yr 1<br/>Katie Knowles– Yr 3<br/>Emily Lyle– R<br/>Kara H 5<br/>Lauren Griffiths R</p> |
|---|--|---|----------------|------------|----------------|---------|--|-------------|-----------|------------|------------|----------|----------|----------------|----------|-----------|------------------|----------|--------------|---|
| Kelly Hassett                                     | Lucy O'neill 1   | Nicola H 2  |                |            |                |         |  |             |           |            |            |          |          |                |          |           |                  |          |              |   |
| Richard Weaver                                    | Kim S 5  |   |                |            |                |         |  |             |           |            |            |          |          |                |          |           |                  |          |              |   |
| Anna Weaver                                       | Clare Y 2  | Kerrin D 6  |                |            |                |         |  |             |           |            |            |          |          |                |          |           |                  |          |              |   |
| Clare King  | Emma S R   | Thea R 5  |                |            |                |         |  |             |           |            |            |          |          |                |          |           |                  |          |              |   |
| Clemma Yardley                                    | Cath B 2   | Penny R 6   |                |            |                |         |  |             |           |            |            |          |          |                |          |           |                  |          |              |   |
| Laura Robinson R                                  | Lucy M 3   | Danielle G 2  |                |            |                |         |  |             |           |            |            |          |          |                |          |           |                  |          |              |   |
| Agenda  | Discussion   | Action  |                |            |                |         |  |             |           |            |            |          |          |                |          |           |                  |          |              |   |
| <p><b>1. Welcome</b></p>                          | <p>KH Welcomed new people since last meeting, and explained which year groups the new members were representing. The Minutes of the last meeting were posted on the school website and on the facebook page. These needed to be agreed. RW asked if anyone had any changes and proposed they be accepted as true and accurate representation of the last meeting, seconded by KH.</p> <p>KH reported on actions completed since the last meeting, as agreed in the minutes. The newly formed committee was shared on both fb pages, which led to the recruitment of 5 Year 2 reps and one Year 5 rep. It was noted that Year 4 is currently underrepresented.</p> <p>Parents are now informed about what the cake sale money is spent on via the new PTA newsletters which go home termly.</p> <p>KH has given teachers a slip detailing how much money their class had made at their cake sale and how to request the money. AW has created a new email address for all requests and receipts for cake money or online transactions. This address is annaweaverpta.gmail.com CY said the teachers were happy with this.</p> <p><u>Membership:</u></p> <p>KH reported that there are 77 people on the facebook group, 27 on the committee. It was noted that some year groups have more than two reps, which could become a problem if all reps were to attend a meeting. If there becomes a situation where the meetings are too large we might suggest that not all people come but at the moment, we will play it by ear.</p> | <p>KH to encourage recruitment of Year 4 reps</p> <p>Review of the committee size at the next meeting</p>                             |                |            |                |         |  |             |           |            |            |          |          |                |          |           |                  |          |              |   |
| <p><b>2. Treasurers report</b></p>                | <p>KH explained that AW was able to gain permission from her workplace (as explained at the first meeting) and is therefore the official treasurer now. KH thanked the previous treasurer CK for her work in this role thus far.</p> <p>AW summarized the finances since the AGM in January detailing the income and expenditure and setting out expenses to go out and receipts pending plus the current bank balance. Although there is £1,107.70 in the bank, she explained that after deducting expenses owed (to KH for smarties, raffle tickets etc.), expenditure already committed (leavers books and leavers activity days) and cake sale money ring-fenced for year groups there is a total of £191.84 available funds (some of which is income from the smarties campaign which will be ring-fenced for playground equipment).</p> <p>AW also explained why there is difference of £211 between the income and expenditure records and what is in the bank account. This is due to not having the most recent bank statements. Once the bank statement is available, this difference will be explained.</p> <p>AW explained that there is a duty to record all monetary transactions with transparency. AW explained that there is now a receipt book for handling money. It is important that all money collected is counted and signed for by two signatories. It was noted that this hasn't always been the case, so in future could the new receipt book be used for this purpose.</p>                            | <p>AW to check bank account statement to clarify £211 unaccounted for.</p> <p>All stall holders to complete and sign receipt book</p> |                |            |                |         |  |             |           |            |            |          |          |                |          |           |                  |          |              |   |

| Agenda  | Discussion  | Action  |
|---|---|---|
| <p>2. Treasurers report</p>   | <p>LM queried why we do not have online banking. AW explained that online banking has been applied for but that it presents a risk as, unlike with the current arrangement whereby money can be paid out of the bank account only by cheque signed by two signatories, one person with access to the online account would be able to make payments out of the account without the agreement or knowledge of others. She is considering how we would put in a process to prevent this being possible.</p> <p>AW mentioned that we will need to have £1000 in the bank in order to fund the float for the Randonnee. £1000 float was provided last year and was considered necessary. AW advised that it had been confirmed that the leavers' books and activity payments do not need to be made until June. Therefore, there is enough money in the account to fund the float.</p> <p>CY asked for clarification for the process for the teachers to extract their cake sale money. It was stated that this would be by presentation of invoices, receipts, and that teachers would be encouraged to buy in advance or contact Anna Weaver. The teachers would need to be specific to the penny about their expenditure, it cannot be just a rounded number, it must be the precise amount.</p> <p>RW suggested we need a pre-determined level of expenditure that we do not need committee approval for and once over that sum, the approval for the spend would need to be approved by the committee. Sundries might be raffle tickets etc, receipts need to be itemized. There is an specialized email just for receipts.</p>   | <p>AW to complete online banking registration</p> <p>AW to arrange £1000 float for Randonnee</p> <p>Teachers to email Anna regarding cake money</p> <p>A maximum expenditure to be determined before committee approval needed.</p> |
| <p>3. Previous event up-dates:<br/>Raffle,<br/>Silver smarties,<br/>Book sale</p> | <p>Valentines Raffle: £471.50 raised, of which £401.50 was profit. Lessons have been learnt about saving money by ordering the tickets as early as possible, as this would have reduced the cost.</p> <p>The smarties campaign raised £353.40 of which £302.40 was profit.</p> <p>LM suggested that the smarties campaign may have raised more money if a longer time had been given to fill up the tubes. KH explained that this had been considered and it was decided that a balance needed to be made between filling the tubes and remembering to hand them back in.</p> <p>It was commented that the two events were close together and the school had also asked for money from parents around the same time.</p> <p>It was also commented that communication between the school and the PTA needs to be improved, so that the message to the parents are not confused, and also so that parents are not constantly being asked to pay money for things.</p> <p>KH explained that the two events (raffle and smarties) had been agreed at the previous meeting alongside the school calendar, with the approval of the Head teacher. The selling of red noses, the £1 mufti and the cost of skipping ropes were not known at the time of the previous meeting. All future events will continue to be liaised with the school against the calendar.</p> <p>RW posed the question regarding the effectiveness of the Sandwich boards as a method of communicating to parents</p> <p>LM suggested a 'suggestion box' in reception for parents to put forward ideas for PTA events and fundraisers. KH reiterated that parents were invited to use the new fb group for this purpose. It was raised that not all parents are on fb.</p> <p>KS suggested that we need a questionnaire to the other parents who are not part of the PTA. She suggested that we need to ask the rest of the parents via an alternative means too.</p> <p>KH stated that there are numerous ways for parents to communicate to the school or the PTA about any issues they may have.</p> <p>CY raised the point that we did use to have just one cake sale per year, and now we have two per year. CK explained that this was a legacy from when the previous head was in charge, who would not allow a second cake sale in the same year for each class.</p> <p>(The agenda item– Children's book sale event, was not discussed).</p> |   |



# Minutes

| Agenda   | Discussion  | Action  |
|--|---|---|
| <p>4. Upcoming events: Phil the Bag, Mum's night out, Easter</p> | <p><b>Phil the bag event...</b> need to fix a date.. Book the Phil the bag. After some discussion it was decided that this would be after the Easter holiday to give people a chance to have a sort out at home.(26<sup>th</sup> April).<br/>We would need Posters for this event to make sure everyone was aware of what could be included in their bags</p> <p><b>The Mum's night out</b> planned date: March 24th 2017. It was pointed out that this was the same day as Red Nose day, but as the TEN licence had been paid for the event would continue on that date.<br/>Some details of the event were discussed. PR suggested that the committee could Hire glasses from Tesco.<br/>KH said that Emma Groves has offered to donate a Manicure treatment as a bingo prize and it would be good if we could get other female orientated prizes donated.<br/>RW asked what sort of alcohol we traditionally sell at these events and PR told him Wine, Prosecco Gin, etc (prices usually were £10 per bottle, £2.50 per glass) + soft drinks and mixers. RW is the DJ. PR told them that in the past we had borrowed the Bingo machine from Whitecliff bay.<br/><u>A sub committee was created for the event: Anna Weaver, Kelly Hassett, Clare King, Emma Summers, Lucy O'Neil, Richard Weaver.</u><br/>It was agreed that this subcommittee would arrange to meet as soon as possible to plan this event.</p> | <p>Posters to be created for Phil the bag event</p> <p>Phil the bag to be contacted to book collection.</p> <p>Subcommittee to meet and arrange Mums night event.</p> |
| <p>5. Randonnee</p>  | <p>KH reminded committee members that Emma Goldring would like a subcommittee of 5 to help plan the Randonnee, as explained at the previous meeting. Emma is communicating via email to KH on the instructions of Jackie Tarry who is handing over the event.</p> <p>KH pointed out the letter she posted on the fb site, which was a condensed version of the one emailed by Jackie Tarry. PR suggested that the request for both cakes and help on the day may put people off offering their help, and may just offer cakes. This will be fed back to Emma.</p>   | <p>KH to send letter out to parents end of March</p>  |
| <p>Easter event</p>  | <p>Traditionally the Friends have provided the Easter eggs and prizes for the Easter competition, for key stage one they make Easter Bonnets and for Key stage 2, they make Easter scenes, these are judged by the head.<br/>KH asked the committee whether they wanted to offer tea and cake at this event and asked what members thought of this idea. KH also asked the committee whether the PTA could do an Egg hunt and what their thoughts were. There was some discussion about the cost of Eggs for a hunt and whether students should pay to enter an egg hunt or whether the PTA should fund an egg hunt. It was decided that as funds were low, such an event could be reconsidered next year.</p>  |   |
| <p>6. Summer term ideas</p>                                      | <p>There was no time for this item, so a discussion will be welcomed on the fb group and discussed at the next meeting.</p>   | <p>Summer events to be planned at the next meeting</p>  |
| <p>7. AOB</p>  | <p>None</p>   |   |
| <p>Next meeting</p>  | <p>Friday 28th April (to be confirmed with School staff members)</p>  |   |