



Berewood Primary School PTA Meeting Thursday 7 July 2016

Minutes

Present

Mrs McKinnon – Co Vice Chair
 Mrs Shirley – Co Vice Chair
 Mrs Reid – Treasurer
 Mrs Webb – Co Secretary
 Mrs Wilson- Co Secretary
 Mrs Patrick
 Miss Broadbridge
 Mrs Roe
 Mrs Vigus
 Miss Bartholomew

Apologies

Mrs Ashley – Chair
 Miss Platts-Weston – Publicity Officer
 Mrs Waldron
 Ms Wyles
 Ms Blackmore
 Ms Heslop
 Mr Sophie

		Action
1.	Minutes of previous meeting <ul style="list-style-type: none"> - Minutes were agreed. - Agreement made to move on swiftly, as areas of last meeting would be covered in this meeting. 	
2.	Treasurer's report <ul style="list-style-type: none"> - Pantomime tickets have generated an income of £954 before the cost of paying the theatre. - Further gifts have been purchased towards the Christmas shopping day as there were limited supplies for men and boys. - Gifts for children have been purchased. - Internet banking has now been set up. - Money held currently is £5,276.75. 	
3.	Questionnaire feedback <ul style="list-style-type: none"> - LS gave an overview of the responses that had been generated from the questionnaires distributed. - Ideas were given in terms of a quiz night, bake off, sponsored events, etc. - Offers of help given – agreed to ensure that these people are approached. - It was discussed that suggestions are acted upon and ideas utilised. 	Committee
4.	Pantomime <ul style="list-style-type: none"> - 84 tickets have been sold. - 56 tickets are remaining. - JR suggested that the remaining tickets are opened up to the wider community as from 7/11/16. Agreement given. 	JR
5.	Christmas shopping day <ul style="list-style-type: none"> - It was agreed that class photos would be sent out to parents/carers via email and that permission slips would be sent out ahead of the day to ensure that parents/carers are happy for their children to be included in photos. - VB suggested that the hall is split up in to two separate areas – one for buying gifts and the other for wrapping. - LS suggested that labels are sent home to be written and brought in on the day. - LB confirmed that the hall needs to be cleared by 11.30am for 	

	<p>lunch.</p> <ul style="list-style-type: none"> - SP confirmed that it would also be Christmas jumper and dinner day too. - Letter to be sent home with information and labels two weeks prior to the day. - KV made the suggestion of people coming in the night before to set up but SP advised that the WI have booked the hall on that night. SP advised that the school is open from 7.30am and that people could come in early in the morning in order to set up. - KV made the suggestion of making it clear that help will be required to take part in the after school sales and raffle. - Mince pies/cookies to be sold after school. Donations from parents/carers to be requested. - Suggestion made for SW, EW and NP-W to form working party. - Post meeting note – TA to also assist with Christmas working party. 	<p>SW & EW</p> <p>SW, EW & NP-W</p>
6.	<p>First aid course within school</p> <ul style="list-style-type: none"> - SW fed back information from NP-W regarding research completed on first aid companies. - The best quote that has come back so far is £300 for up to 30 people, working out as £10 per person. - Most popular slot identified from Facebook poll was Mondays after drop-off. - JR spoke about a crèche for younger children so that affected parents/carers could attend. It would be made clear via a letter that this would be manned by parent helpers. - NP-W to further investigate in to the above company and to make necessary arrangements. Necessary certificates to be shown to SP from the company – NP-W to source. 	NP-W
7.	<p>Disco and film night</p> <ul style="list-style-type: none"> - Questionnaire feedback suggestions included something for the upper school and a disco was mentioned. This may be something to further explore in the new year. - A film night has been organised for 2nd December – one film for Years 1-6 in the hall and a separate film for Year R was suggested but decided against. - A working party was suggested to help organise the event. TA has advised that she is happy to take the lead on this. - SP suggested splitting the school in terms of Years R, 1 and 2 and then Years 3-6. - KV suggested children having their snack, drink and toilet break before the film to stop distractions during the film. - The final decision was to go with one film in the hall for all children. - A £1.50 voluntary contribution will be asked. 	TA
8.	<p>Children in need</p> <ul style="list-style-type: none"> - SP advised that the children will be allowed to wear spots/stripes for a voluntary donation of £1 or more. - A cake sale was suggested, with the support of the PTA, asking for donations from parents/carers – all proceeds to go to Children in Need. - SP suggested ‘filling Pudsey with coins’ – agreed that this would occur. SM to draw Pudsey outlines. 	SM

9.	<p>Any Other Business</p> <p>Bingo</p> <ul style="list-style-type: none"> - Those present agreed that the proposed bingo night is too soon and that there is too much to do this term. Suggestion made of moving to the spring term. - LS shared her opinion that all events should be agreed within PTA meetings – everyone agreed this point. <p>Christmas Cards</p> <ul style="list-style-type: none"> - SM advised that the Christmas card company has made contact to say that their server has let them down. Parents/carers will therefore be required to place orders via the use of order forms. - The deadline has been extended to 22nd November for the company to receive orders. - Deadline for parents/carers to return orders to the school will be 15th November. - Order forms will be sent home in book bags. - Message to be added to Facebook this evening to update parents/carers on the situation. <p>Tea Towels</p> <ul style="list-style-type: none"> - SM has confirmed that the school logo tea towels have now been gifted over to the school from the PTA to use as they so wish. <p>Circus</p> <ul style="list-style-type: none"> - LS and SM to head up the circus working group. - SM to speak with Mr Prince regarding water and electricity supplies for the event. <p>Facebook</p> <ul style="list-style-type: none"> - LS made the comment that she felt the page is much better now that the admin are limited. Inappropriate posts are now being stopped and anything non-PTA related is referred to Mrs Patrick/the school. <p>Singathon</p> <ul style="list-style-type: none"> - LS fed back that MS has devised a song for a potential singathon in May. - LS to speak with Ms Gibbons to see whether she would also like to get involved, as she highlighted in the questionnaire that she plays the piano. <p>Grounds Day</p> <ul style="list-style-type: none"> - SP advised that the school are still waiting on the delivery of some trees but that a date had not yet been agreed. <p>Pirate Ship</p> <ul style="list-style-type: none"> - VB fed back that her and DS have looked at a brochure supplied by SM and have discussed additional considerations, including a reduced size, but with additional activity areas incorporated. - VB suggested that a budget was given so that teachers could plan what they would like within that limitation. - JR suggested that a priority list be given from the school of what they would like included. - School to speak with governors in terms of agreeing potential ideas surrounding the pirate ship. <p>PTA Fundraising Tree</p> <ul style="list-style-type: none"> - NP-W to speak with Mr Prince regarding taking the fundraising tree down for her to carry out maintenance. <p>Noticeboard</p> <ul style="list-style-type: none"> - SW to speak with Mr Fogden regarding getting a noticeboard for 	<p>JR SM</p> <p>LS & SM SM</p> <p>School/ governors</p> <p>NP-W</p> <p>SW</p>
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	<p>the upper school in order to share PTA news.</p> <p>Kitchen</p> <ul style="list-style-type: none"> - LS and SM to label kitchen drawers for the children. 	LS & SM
16.	<p>Date of the next meeting</p> <ul style="list-style-type: none"> - It was discussed having a rotation system still, but rotating one morning slot (8.45am) and one evening slot (7pm). - Next meeting: Thursday 1st December, 8.45am. 	