

PTA 01:16

19 Jan 16

All Members



**RECORD OF DECISIONS (RoD) FROM PARENT TEACHERS ASSOCIATION MEETING  
13 JANUARY 20156**

Present	Mr R Bucknill Mrs A Scott Galli Mrs R Malbon Mrs E Riley Mrs T Pattenden	Headteacher PTA Chair Library and Resources Manager School Business Manager Year Book Coordinator
Apologies		

<b>Discussion and Decisions</b>	<b>Action</b>
<b>(a)</b>	<b>(b)</b>
<p><b>ITEM 1 – WELCOME</b></p> <p>1. The Headmaster welcomed and thanked all members for attending.</p> <p><b>ITEM 2 – REVIEW OF PREVIOUS YEAR</b></p> <p>2. The Headmaster thanked all for their contributions to the previous year's achievements, noting a vote of thanks for all the volunteers who had assisted.</p> <p><b>ITEM 3 – FINANCIAL REPORT</b></p> <p>3. The School Business Manager briefed the committee that the PTA account shows a credit of €5,001.20 and highlighted the following earnings since the last meeting;</p> <ul style="list-style-type: none"><li>a. <b>Book Fair, November - €585.</b></li><li>b. <b>British Christmas Fete, Secret Santa - €427.58.</b></li><li>c. <b>Christmas DVD Sales - €445.</b></li><li>d. <b>Uniform Sales - €125.50.</b></li><li>e. <b>Tea and Coffee Sales - €61.27.</b></li><li>f. <b>PTA Christmas Stalls - €199.</b></li></ul>	

<p>g. <b>School Photographs</b> – tbc.</p> <p>4. The Headmaster sought the approval of the committee to purchase an additional 300 leavers coins, at a total cost of €3000. This was agreed.</p> <p>5. The PTA Chair is to distribute the financial update via the school newsletter and Facebook page.</p> <p><b>ITEM 4 – UPCOMING EVENTS</b></p> <p>6. The following events are planned during 2016;</p> <p>a. <b>Year Book.</b> This Year’s Book is currently in development under the direction of the Year Book Coordinator and a small team of volunteers. The School Business Manager was asked to write to Year 6 parents to request the return of baby photographs and write ups, by no later than Fri 5<sup>th</sup> Feb (Half Term).</p> <p>b. <b>Book Fairs.</b> 2 further Book Fairs are planned for; World Book Day in March and the British summer fete. The Library and Resources Manager is to order sufficient stock for both events. It was noted that volunteers will be recruited closer to the events.</p> <p>c. <b>School Disco.</b> The School Business Manager stated that the event is booked for Thurs 4<sup>th</sup> Feb. She has ordered the Glo Sticks and will source snacks and drinks. Timings for the event were confirmed as follows;</p> <p style="padding-left: 40px;">FS and KS1: 4.30 to 5.30pm. The Year Book Coordinator and the Library and Resources Manager agreed to represent the PTA at this session.</p> <p style="padding-left: 40px;">KS2: 5.45 to 7pm. The PTA Chair agreed to represent the PTA at this session</p> <p>d. <b>Table Top Sale.</b> It was agreed that the next Table Top Sale should be planned for Fri 4<sup>th</sup> Mar between 3.30 and 5pm (set up from 2.30pm). The event will be run along the same lines as last year; 17 tables at a cost of €10 each on a first come, first served basis. The PTA Chair is to advertise the event via; the school newsletter and Fabebook page, SHAPE Families Facebook Page and via the British Community News (BCN).</p> <p>e. <b>Camo Day.</b> The event takes place in June (date tbc) and funds raised will be split between SSAFA and the PTA.</p> <p>f. <b>British Fete.</b> This year’s fete is being led by SSAFA and full</p>	<p>Headmaster to purchase 300 coins</p> <p>PTA Chair</p> <p>School Business Manager</p> <p>Library and Resources Manager</p> <p>School Business Manager</p> <p>Year Book Coordinator/Library and Resources Manager PTA Chair</p> <p>PTA Chair</p>
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details are yet to be confirmed, however the school is hoping to run; a book stall, PIMMS tent and Scottish Country Dancing.

**ITEM 5 – AOB**

7. **Easyfundraising.** The Chair stated that to date, 25 members had signed up to the scheme and had raised around €69 for the PTA.

**ITEM 6 – DATE OF NEXT MEETING (DONM)**

8. The next meeting will be scheduled in due course, to optimise planning for the British Fete.



A P SCOTT GALLI  
PTA Chair