

PTA 10:16

17 Oct 16

All Members



**RECORD OF DECISIONS (RoD) FROM PARENT TEACHERS ASSOCIATION MEETING  
10 OCTOBER 2016**

|           |   |   |
|-----------|---|---|
| Present   | Mr R Bucknill<br>Mrs A Scott Galli<br>Mrs E Riley<br>Mrs T Pattenden<br>Mrs K Dickinson | Headteacher<br>PTA Chair<br>School Business Manager<br>Year Book Coordinator<br>Lead School Support Assistant |
| Apologies | Mrs J Russell   | Library and Resources Manager   |

| <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 thanked all members for attending and welcomed Mrs Dickinson, Lead SSA.</p> <p><b>ITEM 2 – REVIEW OF PREVIOUS YEAR AND FINANCIAL REPORT</b></p> <p>2. The School Business Manager briefed the committee that the PTA account shows a credit of €5,774.58 and highlighted the following earnings during the previous year;</p> <ul style="list-style-type: none"><li>a. <b>Book Fair, November</b> - €585.00.</li><li>b. <b>British Christmas Fete, Secret Santa</b> - €427.58.</li><li>c. <b>Christmas DVD Sales</b> - €445.00.</li><li>d. <b>Tea and Coffee Sales (Christmas Production)</b> - €134.93.</li><li>e. <b>PTA Christmas Stalls</b> - €199.00.</li><li>f. <b>Uniform Sales</b> - €125.50.</li><li>g. <b>Tea and Coffee Sales (Welcome)</b> - €61.27.</li><li>h. <b>School Photographs</b> - €971.40.</li><li>i. <b>School Disco</b> - €630.00.</li><li>j. <b>Table Top Sale</b> - €140.00.</li><li>k. <b>World Book Day Book Sales</b> - €585.00.</li></ul> |               |

|  |   |
|--|---|
| <p>l. <b>Summer Serenade</b> - €113.13.</p> <p>m. <b>Brit Fete Pimms</b> - €685.90.</p> <p>n. <b>Brit Fete Book Sales</b> - €1052.55.</p> <p>o. <b>Year Book</b> - €325.00.</p>  |   |
| <p><b>ITEM 4 – UPCOMING EVENTS</b></p>   |   |
| <p>3. The following events are planned during school year 2016/2017;</p> <p>a. <b>Book Fairs.</b> The first book fair of the year is planned for the 21<sup>st</sup> and 22<sup>nd</sup> Nov, with 2 additional fairs 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>b. <b>Christmas Fair.</b> It was agreed that should the community Christmas Fair not take place this year, then at the very least the school would run a separate Secret Santa event for pupils. Details tbc.</p> <p>c. <b>School Disco.</b> It was agreed that a New Year Disco should be planned for early Feb. A provisional date of Thurs 2nd Feb was preferred, subject to availability of the DJ. The School Business Manager and PTA Chair will co-ordinate the event with volunteer support on the day. Timings as per the previous disco;</p> <p style="padding-left: 40px;">FS and KS1: 4.30 to 5.30pm.</p> <p style="padding-left: 40px;">KS2: 5.45 to 7pm.</p> <p>d. <b>Table Top Sale.</b> It was agreed that the next Table Top Sale should be planned for March (date tbc).</p> <p>e. <b>Camo Day.</b> The event takes place in June (date tbc).</p> <p>f. <b>British Fete.</b> The details of the fete are yet to be confirmed, however the school is hoping to run a book stall and PIMMS tent.</p> <p>g. <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 Headmaster was asked to inform teaching staff at the next briefing, that year group photographs are requested to be copied into their respective folders within the m:\drive.</p> | <p>Library and Resources Manager</p> <p>School Business Manager/PTA Chair</p> <p>Year Book Coordinator/Headmaster</p> |
| <p><b>ITEM 5 – AOB</b></p>   |   |
| <p>4. <b>Easyfundraising.</b> The Chair stated that to date, only a few members had signed up to the scheme, however despite this the PTA had earned approx €400 of donations. She agreed to generate another letter to introduce the concept to more parents and staff members.</p>   | <p>PTA Chair</p>  |
| <p>5. <b>School Hoodies.</b> It was agreed that the ‘Leavers’ hoodies which</p>  | <p>PTA Chair</p>  |

had been sold to the previous year 6 pupils could be modified, for sale through the PTA, for all future school leavers. Modifications should include; the inclusion of the British flag on the sleeve and revised wording to reflect the unique nature of the school e.g. 'SHAPE International School Alumni'. PTA Chair agreed to liaise with the supplier and report back in due course.

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

6. The next meeting will be scheduled in due course.

*Margaret Wallace*

A P SCOTT GALLI  
PTA Chair