



Inspiring learning for life

Acting Headteacher: Mr J Niedzwiedzki, BA (Hons), PGCE

Minutes of PTA Meeting
Tuesday 17 October 2017

Present:

Rowley Bucknill – Headteacher
 Jens Niedzwiedzki – Deputy Headteacher
 Tammy Pattenden – Yearbook Co-ordinator
 Katie Dickinson – SSTL
 Nina Harris – SBM & Treasurer
 Sharon Simmons – Parent
 Sue Harrington – Parent
 Julia Russell – Parent

Apologies:

None

		Action
1	Welcome & Introductions Mr Bucknill welcomed everyone to the meeting and introduced new members of the committee.	
2	Structure of PTA for 2017-2018 It was decided that the number of members of the PTA was currently sufficient and that we would not advertise for additional members in order to avoid it becoming too large.	
3	Election of Roles The following roles were elected and agreed: Chair – Sue Harrington & Sharon Simmons Treasurer – Nina Harris Secretary – Sharon Simmons	
4	PTA Budget The events held and monies raised were discussed. The final balance of the PTA account for the academic year 2016-2017 was discussed and agreed.	
5	Events for 2017-2018 A suggestion of events to be held during the 2017-2018 academic year was discussed. This included: a) Book Fairs - Book fairs are to be held during November, March (for World Book Day) and at the Brit Fete in June. Julia is to take the lead and order the books required. There was also a discussion on other ways to sell books e.g. second hand book donations, plus increased parent sessions during the book sale days.	



	<p>b) Christmas Secret Santa – The possibility of doing the Christmas Secret Santa stall at the British Christmas Fair was discussed. It was decided not to go ahead with this this year, due to the organisational effort required and Mr Bucknill and Mrs Dickinson both leaving in November. Deborah Kippen to be advised.</p> <p>c) Teas / Coffees during Christmas productions – these were discussed, with the possibility of offering mulled wine and mince pies.</p> <p>d) Christmas DVD of Christmas productions – it was agreed that the performances would be recorded. Ensure enough DVDs have been ordered. Speak to Tom.</p> <p>e) New Year School Disco – This could take place in February (TBC). Need to source a new DJ since Mark Riley has left. Purchase glow sticks from Action, plus crisps (from the Mess) and cartons of drinks. Sue Harrington and Sharon Simmons to co-ordinate.</p> <p>f) Yearbooks – Tammy is the yearbook co-ordinator, with Sarah Riley, Rebecca Pleasants and Tom also helping. As it is the 50th anniversary of the school, a special gold cover has been designed. The cost of the yearbooks was discussed. Last year we made a loss on the yearbooks. To review costings. If possible, try not to increase the cost of the yearbooks.</p> <p>g) Second hand uniform sales – it was agreed that second hand uniform would also be sold during the book sale.</p> <p>h) British Summer Fete – it was agreed that we would continue to run a book stall and Pimms stall at the British Summer Fete</p>	<p>NH</p> <p>NH</p> <p>SS / SH</p> <p>NH / TP</p>
6	AOB None	
7	Date of Next Meeting TBC	

Signed

Sharon Simmons
Secretary