

PTA 01:15

30 Oct 15

All Members



**RECORD OF DECISIONS (RoD) FROM PARENT TEACHERS ASSOCIATION MEETING
28 OCTOBER 2015**

Present	Mr R Bucknill Mrs A Scott Galli Mrs R Malbon Mrs E Riley Mrs T Pattenden	Headteacher PTA Chair Book Fair Coordinator PTA Treasurer Year Book Coordinator
Apologies		

Discussion and Decisions	Action
(a)	(b)
<p>ITEM 1 – WELCOME</p> <p>1. The Headmaster welcomed and thanked all members for attending. He thanked the new Chair for stepping into the role and reiterated the aim of the PTA, which is to generate opportunities for the children and to continue to act in their best interests.</p> <p>2. It was agreed that the current relatively simple structure of the PTA should be retained, with a small group of core committee members drawing on the support of volunteers for key activities and events, as required.</p> <p>ITEM 2 – REVIEW OF PREVIOUS YEAR</p> <p>3. The Headmaster led a discussion on the previous year's achievements, noting a vote of thanks for all the volunteers who had created opportunities for the children including;</p> <p>a. Year Book. The Headteacher thanked the Year Book Coordinator and Mrs Robson for their commitment to last year's Year Book.</p> <p>b. Book Fairs. The Headteacher stated that these events are the biggest fundraisers for the PTA and he thanked the Book Fair Coordinator for her continued hard work.</p> <p>c. Secret Santa. The Secret Santa at last year's Christmas fete was considered a success.</p>	

- d. **Christmas DVD.** It was noted that the Christmas DVD had generated additional funds for the PTA.
- e. **School Disco.** It was agreed that the school disco was a worthwhile event, which had been very well received by the children.
- f. **Table Top Sale.** The table top sale was considered a success.
- g. **Football Coaches.** Various members of the community had provided coaching support throughout the year. The Headteacher extended a vote of thanks to all involved.
- h. **Miscellaneous.** In addition to funds raised from donations towards teas and coffees at a number of events throughout the year, various other charities have also benefited from the school's fundraising efforts e.g. disaster relief and Children In Need.

ITEM 3 – FINANCIAL REPORT

- 4. The PTA Treasurer briefed the committee that the PTA account shows a credit of £4,300. The greatest expenditure is the leavers coins but it was agreed by all that they are worthy of the expense.
- 5. It was noted that in order to continue purchasing coins and gifts, the PTA needs to raise in excess of €1000 each year.

ITEM 4 – UPCOMING EVENTS FOR 2015-16

- 6. It was agreed that this year's PTA events should continue along the lines of the successes of last year and should include;
 - a. **Year Book.** Due to its success, the Year Book should be produced again this year, under the direction of the Year Book Coordinator and a small team of volunteers. Year Book Coordinator
 - b. **Book Fairs.** 3 Book Fairs are planned for; 24 to 26 November, World Book Day in March and the British summer fete. Book Fair Coordinator
 - c. **Secret Santa.** It was agreed that the PTA Treasurer should make enquiries to the event organiser to secure a stall this year. *[Afternote: It was confirmed that the British Christmas Fete is taking place on 21st November].* PTA Treasurer
 - d. **Christmas DVD.** The PTA Treasurer is to discuss the production and sale of this year's DVD with the ICT LSA. The Book Fair Coordinator agreed to order recordable DVDs in advance. *[Afternote: The Book Fair Coordinator confirmed that the DVDs have been ordered].* PTA Treasurer/Book Fair Coordinator

<p>e. School Disco. The PTA Treasurer agreed to liaise with the DJs to secure a date on a Thursday evening in the New Year and to purchase; Glow Sticks and snacks.</p> <p>f. Table Top Sale. It was agreed that another Table Top Sale should be planned for later in the school year.</p> <p>g. Miscellaneous. The committee agreed that miscellaneous activities and fundraising events should be considered throughout the year.</p>	<p>PTA Treasurer</p> <p>All</p> <p>All</p>
<p>ITEM 5 – AOB</p>	
<p>7. Letter to Members. The PTA Chair will write a letter of introduction for all PTA members, in an effort to raise the profile of the PTA and to encourage maximum support in respect of fundraising and volunteering.</p>	<p>PTA Chair</p>
<p>8. Easyfundraising. The PTA Chair briefed members on the concept of ‘easyfundraising’¹; a simple way for parents, teachers, families and the local community to raise money for the school. It was agreed that the school should adopt/sign up to the scheme and that the PTA Chair should promote the scheme amongst PTA members and the community.</p>	<p>PTA Chair</p>
<p>ITEM 6 – DATE OF NEXT MEETING (DONM)</p>	
<p>9. The next meeting is planned for 0915 hours on Wednesday 6th January 2016.</p>	<p>All</p>

A P Scott Galli

A P SCOTT GALLI
PTA Chair

¹ www.easyfundraising.org.uk Easyfundraising is a free service that allows people to shop directly at their favourite online store via the links on the easyfundraising.org.uk website and raise a donation for their school cause once a purchase is made. Donations can be up to 15% of the value of your purchase, depending on the retailer and the item purchased. There are thousands of stores that are already participating with leading high street brands such as Amazon, WHSmith, M&S and more, making it one of the most effortless fundraising ideas for schools.