

St Michael's Church of England Primary School

PTA Minutes 06/11/17

Present:	Jeanette Cook, Shabana Ahmed Mir, Hayley Newland, Lucy Baggs, Becky Meacham, Michelle Pace, Heather Jones, Zoe Yardley, Sally Meacham, Sharon Hancock, Kirsty Robson
Apologies:	Heather Englefield, Sarah Green, Katy Jones, Jo Davies

Election of Officers:

	Nominee	Proposer	Seconder
Chairperson	Michelle Pace	Lucy Baggs	Hayley Newland
Vice-Chairperson	Becky Meacham	Sally Meacham	Sharon Hancock
Treasurer	Lucy Baggs	Jeanette Cook	Hayley Newland
Secretary	Heather Jones	Michelle Pace	Becky Meacham

Trustees: Julia Moss/Kirsty Robson/Zoe Yardley/Sally Meacham

The following have expressed an interest in being involved with the PTA: Katy Jones, Hannah Ringrow, Mrs Rapala, Claire and Rich Davey

Agenda discussion	Action	Who?
Intro letter - It was discussed that it would be good to send out a letter to introduce the new PTA committee members to the parents and include request for interest in becoming a class rep.	Write a letter	Michelle/Heather
Funds allocation – in previous years £3000 was given when the school requested and listed what the money had been spent on. PTA asked if we could have an idea beforehand so that when running an event, it could be explained how much was needed to be raised for which purpose. PTA said they would be happy to have a contingency of between £1000-£2000 and for the school to be given the rest rather than sitting in the bank. PTA want to know if there is anything that the staff would particularly like. More astroturf area was discussed.	Decide at next meeting how funds are going to be allocated i.e batches of £3000 or alternatively leave the accounts with a contingency. Kirsty to discuss with Adrian Vye and staff about a wishlist	Lucy Kirsty
Xmas Fayre Sarah Lyne has offered to run the raffle Date: Friday 8 th Dec 6-8pm Xmas bags for children to decorate and fill – competition winners? Other ideas: Paper plates for cakes to be handed out to all children Second hand book stall, Toy stall, Human fruit machine,	Contact Sarah to find out if she needs help Source bags	Hayley Sharon

Craft room, present wrapping room, santa's grotto, hot dogs, mulled wine		
<p>What needs to be done next:</p> <p>Contact Treasurer to organise signing over bank details</p> <p>Check with Heather re: membership details to PTA UK - https://www.pta.org.uk/Info-sheets/How-to-have-a-happy-handover</p> <p>Check details of Facebook PTA page</p> <p>Read the constitution</p>		<p>Lucy</p> <p>Michelle/Becky</p> <p>Sharon</p> <p>Michelle/Becky</p>
<p>Date of next meeting: Wednesday 8th November 9-10am at St Michael's Primary School</p>		
<p>Meeting closed: 9:55am</p>		