

Parents and Teachers Association Meeting Minutes

Meeting Date 10th September 2013

Present:-	Apologies
Cathy (Secretary)	Helen
Stuart (Chair)	Suzie
Tanya	Vanessa
Nicola	Karen (Vice Chair)
Stuart	
Rachel (Treasurer)	

Item		Action and Lead
Film Night	<p>The film's for the film night were confirmed as:- For years 1-2 = Alvin and the Chipmunks. For years 3-6 = Hotel Transylvania</p> <p>The lead for the event is confirmed as Rachel and Vanessa. Additional support will be provided by the teaching staff and also Tanya, Cathy, Karen, Stuart (after start). Rachel is getting the drinks and snacks for the event. Money and consent slips to be collected and checked by Rachel on Wednesday. A list of all class names is to be provided for the event therefore a register to ensure that consent has been given by all parents.</p>	Rachel Vanessa
Financial update.	Financial update was not available at the meeting however this will be provided at the AGM by Rachel and Andy Winters.	Rachel
AGM on the 30th September.	<p>Refreshments for the AGM were discussed and it was agreed that these would be provided. Nicola has offered to ask Sue (catering staff) for biscuits at the AGM on the 30/9/13. The venue will be the Staff room at school from 7.30 onwards. Group call to be sent out the week prior to the meeting for all parents.</p> <p>Item for the AGM agenda is the PTA Governors post as this is due for renewal in 2014 and therefore the current Post holder (Cathy Brydges) would be able to offer some shadowing this year for any PTA members that may be interested in this role. Cathy has agreed to bring a summary of the role to the AGM on the 30th.</p> <p>It was raised that all key posts within the PTA are for discussion at the AGM and therefore anyone interested in taking on one of these roles should attend the meeting.</p>	Stuart Cathy
BBQ planning.	BBQ event planned for the 5 th October was discussed. Vanessa, Rachel and Stuart are the leads for this event. It was agreed that they would meet to ensure that all of the supplies are bought for the event. It was agreed that there will be a conker competition this year which Stuart will be organising and Marshalling with support from other parents. This will cost 50p to join and there will be a prize for the winner. Due to this being a limited by heats there will be a maximum of 36 entrants and therefore it will be the first come basis.	Sub committee Vanessa, Rachel and Stuart.

	All conker heats will be marshalled by a parent to ensure safety. Andy Winters will ensure that there is Gas for the BBQ's. It was discussed that there will be a letter sent to parents asking for offers of salads and also cakes for the event. Vanessa will ensure that this is sent out prior to the event. Tickets are to be on sale in the play ground the week preceding the event. Ticket prices are to be confirmed at the AGM.	
Halloween dress up day.	The date was confirmed as the 25 th October 2013. The suggested donation of £1 per child will be communicated to parents via a mail shot to home given in the school bags.	TBC
School Disco.	6 th December was confirmed as the date for the School disco. It was discussed that a DJ was needed for the event and also the lighting was needed.	Tanya to lead on communication.
Carol Service.	Stuart has agreed to lead this event however help will be needed at the end of the service to serve the mulled wine and mince pies. Cost will remain unchanged from last year. Stuart Tanya and Stuart have offered to be the leads for this event.	Stuart Long
Venue for PTA meetings.	This item was discussed. It has been raised that some individuals are not comfortable with going into a bar for meetings. It was discussed that we are not able to use the school for regular meetings therefore we would need a venue for meetings. It was discussed that there are not many places that are available after 7pm without a cost. It was agreed that we will raise this issue at the AGM and the potential to rotate the venue to ensure that everyone that would like to attend is able to at least some of the meetings within the year.	Stuart to raise at AGM
Planning of PTA meetings for the coming year.	It was discussed that we are waiting for the karaoke dates that are available from the Lloyds bar and also the resident Master of Ceremonies. Cathy will update at the PTA. Diary of events to be formulated at the AGM and circulated to all parents after the AGM. It was agreed that we will set the PTA meetings dates for the coming year in advance. It was suggested that these dates should not be moved unless extraordinary circumstances occur.	Cathy Stuart to co-ordinate
AOB.	<ul style="list-style-type: none"> - Christmas presents for the school children have been confirmed as chocolate selection packs. - At was discussed that there has not been a PTA night out in the past 2 years therefore it was suggested that there is a night out for PTA member in November. Date to be set at AGM. It was suggested a Cheese and Wine evening. - Big Night out Christmas special has been offered. This has provisionally been booked for the 7th of December 2013 at the Irish centre. 	Rachel Stuart to update. Cathy to update.

Next meeting will be the Annual General Meeting on the 30th September 2013 at 7.30pm at the Staff room.