**Holy Trinity School PTA Minutes**

**Thursday 9 March 7:45 pm**

**The Rose and Crown**

1. **Welcome and Apologies**Attendees: Melissa Jamieson, Shona Wells, Sarah Raison, Jo Brice, Ailsa Body, Nicola Guthrie, Zoe Richings, Nicola Brewerton, Karen Medhurst Ford, Nikki Mortimer, Robbie Gregorowski, June Seale, Claire Sumpter, Suzanne Mark, Jo Roche, Claire Clark, Helen Kemp

Apologies received: Ruth Costello, Caroline Dawes, Lindsay Smith, Lindsay Gaylor, Elin Richardson, Nicola Leask, Ann MacGregor.
2. **Minutes of Last Meeting (Sept 2016)**From minutes of last meeting it was noted that we received £200 for participating in the mayor’s procession, £300 for coming second, and £1,000 as nominated by Leanne Knapman.
3. **Co-Chairs’ Report**A formal thank you was given to Jo Roche for her hard work as chair in the past few years.
Melissa said that she and Shona had been canvassing staff and parents about the direction of the PTA.
It was noted that in the past a few people had done a huge amount of work and this would need to change going forward due to work commitments of the new committee. It’s hoped that more people will be able to get involved so that everyone needs to do less work.
Melissa noted that the constitution is broader than just fundraising and that she and Shona would like to help build links with the community to enhance Holy Trinity, possibly linking with the church and other local organisations.
Melissa and Shona have asked Mrs MacGregor about her five year plan for the school and are hoping that the PTA can get involved with this. Part of this plan is to then have perhaps three key areas to concentrate on for fundraising.
It’s also hoped that there will be better communication about how the PTA spends its funds – for example, many people are not aware that the PTA funded The Power of Reading books.
Melissa talked about making sure there was a calendar of events so that parents knew what was coming up, and letting parents know that they are expected to help out. Additionally, the school now has a PayPal account, so that parents can donate directly if they can’t help out at events.
4. **Treasurer’s Report**Zoe said that since the start of the school year the PTA had raised £6536.42 and had given approximately £6,000 to the school.
The disco made a small loss, due to the snow. There was a discussion about potentially holding it later in the term, rather than in the first week after Christmas. We also talked about potentially ticketing the event in future years, which would raise more money.
Future commitments include: The PTA has committed to buy iPads for the teachers at the school at a cost of £3,000.
Also the PTA will be funding pizzas for the children in the winning house later this term.
THE PTA has spent £3,300 on the Power of Reading books and will be spending another £2,000 on this.
5. **Head Teacher’s Report**Ann MacGregor sent her apologies for this meeting.
The PTA had a request for £600 to create a Sensory Room – agreed.
Going forward, the PTA would like all requests for funding to complete a short form, to help with decision making
**ACTION – SW and MJ to talk to staff about the form**SR said that she was still waiting for confirmation of the style and cost of benches. These are being funded by the previous term’s cake sale proceeds.
**ACTION: SW and MJ to ask staff if they would like the proceeds of cake sales going forward.**
6. **Sub Committee reports including events since January 2017**
	1. January Disco – made a small loss
	2. Year 5/6 Cake sale – made £116.
7. **Future Events**
	1. **Mothers Day Sale –** 23/3**.** Jo R to buy the items
	ACTION: Jo R to ask for volunteers via the class reps.
	2. **Parents Disco -**  16 June – date to be confirmed.
	Zoe confirmed that the Band of Dad’s are free on 16/6 and the Queens Hall is also free. Organising committee agreed as: Claire Sumpter, Lindsay Smith, Zoe Richings, June Seale, and Ailsa Body. **ACTION: Jo B to book Queens Hall.**
	3. **Cuckoo Fayre –** Melissa to manage this event. Agreed to do doughnuts. Jo B and Nicky to assist and advise.
	4. **Sponsored Marathon –** It was agreed to think of a big fundraising target or specific project that the marathon can fund.
	**ACTION: SW and MJ to confirm this with Ann MacGregor**.
	5. **Father’s Day Sale – 15/6**Jo R and Karen to organise.
	6. **Summer Fair**Claire Clark will help with handover to new organising team. New team will include Ruth Costello, Suzanne Mark, Nicola Brewerton, Robbie, Caroline Dawes
	**ACTION: sub-committee to confirm date of summer fair
	Sub committee to confirm boards with Hamptons**
8. **AOB**
	1. **Grounds Committee**Suzanne explained that the Grounds Committee was hoping to use contractors to help manage the grounds around the school, rather than relying on parents helping at grounds’ days. This will cost around £2,000 a year. She asked if the Grounds Committee could become part of the PTA to help with fundraising for this cost. A discussion took place and it was agreed that in principle we would work together, depending on liability for the grounds.
	**ACTION -SR to find out who insures the land and ensures that it is safe.**
	SM also said that they were hoping to install a poly tunnel at school, but only if the teachers will use it on a regular basis.
	**ACTION: - SM to discuss with staff.**
	2. **Cake sales and proceeds –** see above
	3. **Any other requests for money –** see above
	4. **PTA cupboard –** Jo R said that she is still trying to sort out the PTA cupboard. June S said that she is redoing her kitchen and will be able to give a cupboard and work top.
	5. **Art Club –** Nicola B said that she would like to do an art exhibition for the school, which could possibly be linked in with the Summer Fair. No funds are needed, but it could be used as a fundraiser.
	**ACTION: Nicola B to talk to Ann MacGregor to confirm.**
	6. **Year 5/6 production:**  It was agreed that the proceeds taken for the drinks can go to the year 6 leavers party.
	7. **Tesco uniform –
	ACTION: Zoe to look into this.**
	8. **Waitrose and Coop fundraising -
	ACTION: Melissa to look into this.**
	9. **Race Night – date tbd**Nikki and Karen would like to raise a race night for later in the year, as a fundraising event.
	**ACTION: Nikki to speak to the Queens Hall and find out about suitable dates.**
9. **Dates of next meetings: 27 April, 15 June (tbc), 21 Sept, 2 November**