

**Holy Trinity Primary School PTA**  
**24<sup>th</sup> September 2015**  
**Minutes**

**Attendees:**

Jo Roche – Chair	Jo Munn – Head Teacher	Sally Smitherman - Teacher
Zoe Richings - Treasurer	Katy Widdows - Teacher	Lindsay Gayler
Nicola Leask	Debbie Schlup	Elin Richardson
Jo Brice	Nicola Guthrie	Claire Bellamy
Ruth Husselmann – Secretary	Sarah Raison – Governor	Helen Kemp
Paul Mason		

**1) Welcome & Apologies**

Jo R welcomed everyone to the meeting.

**2) Head Teacher's report**

Jo Munn thanked the committee for the money raised for the canopy, passports, trips and for a successful organisation of the bonfire night despite the weather ruining the takings. Also a special thank you for supporting the school on the increased parking pressure.

Asked for continued support for Panto (£1000), £100 per year group for consumables, £500 for grounds committee, top ups on trips, cars for reception, refreshments at events and support at Oathall athletics.

It was noted that the audit of ICT showed the programmable BBots has broken. There may be some costs in the pipeline that won't get through the council =/- £1000. **Paul Mason** to get back to us on the BBC giving away programming kit.

Panto, class consumables and grounds money agreed. Noted to pls ask at Garden Centres if they could donate items to the school. Also the extra £200 for the Buddy Bench.

**3) Chair's Report**

Jo Roche thanked the committee for raising the money and ensuring children had a fun year at school. We have said goodbye and thank you to Sarah Heron-Smith as she has left the school. Julie A & Jess E have left the committee but are on the "Special Helpers" list. Sophie Barlow has joined the committee.

The following was decided:

- a) **Welcome drinks** for new parents on Thurs 8<sup>th</sup> Oct to be arranged at Rose and Crown. Free drink on arrival.
- b) **Information Event** Friday 16<sup>th</sup> Oct after viewing kids work. Children to sell cakes. Boards about parking, building and sign up sheets for help at events.
- c) Jo Roche had idea to encourage **Easy Fundraising** – if £5 raised & school raises £1000 by end of 2015 you will be entered into a draw for £50. Info to go in newsletter. Could we put stickers in bookbags?
- d) It was confirmed that we can **use the kitchen** for events as long as training has been undertaken. Two dates have been proposed. JM to arrange with catering company
- e) **Class reps** lists have been completed. Missing reps for Year 5+6. **Claire Bellamy** to look at lists and suggest someone.
- f) **The table top sale** did not have enough footfall or PTA members on the day.

**4) Treasurer's Report**

We have £21,000 in the bank. From this £4k is committed for the canopy & £320 for ukuleles. Also less amounts agreed above for panto etc and £2k contingency. Because of building works and potential need for expenditure once this is all completed, we agreed to keep a good reserve to use when we know what the priorities are.

5) **Sub Committee Reports**

a) **Summer Fair**

Noted that inflatables weren't such a hit. look at doing this slightly earlier in the year

b) **Xmas Fair** Fri 27<sup>th</sup> November

Because of numbers and H&S for those attending, plan is to have staggered entry. Sub Committee have met.

c) **Bonfire night** 7<sup>th</sup> Nov

**Claire and Lyndsay** to do food. **Zoe** to give budget figures for food.

Michael Moore is now bonfire rep for marshalls

**Jo Munn** and Govenors to man parking and gates

**Erin** to do glow sticks (**Zoe** to confirm order size). Sale on 5+6<sup>th</sup>, 21<sup>st</sup> and 22<sup>nd</sup>.

d) **Xmas Shopping Day** 17<sup>th</sup> December

Nicky Leask can supply storage space in her garage. Claire Bellamy to get helpers. If people see things for under £1 which they think will sell well pls buy min 20 items. Nothing perishable.

e) **Events During School**

a. Cake Sales - Year 3 – 6 30<sup>th</sup> September. R, Y1 and Y2 15<sup>th</sup> Oct.

b. **Oathall**

Awareness must be created around helping pack up at the end to the parents whose children are attending. More structure needed around named helpers with timings.

c. **Parents Evening**

**PTA presence** with boards on display, tea and coffee.

f) **Mayors Procession** 17<sup>th</sup> Oct 2.30 Warden Park

Theme 'Building for our Future'. Nicola G to arrange painted boards in brick pattern for kids to decorate. Vehicle arranged but need a driver.

g) **Special Events**

a. **Bounceathon** - we could repeat the bounceathon but in March which is a quieter month.

b. **Sleepunder KS2** Turs 19<sup>th</sup> October 6 – 8pm

Check PTA insurance. **Jo Roche** to contact Paul about locking up afterwards. Movie to be chosen closer to the time.

c. **Disco Thurs** 7<sup>th</sup> January

Timings TBC. Bar to be run for parents.

h) Next meeting Thurs 14<sup>th</sup> January 2016 8pm