**ST MARGARET’S ACADEMY PTA**

MINUTES OF MEETING

Date: 06 November 2018 Time: 19:08

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| Who is here:- | Apologies from:- |
| Name: (Initials) |  |
| Ella Brennan (Chair) EMB  Hilary Cosh (Vice Chair) HC  Kelly Tozer (Treasurer) KT  Callie Freer CF -  (stepping in as secretary)  Debbie Freer  Eve Prentice EP  Claire Roberts CR  Ellis Hart EH  Mandy Fletcher  Laura Acreman  Andrea Braizer AB  Gemma Bennett GB  Sheena Sayer  Jo Gornall  Rowena Moore – who then had to leave early on | Russ Brooking  Stacey Marshall  Lorraine Vango  Carol  Laura Palmer (Secretary) (LP)  Avril Brooks  Rebecca Down  Sally Freyja  Emma Hill  Kerrie Sherratt  Matt Frettsome |

Minutes of Meeting:-

EMB thanking everyone for coming today. She first gave apologies and then, in Laura’s absence read through the Minutes of the last meeting.

She then briefly discussed the Constitution with the room. Informing everyone that Mrs Stell had attempted to update the constitution with the Charity Commission but was finding difficulties in this and that the constitution couldn’t be changed with an updated version unless the Charity closed down. It was therefore agreed that as the old constitution was still in effect and although outdated was still relevant, we would continue to follow that constitution but that the four core members (and their future successors) would be required to sign a form of declaration form which incorporates the changes discussed at the AGM and by which the PTA would continue to run.

EMB then working her way through the Agenda.

**Christmas Trail**

HC discussed this point. She explained that currently, we did not have enough volunteers to run the trail stations and as we were selling at £5 a head, we needed all five stations and the grotto manned. EMB explaining that she had already organised and sourced all the bits needed for Station 1 – it just needed someone to run it. CR was running one of the stalls and was organising her own decorations and was sourcing the other materials needed and would let HC or EMB know what else she needed.

EMB explaining that she had met with Mrs Stell who had taken her on a tour of where the trail would be held and was in the process of creating a map which each child would get at the start of their journey.

It was agreed during the course of the meeting that both MF and KT would take a different Trail Station each – this completes the “stall runners” for the trail.

EB explaining that there were still tickets available for the trail. Further ways to advertise this were discussed, and it was suggested that perhaps an announcement could be made in assembly to the children and a text message sent out using the schools system.

**Christmas Fair**

During a conversation between EMB and Mrs Stell, when mapping out the trail and organising the stall positions, it was agreed that there was too many stalls on offer and it was agreed that face painting and nail painting would be removed from the fair. KT felt that if there was only four or five simple designs the face painting would work but EMB saying that unfortunately a decision had to be made to cut a few stalls and it was agreed with Mrs Stell’s input that these two were it. We would consider it again for the summer fair.

HC explained that three teachers had come forward and said that they could help run a stall – Mrs Tandy, Mrs Morgan and Mrs Stibbs. EMB asked everyone at the meeting to speak with their friends, family and class parents and see if anyone could spare a couple of hours to help run a stall at the fair.

It was asked if there was going to be a tea and coffee stall for parents and EMB explaining that on this occasion no, as the outside caterer was supplying this and as he was coming for free and giving us 20% of his profits made on the night we would let him sell these.

**Panto Tickets**

The sales for panto tickets had now closed. 207 tickets had sold. This needed to be paid for by 20 November 2018 and it was agreed that KT would liaise with the Panto Team regarding this. It was anticipated that tickets would be with parents, via bookbags, early December.

Mandy Fletcher left the meeting at 7:30pm.

**Christmas Competition**

AB explained that GB had drafted a letter and that Mrs Stell had agreed to print these and send them out with the children. AB has the calendars at home and will be bringing them in this week so that they are with the school for Monday when the letters are due to go out. To confirm:-

* They are selling for £1 each
* To collect from class teacher and take home to decorate
* Prizes to be £5 gift voucher for WH Smith;
* There will be three prizes in the following groups for the best decorated
  + Reception and KS1
  + Lower KS2 and yr 3
  + Yrs 4, 5 & 6
* The date to close was changed to 5 December 2018;
* It was agreed that we would ask the new Head Teacher to choose the winners and if agreed by Mrs Stell they would be announced at Friday Assembly.

EMB agreeing to emails Mrs Stell asking her to make the change to the closing date in the letter before printing.

**Raffle**

EMB explained that there was a current Licence in place. She suggested having printed raffle tickets, where each ticket would sell for £1 rather than using a raffle book and selling a strip for £1. She also suggested that if using printed tickets the PTA put up a cash prize of say £100.

There was several queries from the group as to whether it appropriate to give out a cash prize and whether it was necessary if there was enough decent prizes.

A vote was taken as to the PTA giving a cash prize, but for £50 and not £100:-

5 in favour – 8 against.

A vote was taken as to the PTA using printed raffle tickets.

6 in favour – 7 against.

EMB confirmed that she would buy some raffle books.

**Funding Requests**

EMB reading out the funding request received from Mrs Scaife, supported by Mrs Stell, who was asking for a “Get carried away – with a book” rug for the library. The rug would cost £150.

A vote was taken – ALL in favour.

**Free Fundraising ideas**

***Easyfundraising***

EMB explaining that she had pre-signed St Margaret’s up to this website with a view to taking the vote and then rolling it out through the school. It’s a website that you set up in your browser and then do your regular online shopping through the website. The individual shops that you use then donates a percentage of your total shopping to the PTA. The best thing is:-

**It doesn't cost you a penny extra**

When you shop the easyfundraising way with one of our **3,300 shops and sites** they give us a commission for your purchase. We turn that into a donation and give it to your good cause. Easy!

A vote was taken – all in favour.

EMB would start circulating the exclusive link to use.

***Toucan Boxes***

EMB explaining that this was a company that posted craft boxes direct to your home and that fit through the letterbox. There is a subscription involved after the initial box claimed and so parents who did not wish to continue with the subscription would need to ensure they cancelled it after receiving their first box, however the current deal for schools was: The first box claimed would be free (only paying P&P) and for every free box claimed, the school would get £5. Again a unique link would need to be used.

A vote was taken – all in favour.

EMB would organise the circulation of this information.

**Cake Sale – 16 November 2018**

HC would like to organise a cake sale before the end of the year. EMB reading out Mrs Stell’s email in which she explains that Children in Need is the week before, then the week after we are asking for a non-uniform day to support the Christmas fair – do we feel it is fair to also be asking for cake donations in addition to this.

It was voted on and all agreed it was too much to ask – the cake sale would be on hold until the New Year.

**Any other items**

HC would like to organise a Christmas disco. Suggested asking the kitchen staff and Sid for assistance in terms of kitchen and health & safety. After a short discussion and a vote – it was agreed that there was not enough time to fit a Christmas Disco in – but that one should be organised for Valentines instead. EMB explaining that the DJ she spoke with wanted £200 for more than a two hour slot. CF explaining that she has a friend who may be able to help and would speak with her.

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CR had to leave the meeting at 8:05pm.

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The following other ideas were discussed:-

* Table top sale for children’s and baby goods – didn’t think there was enough time to fit this in before Christmas now;
* Second hand book stall at the fair – didn’t think that this would work so well – suggested instead any children’s books could be donated to the school library as we were now independent in terms of library books;
* Instead of children bringing in sweets on their birthdays, maybe we could suggest to parents that they bring in a book – again suitable for the library – and it would be noted in the book that it was “donated by ….. in celebration of their birthday”

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EH then mentioned that she had set up a St Margaret’s Community PTA page with the assistance of Emma Hill. The purpose of the page is to add all the business who have donated to either the raffle or the Christmas Fair in general and once a day highlight one of them and share their page. The page is a public page so that anyone can access it – but there are no comments enabled on any of the posts. She explained that Mrs Stell has suggested that perhaps a competition for the kids to design a new logo (it was currently using the PTA’s logo) would be a good idea.

* EH will design an entry sheet.
* 50p an entry
* An individual small gift for the winner

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KT then mentioned the problems with the bank. She had signed the form in the wrong place and so it had needed to be resigned. She was waiting for LP to sign the forms and had now passed these on to HC who would meet with LP, obtain her signature and send the same to the bank. The bank have agreed that once they have received the forms they will fast track the application upon KT phoning them.

She confirmed that at the present time she has not banked the Panto Ticket money and this is being held in a safe as they will need to be able to pay for these and if it has gone into the bank they will not be able to do so. She also confirmed that once the panto tickets had been paid for, she would be able to start paying back people the money they have spent in relation to the fair. She reminded everyone that she needed the receipt on every occasion and would not be able to pay out without one.

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EP raised the question of the PTA buying a leaving present for Mrs Stell. Both EMB and KT advising that they didn’t believe that this would meet the criteria of what the Charity has been set up for, ie, raising funds for the benefit of the school children to assist and aid in their learning where the Local Authority will not provide funding. KT suggesting that as parents and individuals we could start a collection, but that the funds could not come from the PTA bank account.

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EMB then mentioned that she had been looking up the group “Classlist” and was hoping to role this out next year, with the agreement of the committee. She would collate the information and put it to the meeting next year, but in brief it was a forum where all parents, could join – they input their details and their children details, which would include DOB and any allergies. It also took for payments of events and produced attendance lists, saving that work to be done by the teams organising events.

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HC mentioned the grotto gift. She would like to suggest that the gift be a selection box, however EMB suggested a non-edible gift (to be decided in due course) in view of the all the edible treats that they would be getting along the trail.

A vote was taken: selection box – 3 Non-edible gift – 9

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EMB mentioned that we needed an unofficial get together to wrap grotto presents, put trail packs together, etc. She would sort with the core members and Christmas team a convenient date and post in FB for volunteers.

**Next PTA Meeting**

Monday 21 January 2018 – 2pm – 3pm at school.

Meeting closed at 8:30pm. EMB thanking everyone for coming.