

PTA Meeting Minutes Friday 12th October 2018

Present: Jeanette Macey, Ingrid West, Mrs Green, Lorraine McGough, Annette Waterall, Subu, Maria Diamond, Ruth Reddington, Becky Fowora, Madan Basnet, Shanaze Suleman, Safina Abbas

Apologies: Mrs Brannigan

1. Welcome & Introduction

- Ingrid welcomed new members and existing members introduced themselves.
- Gave an overview of the work of the PTA and explained there were lots of different ways you could help the PTA depending on your availability. It could be ad hoc or as regular as you like. Even just helping to bake or donate cakes is a big help.

2. Recap of Finances

- Ingrid highlighted key financial points.
- Main fund raisers were the Annual School Fundraising Raffle and Summer Fair, on average raising about £3,000pa. Main outgoings were contributions for school trips with each coach costing c£400.
- Ingrid explained historically the PTA donated £1,400 each academic year to the school (£100 per class) towards school trips. Over the last three years we have double this to £2,800 as there was a large credit in our account from past PTA fundraisers. Last year 2017 the PTA paid an additional £1,200 towards coaches for the school pantomime trip.
- The surplus in the account is now approx. £5,000.
- The group discussed what “buffer” of funds we should hold back and it was decided that £3,000 would be a good value to keep for “emergencies” eg extra spending as we were able to do with the panto trip.
- £2,800 has already been paid to the school for the year 2018 – 19. It was paid in July after the summer fair.
- Mrs Green to check if the school needs a contribution to coach costs for the panto this year. The amount may affect school trip contributions for 2019-2020 along with the fundraising generated this year. **Action: Mrs Green**
- Mrs Green explained the best use of PTA funds for the children was to help subsidise school trips. Last year, every year group had a trip outside of Nottinghamshire and the trips have been exceedingly beneficial for the children.
- We also discussed whether any of the fundraising this year should be put towards the church roof funds. Mrs Green advised that separate, specific fundraising activities were being organised for this purpose.
- The TSB bank account in town is now closed and only one bank account exists at the Lloyds in Aspley.
- Annual tax return needs to be completed by January 2019 **Action: Subu**

3. Plan of fundraising activities this year:

- **Christmas**
 - Rota required to help serve tea and coffee at Christmas assemblies **Action: Ingrid**
 - and any crafts to be made for craft stall sale as well as raffle prizes **Action: All**
PTA members to spread the word
 - Letters requesting raffle prizes – **Action: Ingrid/Jeanette**

- any ideas to Ingrid/Jeanette by mid Nov

Action: All

Post meeting note: Annette has managed to get a family skate for 4 at Skateland in Lenton. Well done Annette!

- We also looked at Christmas cards designed by children for sale. It was decided that the cost and work involved was most probably not worth the payoff (£4.50 for a pack of 12 cards with £1 going the school).

- **Film Night**

- It was decided to help spread fundraising activities, film night would be held in the winter term. **Thursday 29th November 2018, KS2 only.** 3.30 pm – c5.30
- Hot dogs & drink, £3
- Ensure enough helpers – at least 5

- (incl. Jeannette, Annette, Lorraine, Subu)

Action: Ingrid

- Film to be chosen – Rated PG, approx. 90 minutes, fast paced
- Teacher needs to be on hand
- Prepare letters to parents

Action: Mrs Green

Action: Ingrid/Jeanette

- **Mother's Day Tea**

- Agreed to allow parents to choose the date on which they want to come
- In diary for **Thursday 28th March & Friday 29th March 2019**

- **Father's Day Tea**

- After the success of last year's trial agreed to run two events on **Thursday 13th June and Friday 14th June 2019.** As with Mother's Day allow parents to choose their days.
- 100 tickets each day as per Mother's day. Include some savoury snacks as well as cakes.
- Charge £3 as per Mother's Day
- Need to think of activity to do with child to keep them engaged.

Action: All

- **Summer Fair Recap**

- Ingrid gave a summary overview of Summer Fair – down on last year as extremely hot weather kept a lot of people away or outside away from main stalls.
- PTA team have to keep an eye on weather and if likely to be hot need more flexibility in siting stalls eg out vs in.
- Bottle stall – needs to be set up by the same people running it so they know how they have labelled bottles
- Tombola cups very good idea, but maybe to improve quality control ask for donations of wrapped sweets (no nuts), small toys, jokes etc and PTA assemble cups. Also maybe make winning easier with every odd or even number winning.

- **Other ideas**

- Ruth mentioned a schools lottery scheme, similar to the postcode lottery and has sent a link for us to read and consider. Please read and feedback thoughts at next meeting <https://www.yourschoollottery.co.uk>

Action: All

4. Use of contact details

- PTA members agreed to use of emails/phone numbers for contact
- Requested What's App group restricted to PTA messages.

5. Roles and Responsibilities

- Ingrid confirmed Subu now Treasurer
- Ingrid & Jeanette happy to continue as joint Chair/Secretary but highlighted that after next year she will step down as her son will leave St Teresa's in 2020. Therefore new Secretary & Chair will be required if Jeanette leaves as well. Suggest anyone interested think about it this year and at the end of the year can decide, then spend 2019-2020 shadowing the role to take over in September 2020. Maria registered an interest in role of Secretary. Ingrid to provide more information on the role. **Action: Ingrid**

6. AOB

- Request PTA minutes put on school website – agreed, all minutes to be reviewed by Mrs Green prior to publication **Action: Ingrid**