

St Margaret Clitherow PTA Meeting – 18th March 2010 (time 15.30)

Attendees:

| | | | |
|--------------------|-----------------------|-----------------------|--------------------|
| Kelly Boother (KB) | Carole Cox (CC) | Mireille Lovejoy (ML) | Marney Morgan (MM) |
| Lis Benfell (LB) | Caroline Johnson (CJ) | | |

Apologies:

| | | | |
|------------------------|--------------------|---------------------|------------------------|
| Louise Hodgkinson (LH) | Jo Perrett (JP) | Bronwen Bawden (BB) | Maria Illingworth (MI) |
| Helen Heaffey (HH) | Andy Stone (AS) | Anne Slee (AS) | Bernie Aspinall (BA) |
| Trudie Diprose (TD) | Terry McNaney (TM) | Kate Faragher (KF) | |

Agenda Items:

1. Minutes from the last meeting

After the use of the abbreviation 'PDL' for Personal Distribution List in the last minutes, KB received a lot of questions asking what it meant, she suggested that the use of abbreviations be kept to a minimum in future to avoid this happening again, apologies to all for any confusion.

In section 3 'Matters Arising/Actions from Previous Meeting' sub section 2 'PTA Shed' in the actions the name Kerry (YR 2 Rep), should read Karen (YR2 Rep).

In section 1 'New Business' sub section I. 'Future Events' the date for the Easter Activities should read 26th March 2010 **not** 26th April 2010.

2. School Banner & PTA Banner

Unfortunately the company that we were dealing with regarding the banners has gone bankrupt, we therefore need to start looking for a new company to supply good quality banners at a competitive price.

Action: KB to liaise with HH in regard to finding a new company.

3. Summer Fayre

The first committee meeting took place on the 24th February 2010. There was a good turn out and the meeting went well. KB was advised that Judith Newman did not usually help out at the summer fayre. The gymnastic club will not be able to put on a display this year as the date of the fayre clashes with another gymnastic event, KB said she would ask the Kick Start club if they would like to do a display instead.

Action: KB to ask Kick Start organizers if they would like to do a display. KB to speak to Mary McNab re: advertisement in the church news letters

4. School Disco

The next school disco is set for the 28th May 2010, 6pm til 7.30pm. KB to double check with Doug Jennings regarding this date. Both LB and CJ are unable to help at this Disco.

Action: KB to check torches/batteries are working for this event, and speak to Doug re OK.

5. Easter Activities

Letters regarding the Easter Activities have been sent home via pupil post, including an Easter Egg template. Information flier about the days activities has been sent to all teachers, and HH is to liaise with teachers re: times for egg hunt, CJ informed us that Y3 are doing an Assembly on 26/03/2010 and LB said that the later the better for Y6's egg hunt as they will be very busy that morning. Ann Gibbons (School Governor) has kindly agreed to judge the entries for the competitions [Design an egg using the attached template/Decorate an egg either hard boiled or blown/Make an Easter bonnet or hat (**INFANTS ONLY**)/Make an Easter garden on a paper plate (**JUNIORS ONLY**)]. CJ and LB suggested we send a note home with children regarding the Number Square Raffle and also asked if we could sell tickets for this, (20p a square), after school so as not to disrupt the school day for pupils too much. Thanks to BB for designing the Posters and Certificates for the winners, they are fantastic. We also require 2-3 more helpers for the day.

Action: HH & CC to do reminder flier for children regarding the number square raffle. HH to liaise with teachers regarding times for egg hunt.

6. Financial Report – Monies Raised/Spent Since Last Report

Father Christmas Letters

£88.55 - KB apologized she had misplaced the money from these but has now passed it over to AS to add to the Xmas Fayre takings. Many thanks to Mary McNab for doing the letters again.

Bingo Night

£452.46 – After a slow start this event went really well and KB has had a lot of excellent feedback. Many thanks to all that helped out with this event especially ML for being Bingo Caller again.

Y2 Cake Sale

£63.00 – Well done and thank-you to all that brought cakes in and helped to sell them. (Y1 Cake Sale clashed with the schools 'CAFOD fundraising day' so was cancelled, it was suggested that Y1 and YR do a joint cake sale).

Jewellery Recycling

£31.92 – Thank-you to all for donating your old jewellery.

Secondhand Uniform

£135.50 – Thank-you to HH for organizing this and to all who donate and purchase secondhand uniform.

Misc

£100.00 – From Cross Technologies PLC for the advertisement of part-time job advertisement.

Egg Purchase

£21.00 – Goodies purchased for the Easter Activities Day for the pupils

Monies Allocated

KB IS LOOKING INTO THIS

7. Web Site

This now up and running and looks fantastic – Many Thanks to Andy Stone for getting this off the ground.

8. White Boards

KB has looked into this and is going to purchase two for PTA use.

9. Coloured Paper/Headed Paper for the PTA

BB has designed a headed paper for the PTA to use instead of coloured paper as discussed at the last meeting. It looks really good.

10. PTA Sheds

The school needs 3 new sheds, 2 for the school to store it's sports equipment, and 1 shed for storage of the PTA tables/BBQ etc. The PTA has been asked to fund the purchase of all three. The container the school is currently using for sports equipment is not big enough to house all the equipment safely and there was an incident recently involving a teacher that could have been very nasty. The school is being invited to, and getting involved in more and more sport due in part to being members of 'SSCO' and 'Young People in Sport' hence the need for more space to store the equipment required to allow our children to take part in various events. AS has put aside £4,000.00 for the purchase of the sheds and FV has got a quote of £2,800.00 for all three sheds from the same company that St Josephs got the two they have. This quote is for delivery and erection only; we need to get additional quotes for the concrete base, and removal of the old shed and container.

11. Car Boot Sale

Amanda Campion has kindly offered to organize a Car Boot Sale at the school for Bank Holiday Monday 3rd May 2010, KB asked if we needed to do a BBQ and we all agreed that although it is nice to have a BBQ the event could run without one.

12. Thank-You's

KB would like to thank everyone that has helped on committees, behind the scenes, and at all events that have taken place since September 2009. She would also like to apologise to anyone that feels they have been left out and would like to assure everyone that she will thanking everyone at the AGM at the end of her term as chair.

13. AOB

Microsoft Publisher – KB asked if anyone had this as the MI does not have access to this to this for the News Letters. Tina Pointer said to see her.

Yellow Moon – KB asked if anyone knew how this fund raiser works as the PTA only gets 1 catalogue – how do we get more to send home with pupils.

SMC Web Shop – It was suggested that we need to advertise this more to remind parents it is there.

Advertising on PTA Website – It was put forward that we could raise money by selling advertising space on the PTA Website, CJ said that we would need to be very careful with this as even though we can put a disclaimer in place, it would still look bad on the PTA and the school if anything went wrong.

14. Date of Next Meeting

18th May 2010, time 19.30 at school. Neither CJ or LB will be able to attend this meeting.



St Margaret Clitherow School PTA - Income/Expenditure 09/10

Date: 17/03/2010

Opening Balance (Bank + Petty Cash):

| Income | PERIOD | YEAR TO DATE |
|------------------------------------|------------------------|------------------|
| Main Income from Events | £768.25 | £8,830.71 |
| Bank Interest | £0.15 | £0.50 |
| | TOTALS: £768.40 | £8,831.21 |
| Expenditure | | |
| Purchases for Events | £113.82 | £3,470.36 |
| Printing and Stationary | | |
| | TOTALS: £113.82 | £3,470.36 |
| Total amount raised by PTA | TOTALS: £654.58 | £5,360.85 |
| Purchases for School | | |
| Geography Books | | £51.21 |
| Lego/Meccano | | £1,966.45 |
| Xmas Crafts | | £206.00 |
| Scooter Rack | | £389.00 |
| Naomi House Donation | | £55.75 |
| Stained Glass Workshop | £236.00 | £236.00 |
| Purchases for PTA | | |
| Flowers for outgoing chair | | £19.93 |
| NCPTA membership | | £92.00 |
| smcpta.org web domain name renewal | £19.98 | £19.98 |
| | TOTALS: £255.98 | £3,036.32 |
| Net Surplus/Deficit: | £398.60 | £2,324.53 |

Bank Account Balance £11,511.19
Petty Cash £603.95

| MONEY ALLOCATED (red = go ahead) | WISH LIST |
|----------------------------------|-------------------------------|
| Sports Events banners £50.00 | Musical Instruments £4,040.00 |
| All weather PTA banner £155.00 | |
| Geography Books £150.00 | |
| Arts week £500.00 | |
| PTA/School sheds x3 £4,000.00 | |
| CD players £600.00 | |
| Listening Centre £595.00 | |
| Boot Boxes £200.00 | |
| TOTALS: £6,250.00 | £4,040.00 |



St Margaret Clitherow School PTA - Summary of Events 09/10

| Date: | | 17/03/2010 | | | | | | | | |
|------------------------|-------------------------|------------------|---------------------|--------------------------|------------------|-------------------|------------------|------------------|------------------|------------------|
| Event | Item | Income | Individual Expenses | Total Expenses for Event | Profit | 08/09 | 07/08 | 06/07 | 05/06 | 04/05 |
| Boot sale 1 | | | | £0.00 | £0.00 | £640.38 | £318.18 | | | |
| Disco 1 - Oct 09 | Sweets | £364.15 | £67.49 | £67.49 | £296.66 | £277.70 | £337.69 | £351.47 | £252.68 | £312.77 |
| Fireworks Night | Display | £3,031.77 | £1,304.35 | | | | | | | |
| | Light up Products | | £182.00 | | | | | | | |
| | Refreshments/Prizes | | £427.19 | £1,913.54 | £1,118.23 | £1,524.78 | £1,647.05 | £1,771.80 | £1,312.12 | £3,558.33 |
| Xmas Fayre | Refreshments/Prizes | £2,614.25 | £117.57 | £117.57 | £2,496.68 | £2,625.94 | £2,256.85 | £1,643.79 | £2,653.92 | £1,351.03 |
| Father Xmas letters | | £88.55 | | | £88.55 | £112.08 | £91.30 | £55.20 | | |
| Xmas Cards | | £483.00 | | £389.99 | £93.01 | £134.50 | | | | |
| Secret Santa | | £189.50 | | £0.00 | £189.50 | £88.10 | | | | |
| Calendar Sales | | | | £0.00 | £0.00 | £47.85 | £58.88 | | £21.56 | |
| Fashion Show | | | | £0.00 | £0.00 | £222.17 | £291.31 | £375.42 | £399.88 | |
| Disco 2 - Jan 10 | Tuck | £345.00 | £88.82 | | | | | | | |
| | Prizes | | £15.95 | | | | | | | |
| | DJ | | £50.00 | £154.77 | £190.23 | £272.82 | £235.14 | £296.74 | £325.34 | £234.66 |
| Bingo Night | Tickets | £545.28 | £11.00 | | | | | | | |
| | Party Stuff | | £8.91 | | | | | | | |
| | Refreshments and Prizes | | £72.91 | £92.82 | £452.46 | £433.25 | £310.98 | | | |
| Easter Egg Raffle | Eggs | | £21.00 | £21.00 | £21.00 | £27.25 | £16.66 | | | |
| Mothers Day Gifts | | | | | £0.00 | £0.00 | £150.00 | | | |
| Summer Fayre | Prize | | £19.99 | £19.99 | £19.99 | £2,366.60 | £1,841.14 | £922.44 | £1,872.54 | £2,694.09 |
| Boot sale 2 | | | | £0.00 | £0.00 | £771.11 | £378.11 | | | |
| Disco 3 | | | | £0.00 | £0.00 | £0.00 | £241.85 | £259.47 | £323.10 | |
| Cake Sales | | | | | | | | £179.75 | £21.56 | £57.61 |
| Year 5 - Oct 09 | | £44.00 | | | | | | | | |
| Year 4 - Nov 09 | | £47.05 | | | | | | | | |
| Year 3 - Jan 10 | | £41.80 | | | | £366.44 | £235.82 | | | |
| Year 2 - Feb 10 | | £63.00 | | | £195.85 | | | | | |
| Plant Sales | | £394.00 | | £282.62 | £111.38 | £84.41 | | | | |
| Jewellery recycling | | £31.92 | | | £31.92 | £117.36 | | | | |
| T Towels | | | | | £0.00 | £137.50 | £24.63 | | | |
| Northbrook Catalogue | | | | | £0.00 | £10.50 | | | | |
| Easy2Name | | | | | £0.00 | £13.07 | | | | |
| Sports Relief Socks | | | | | £0.00 | £18.00 | £125.00 | | | |
| Parents Eve Coffee | | £12.70 | | | £12.70 | £35.81 | £23.84 | £15.85 | £14.10 | £40.46 |
| Sports Day | | | | | £0.00 | £107.76 | £33.15 | £100.00 | | |
| Legoland Trip | | | | | £0.00 | £75.19 | £190.00 | | | |
| Uniforms | | £135.50 | | | £135.50 | £333.00 | £229.75 | £266.50 | £215.00 | £0.00 |
| Bag 2 School | | £280.00 | | | £280.00 | £318.00 | | £31.86 | | |
| Bonus Ball | | £119.24 | | | £119.24 | £626.67 | £420.28 | | | |
| Mobile Phone recycling | | | | | £0.00 | £87.50 | £355.30 | £123.12 | | |
| | | | | | | | £100.00 | | | |
| TOTALS: | | £8,830.71 | | £2,488.59 | £5,770.92 | £11,180.86 | £9,528.43 | £6,393.41 | £7,411.80 | £8,248.95 |

RED Events since last accounts
 BLUE Events held
 BLACK Events yet to be held



St Margaret Clitherow School PTA - Changes since last meeting

| INCOME | |
|-------------------------------------|----------------|
| Year 2 cake sale | £63.00 |
| Bingo Night | £545.28 |
| Uniform Sales | £39.50 |
| Santa Letters | £88.55 |
| Jewellery Recycling | £31.92 |
| Bank interest | £0.15 |
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| | |
| | |
| TOTAL: | £768.40 |
| EXPENDITURE | |
| Bingo Night Refreshments and Prizes | £92.82 |
| smcpta.org web domain name renewal | £19.98 |
| Eggs for Easter Egg Hunt | £21.00 |
| Stained Glass Workshop | £236.00 |
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| TOTAL: | £369.80 |