

St Margaret Clitherow PTA Meeting – 28th September 2009

Attendees:

| | | |
|--------------------|------------------------|---------------------|
| Kelly Boother (KB) | Karen Young (KY) | Bronwen Bawden (BB) |
| Carole Cox (CC) | Helen Heaffey (HH) | Anne Slee (AS) |
| Jo Perrett (JP) | Fran Valentine (FV) | Kate Farragher (KF) |
| Terry McNaney (TM) | Maria Illingworth (MI) | Berni Aspinall (BA) |
| Marney Morgan (MM) | Martina Leahy (ML) | Trudi Diprose (TD) |

1. Apologies:

Andy Stone , Louise Hodkinson, Mirielle Lovejoy, Mary McNab, Louise Ward, Carl Mauger, Binita De Sousa, Sara O'Grady and Barbara Bradley.

Agenda Items:

2. Minutes

The minutes from the last meeting were approved.

3. Matters Arising/Actions from Previous Meeting

I. School Banner

It was decided that the school banner for sports events would display the St Margaret Clitherow Logo as on the 'Do Not Park' sign and the wording 'St Margaret Clitherow Primary School'.

Action: HH to ask Carl Mauger to order the banner.

II. PTA Banner

The quote for the All Weather Banner is £155. Providing it is placed within the grounds of the school we do not need to obtain planning permission to display it. It is a banner that has removable Velcro letters so that it can be used to advertise all PTA occasions. It was suggested that a good place to display it would be opposite Quintillis. TM suggested that we purchase a small chain and padlock to secure the banner in place. The banner will display the wording St Margaret Clitherow School.

Action: H H to ask Carl Mauger to order the banner.

III. PTA Shed

A quote of £1362 +VAT has been obtained for a new 20ftx10ft wooden shed. This is required due to the condition of the old shed which is no longer secure. The resource cupboard is also getting full up. The shed would need to be mounted onto a concrete base.

Garden club would need a small shed for their tools etc as they use the current PTA shed.

Action: CC & TD agreed to dispose of any rubbish in the shed.

Action: TM agreed to try and dispose of the old shed. TM is hopeful that a small amount of money might be paid for the old metal shed at the scrap merchants.

Action: TM to try and obtain a more competitive price for the new shed – to hold off ordering the new shed until TM has had a chance to look into this. TM to report back at the next meeting.

IV. Fireworks

Date for Fireworks display this year is Friday 06th November. An outside company 'Star Fireworks' will be running the display this year – this is due to the Health & Safety aspect of the event. The members of the team that will carry out the display are all First Aid and Health & Safety trained. Total cost for Fireworks for this event is £1200. It was agreed that this was a very reasonable price. The company are planning to use display fireworks but the proviso for this is that the footpath at the rear is closed. The Council has been contacted about this and a response is awaited. If the rear path cannot be closed then Star Fireworks will still do the display but smaller fireworks will have to be used. There will be a 15 minute display followed by a short interval and then another 15 minute display. In the region of 5000 fireworks will be used during this display.

Star Fireworks can also supply us with accessories for the event – glo sticks etc at a very reasonable price, if required.

Last year the event required 38 people to assist on the day.

A firework committee has been put in place; this will be chaired by MI. AS, KB, JP, HH and CC have all agreed to be on this committee. The first meeting will take place on Weds 07th October at 3.30pm.

Action: Year Reps to assist with recruiting volunteers for this event.

Action: MI to try and arrange for a classroom or the small room to be available for use for the first committee meeting on 07th Oct.

4. Financial Reports

This was covered during the AGM and there was no further information to add.

5. Committee Reports

A McMillan Coffee Morning was held on Friday 25th Sept. This event raised a total of £290. It was agreed that combining it with the New Parents morning worked really well and it was a great success. Over 50 people attended the event not including the helpers or staff.

Thanks to Louise Hodgkinson for organising and overseeing this event.

6. New Business

I. Children's Personal Christmas Cards

It was agreed that these were a great success last year. HH has kindly agreed to facilitate this again this year and will agree a date with the teachers for the children to have time to design their cards.

Action: HH to agree date with teaching staff and add to school diary.

II. CD Bell Plant Orders

The forms are due to be returned by 02nd October. It was agreed that it would be nice to give a percentage of the money raised to the Gardening Club so that they can order some plants for window boxes etc. The percentage that we will give to them will be decided once the total amount raised is known. Further information should be available at the next PTA meeting.

Action: KB/HH to report back on the amount raised at the next meeting so a percentage can be decided.

III. Bag to School

It was decided that this was well worth doing and so the next Bag to School will take place on 19th October at 11.45am. Bags will be sent home within the next week.

Action: KB to distribute bags to all parents via internal school mail.

IV. School Disco

The next school disco will take place on Thursday 19th November with a slightly earlier start time of 6pm – 7.30pm. This was the only date that Larry the DJ could do.

Provisional dates for future school discos:

Friday 22nd Jan 2010

Friday 28th May 2010 – this date has been bought forward from July as last year's Summer Disco had to be cancelled due to the heat.

Fire Evacuation to be carried out at May Disco. It was decided that a rota be put in place so that every 3 years an evacuation is carried out in the dark.

Action: KB to make sure that this date is placed in the school diary.

Action: KB to speak with Larry to confirm future dates and then once confirmed place in school diary.

V. Future PTA Meetings

It was agreed to alternate the meetings between 3.30pm and 7pm. There will be a crèche in place at the 3.30pm meetings. A volunteer is required to run the crèche.

The next PTA Meeting will take place on 14th October at 7pm.

VI. School Open Day

This will take place on 19th October. We require helpers to serve tea and coffee and answer any questions that prospective New Parents may have.

Volunteers:

Helen Heaffey
Trudi Diprose
Kelly Boothe
X1 Governor

This will also be an opportunity to promote the fireworks event.

VII. Parents Evening

Parents evening will take place on Wednesday 21st October from 6pm – 8.30pm. Volunteers required to serve tea and coffee etc.

Volunteers:

| | |
|----------------|----------------|
| Kate Farragher | 6pm - 6.30pm |
| Martina Leahy | 6.30pm – 7pm |
| Berni Aspinall | 7pm – 7.30pm |
| Carol Cox | 7.30pm onwards |

Action: KB to check with Mandy that it is ok to use the kitchen for this.

VIII. Cake Sales

The cake sales will take place once a month on a Tues. Cake Sales to be coordinated by the Year Reps and dates are as follows:

| | |
|-------------|--|
| Year 5 - | Tues 13 th October |
| Year 4 - | Tues 10 th November |
| Year 3 - | Tues 19 th January |
| Year 2 - | Tuesday 09 th February |
| Year 1 - | Tuesday 09 th March |
| Reception - | Wednesday 05 th May (moved to Weds due to Bank Holiday) |
| Year 6 - | Tuesday 15 th June |

Action: Year Reps to organise and oversee cake sales.

Action: KB to check that these dates are in school diary.

IX. Design & Technology Equipment

A total of £1966.46 was spent on Imaginative Building equipment. Order placed and equipment has been delivered.

X. Gazebo's

The Gazebo's now need replacing. It was suggested that we try to purchase some pop-up gazebo's in the January sales. £200 to be allocated in order to purchase some new gazebo's.

7. AOB

I. Governor for PTA

Mirielle Lovejoy has agreed to be Governor for the PTA again this year – thank you Mirielle.

II. Web Master

Carl Mauger has agreed to be Web Master for the PTA website.

III. Christmas Fayre

The Christmas Fayre will take place on 28th November. TD has agreed to Chair the Christmas Fayre Committee. Other committee members are CC, BA, ML, HH, KY, MI, KB & KF. The first committee meeting will take place on October 5th at Martina's house at 7pm.

IV. Father Christmas Presents

These have already been purchased.

V. Secret Santa Presents

The Year Reps will be given these presents along with some wrapping paper in order to wrap them.

VI. Santa Letters

Mary McNab has agreed to do the 'Santa Letters' again this year.

VII. Funding Requests

Mrs Valentine requested £1 per child towards the extra craft costs that are incurred around Christmas. This will be total of approx £206. This was agreed by the PTA.

Mrs Valentine advised that she has applied to several charities for help towards the funding of the trip to Hindleap Warren. This is to cover some of the costs for those families that require financial assistance. Mrs Valentine wanted to give the PTA a heads up that if she is unsuccessful in securing this money from any of these charities then she may have to ask the PTA to help with the cost. This would be approx £600. It was agreed by the PTA that financial help would be provided if required.

Games Around the World – the total cost for the whole school to participate would be £165.00.
PTA agreed that they were happy to fund this.

8. The next meeting is set for Wednesday 14th October at 7pm.

As there was no further business, the meeting was closed.