



Meeting Minutes

Tuesday, 12 February 2013

Lower Park School

Attendees: Jenny Rigg, Francine Fallon, Wendy Warrington, Michelle Massey, Sally Ward, Mr Coulson, Sharon Mallendar, Debbie Cudley, Barbara Chadwick, Susan Horsman-Turner

Apologies: Julie Knight, Julia Grundy, Andrea Lees, Jill Buchan, Karen Hooton, Karen Matthews, Lance Boraman, Nicky Waller, Sam Bagnall, Sam Podmore

1. April Film Night – Julia Knight

- Date for the film night was discussed and the preferred date is the 8th November.
- Sally Ward advised that there is a Beavers presentation award ceremony-taking place on the 12th November, so could impact numbers attending.
- Julia Grundy is unable to confirm the films until after June 2013

Actions

Finalise date and confirm whether two films is possible and preferable

Owner

Julia Grundy

Target Date

June 2013

2. Summer Fair – Michelle Massey

- A subcommittee was agreed for the summer fair:
 - Wendy Warrington
 - Sharon Mallendar
 - Debbie Cudley
 - Julia Grundy
- First date for sub committee to meet is 5th March 2013 8 PM – venue to be mailed separately
- Teacups, go karts (alternative supplier) and donkeys were confirmed as being available again
- Wendy Warrington agreed to take responsibility of the bar which involves:-
 - obtaining a licence,
 - buying the drinks
- Jenny Rigg confirmed that she could still provide the stocks for the fair
- Jenny Rigg that Karen Mathews will do the posters for the 2013 summer fair, however a volunteer needs to be found in order that it can be handed over for the next event



Actions

To confirm if Andrea Lees still wants to do the crafts
 Confirmation on who will take over the publicity role for
 future events

Owner

Jenny Rigg
 Jenny Rigg/PTA

Target Date

12th March 2013
 ASAP

3. Barn Dance – Jenny Rigg

- The barn dance was cancelled due to low sales– approximately 38 tickets sold.
- Due to the low sales it has prompted a suggestion by Jenny Rigg that a questionnaire is to be sent to parents to understand what they want.
 - Daytime or evening events?
 - Parent only, or family events?
- PTA members reviewed draft questionnaire produced by Jenny Rigg
- Questionnaire to be given to children to take home the week commencing 25th February 2013
- Fran Fallon and Ceri Hudson volunteered to try and get further input by capturing parents' views in the playground.
- Other suggestions made by the PTA were Summer BBQ
 - Hog roast / Medieval theme

Details around payment of the events for example - ticket in advance opposed to pay on the day need to be agreed once events are chosen.
- Completed questionnaires' to be left at reception for collection.

Actions

Amendments to be made to the questionnaire and sent
 to Mr Coulson for distribution
 Copies of the questionnaire to be sent to Ceri Hudson
 and Fran Fallon in order to complete playground activity

Owner

Jenny Rigg
 Jenny Rigg

Target Date

ASAP
 ASAP

4. Lotto draw / Review - Justine Thirde

- A review of the Lotto was undertaken by Justine Thirde who advised that there was nobody below Y2 involved.
- Suggestions made to promote interest in the Lotto were:
 - Canvas for parents to commit to 12 months and pay an annual one of fee of £24 cash or cheque (people reluctant to get involve in standing orders Lotto)
 - To link the lotto with something that is bought with the profits. A wooden train for the playground was suggested by Mr Coulson. (Approx. cost £2k)
 - January Lotto draw were:-
 - 39 - 1st Prize
 - 85 – 2nd Prize



- 59 – 3rd Prize
- Reserve 30

Winner names to be confirmed once all winners have been confirmed as paying members.

- Suggestion was made by Stuart Tyson made to look into the possibility of making payments available on line.
- Mr Coulson advised that he had seen an example of how this could work at a conference he was attending. The exhibit was called "Teachers to Parents" school Money – money made easy.

Actions

A date for free demo of online payment services to be arranged

Owner

Mr Coulson

Target Date

12th March 2013

Confirmation of what can be bought with the profits made

Mr Coulson

12th March 2013

To confirm to Mr Coulson the Lotto winners

Justine Thirde

14th February 2013

5. Art exhibition - Jenny Rigg

- An Art exhibition was a successful activity that took place around 2005. Jenny Rigg contacted organisers Gail Webb from Images School Art Exhibitions who advised that they still offer the service. She advised that:
 - The price of a canvas is £6 and PTA add profit
 - The pricing to parents in her experience is £8
 - Previously a theme was picked – Self-portrait
 - Anything can go on the canvas apart from glitter
 - Canvases are collected 2 weeks prior the exhibition
- The PTA provisionally agreed:
 - That the theme would be free format
 - A canvas will be sent home to complete opposed to completing at school – this allowed the option for families with more than one child to complete as a family unit
 - Canvas will be sent home before a school holiday giving children time to complete
- Fran Fallon and Ceri Hudson offered to assist Jenny Rigg in organising activity

6. Head Teachers Report – Mr Coulson

- SEN Budget - Confirmation £136.96 has been released to buy maths equipment.
- Science week – Confirmation that £250 has been released to support with cost
- Suggestion provided by Mr Coulson that he would like to have a climbing wall to be provided along Miss Jenkins class – this will be 1 level opposed to climbing upwards.



Actions

£3,500 funds to be transferred from the PTA to pay for school books
 Text to be provide to Mrs Beddows in order that stickers can be placed in the new books to give parents the knowledge that the books have been PTA funded

Owner

Sharon Mallendar
 Jenny Rigg

Target Date

Mid February 2013
 Mid February 2013

7. Plant Sale - Sharon Mallendar

- Plant sale date confirmed as the 11th May 2013
- Closing date for orders 26th April 2013
- 11th March – Sharon Mallendar will begin getting people involved and volunteers recruited, to deliver leaflets
- Refreshments will be provided for helpers on the day and the school will be open to make hot drinks
- Mr Coulson provided a brief overview of the plant sale to new PTA Members:
 - Nursery in Heald Green provides good quality plants
 - Lower Park get orders for the plants and deliver plants

8. AOB

- Barclays £ for £ scheme Fran Fallon and Stuart Tyson provided the PTA an overview on how the scheme can benefit the school.
- Volunteers asked to fill in the vacant positions of Vice Chair and Publicity – no volunteers came forward

Actions

Fran Fallon and Stuart Tyson to put in a request at Barclays for the £ for £ scheme for the plant sale
 Further request at next meeting for volunteers

Owner

Fran Fallon
 Jenny Rigg

Target Date

12th March 2013
 12th March 2013

9. Next Meeting

- Confirmed 12th March 2013