



## Meeting Minutes

Tuesday, 12 March 2013

Lower Park School

**Attendees:** Jenny Rigg, Francine Fallon, Wendy Warrington, Michelle Massey, Sharon Mallender, Debbie Cudley, Stuart Tyson

**Apologies:** Julie Knight, Julia Grundy, Andrea Lees, Karen Matthews, Nicky Waller, Sam Bagnall, Sam Podmore, Sally Ward, Mr I Coulson, Susan Horsman-Turner, Barbara Chadwick, Mrs C Beddows, Justine Thirde

### 1. Available PTA funds - £2,100

### 2. Plant Sale – Sharon Mallendar

- Excellent response from parents to deliver leaflets

### Actions

No actions

Owner

Target Date

### 3. Summer Fair – Michelle Massey

- Sub subcommittee meeting held on the 5<sup>th</sup> March 2013. Attended by:
  - Wendy Warrington
  - Sharon Mallendar
  - Debbie Cudley
  - Julia Grundy

Agreements made:

- There will be no go karts due to cost of the tea cups and donkeys.
- Sweets will be bagged up before the fair.
- Collections days will be :
  - Sports Star
  - Silly Socks Day
  - Mad Hair Day
  - Non uniform day
- A list of who has which part of the fair and the parts which still need a volunteer to presented:
  - BBQ – Suzanne (Julie Croft cannot make the fair this year)



- Crafts – Andrea Lees
  - Bar – Wendy Warrington
  - Adult Tombola – Julie Knight
  - Hook a Bag – Michelle Massey
  - Advertising – Karen
  - Raffle & Clipboard – Julia Knight
  - Year 6 Sweets – Sharon Mallendar/Suzanne
  - Kids tombola – Michelle Massey
  - **Penalty Shoot-out - ?**
  - **Face paints/tattoos/nails - ?**
  - Bottle & String – Sharon Mallendar
  - Refreshments – Sharon Mallendar
  - **Helper rota - ?**
  - Bears – Debbie Cudley
  - **Books - ?**
- Volunteers asked to organise the remaining stalls, no volunteers came forward.
  - In order to get parent helpers at the fair it was proposed that one letter would be sent in the school bag and would follow up by standing in the playground to ask for volunteers.

**Actions**

No actions

**Owner**

**Target Date**

**4. Images Art Exhibition – Francine Fallon / Ceri Hudson**

- Update provided by Francine Fallon and Ceri Hudson following a meeting that had taken place on the Monday the 4<sup>th</sup> March 2013 with Chris from Images. The following was agreed / recommended :-
  - Pricing for pictures agreed

£10 - for first Print including frame  
 £7 - for additional print including frame

1. 1 child = £10
2. 1 child and 1 additional sibling = £17
3. 1 child and 2 additional siblings = £24
4. 1 child and 3 additional siblings = £31

**Extra prints - based 1 extra print required**

£10 - for first Print including frame  
 £7 - for additional print including frame

1. 1 child = £10 plus extra print £7 = £17
2. 1 child and 1 additional sibling plus 2 additional prints = £34 - **£7 profit**
3. 1 child and 2 additional siblings plus 3 additional prints = £57
4. 1 child and 3 additional siblings plus 4 additional prints = £61



- Agreement made that it would be an event opposed to a quick drop in after school
  - Preferred date would be a Friday splitting viewings
    - 18:00 – 19:00 for key stage 1
    - 19:00 – 20:00 for Key stage 2
  - Each class to do separate theme
  - Art to be conducted within school time
- Arrangements made for Chris from Images to attend the next Lower Park Staff meeting to brief the teachers and support with agreeing the themes.

**Actions**

Date of exhibition and recommendations to be agreed with Mrs Beddows / Mr Coulson

**Owner**

Francine Fallon/  
Ceri Hudson

**Target Date**

ASAP

**5. Lotto draw / Review - Justine Thirde**

- Apologies received from Justine Thirde who was unable to attend.
- Suggestions and actions from previous minutes will be carried forward onto the next PTA meeting for discussion and an update.
- Suggestions made on the 12<sup>th</sup> February 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)
  - 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.
  - March Lotto draw numbers were:-
    - Julie Knight - 1<sup>st</sup> Prize (£25)
    - Claire Stacey – 2<sup>nd</sup> Prize (£15)
    - Nicky Wylie – 3<sup>rd</sup> Prize (£10)

**Actions**

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

Confirmation of what can be bought with the profits made

**Owner**

Mr Coulson

Mr Coulson

**Target Date**

Carried forward to the 25/04/2013

Carried forward to the 25/04/2013



## 6. Parent PTA Questionnaire - Jenny Rigg

- Results compiled by Jenny Rigg and discussed.
- Items shown in red are the events that will be initially progressed by the PTA to take place 2013 / 2014.

Summary of results:



PTA Questionnaire  
Responses – Feb 2013

- Results discuss

### Actions

Supplier for the photo shoots to be sourced.  
 Costing for the knock out held at Barclays to be shared at next PTA.

### Owner

Jenny Rigg  
 Stuart Tyson

### Target Date

25/04/2013  
 25/04/2013

Quiz date to be arranged and confirmed

Michelle Massey 25/04/2013  
 / Jenny Rigg

## 7. Head Teachers Report – Mr Coulson/ Mrs Beddows

- Confirmation provided by Sharon Mallendar that £3,500 funds have been transferred from the PTA to pay for school books.
- Confirmation provided by Jenny Rigg that text has been 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.
- Apologies received from Mr Coulson and Mrs Beddows who were unable to attend the meeting.
- Suggestions and actions from the 12<sup>th</sup> February will be carried forward to the next PTA meeting on the 25<sup>th</sup> April for discussion.
  - 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

No Actions

### Owner

### Target Date

## 8. AOB

- Confirmation from Francine Fallon and Stuart Tyson that in principle they have approval for the Barclays £ for £ scheme to be used for the plant sale.
- Volunteers asked to fill in the vacant positions of Vice Chair and Publicity – no volunteers came forward.
- School disco to take place on the 22<sup>nd</sup> March, volunteer came forward to support Wendy Warrington.



**Actions**

No Actions

**Owner**

**Target Date**

**9. Next Meeting**

- Confirmed Thursday 25th April 2013