

Meeting Minutes

Tuesday, 18th June 2013

Lower Park School

Attendees: Jenny Rigg, Wendy Warrington, Michelle Massey, Sharon Mallender, Stuart Tyson, Cathy Beddows, Mr I Coulson, Justine Thirde, Debbie Cudley, Catherine Cole.

Apologies: Julie Knight, Andrea Lees, Susan Horsman-Turner, Francine Fallon, Ceri Hudson, Sally Ward,

1. Available PTA funds

- £4253.66
- £2632.31 (SEN)

2. Plant Sale – Sharon Mallendar

- Plant sale orders up slightly on last year. The day itself ran well with lots of new parent helpers which was fantastic.
- Final profit stands at £2248.60.
- Progressing match funding applications from 2 of our PTA members via their employer (Barclays, which if successful add a further £1500.00).
- Special thanks to Sharon Mallender for organising the event so well and to all parents & PTA who helped both towards the run up and on the day itself.

Actions

No actions

Owner

Target Date

3. Summer Fair – Michelle Massey

- All fair activities on target
- New stall – used uniform will be added this year, organised by parent council.
- New stall – find the key to the locked door.
- Salt dough shapes need to be made for craft stall – PTA volunteers required please.
- Request for PTA members to assist with the collection of fair donations on Friday mornings for the next 4 weeks
- Year 6 to run both sweets & stocks stalls this year
- New letter for parent helpers created with a variety of options to offer support. Facebook invite also included.
- Helpers rota to be left at reception – PTA to share collation of names as Michelle Massey not around much. Justine Thirde is available to help regularly with this.
- PCSO's need to be invited to the fair – Mr Coulson has a good contact for this.

Lower Park School PTA
(Parent Teachers' Association)
Registered Charity Number: 1099428

- Firemen attendance would be good for children, they don't generally attend these small events anymore, Catherine Cole may have a contact – she will check availability.
- Suggestions for crafts – paint a pot & plant a seed. Let Andrea Lees know.

Actions

Salt Dough shapes
 Produce face paint tickets
 Help collect donations each Friday morning
 Share helper rota duties in playground
 Check PCSO availability with car
 Organise cake stall rota
 Suggestions to Andrea Lees for crafts ideas

Owner

SM, JR, ST, CC, JT
 Ian Coulson
 All
 Justine Thirde
 Ian Coulson
 Mrs Beddows
 All

Target Date

Before fair
 1st July
 Every Fri
 Daily
 1st July
 3rd July
 Before fair

4. Images Art Exhibition – Francine Fallon / Ceri Hudson

- Artwork being collected from school 21st June. Mrs Beddows confirmed all on track and look fantastic.
- Mr Coulson confirmed PTA children can finish lessons 10 minutes early on 1st July to hand out invitations to the exhibition in the playground. Fran Fallon will coordinate this on the day.
- Laminated posters will be tied to fence in run up to event.
- Balloons & Flowers donated by local businesses
- Licence received.
- Stock bought for both adult and children's bar. Can canned soft drinks be 50p so consistent with fair.
- Parents will be invited in through reception for event and leave via the back doors (as per discos etc)
- Images will start to set up the exhibition as soon as mid-days are finished in hall.
- If weather permits, tables and chairs will be positioned outside the back of the hall
- Children will have the opportunity to come and view their artwork before the end of the school day.
- Can school recycle bottles & cans? It was confirmed that they could not and would need to be taken home.
- Artwork prices confirmed at £10 original, £8 per copy or siblings.
- Can we raffle the balloons and flowers off during the evening? They can collect the following day from school if won.

Actions

PTA children to be released from classrooms 10 mins before the end of school 1st July to hand out flyers in playground.

Owner

Fran Fallon / Ceri Hudson

Target Date

1st July

Organise music for the event

Ian Coulson

1st July

Can the balloons and flowers be raffled off?

Fran Fallon/

1st July

Ceri Hudson

5. Lotto draw / Review - Justine Thirde

- Draw made for April (1st, blue 36, 2nd blue 60, 3rd pink 42)
- Draw made for May (1st green 55, 2nd white 1, 3rd blue 58)
- Agreement made that the marketing of the 12 month subscription will start in the new school year September 2013

Actions

No Actions

Owner

Target Date

6. Disco – Wendy Warrington

- Advanced tickets will be available to existing children the week of the fair, for sale via the office. Office staff will write names of children on the tickets for speedier entry on the day.
- New reception children attending will just pay at the door on arrival.

Actions

Tickets to be printed and made available for purchase

Owner

Mr I Coulson

Target Date

28th June 2013

7. Head Teachers Report – Mr I Coulson / Cathy Beddows

- Price not confirmed yet for increased fence height.
- Literature request for special needs children. £45 & postage/packing – ordered from USA. Agreed.
- Lap top trolleys are required to store/protect the laptops currently in each classroom. Currently they are being stacked which IT have advised risks damage to screens. 9 trolleys required £550 to £600 each. PTA confirmed spend.
- Mr Coulson confirmed he would like to introduce hand held technology into school which would add immense value to a number of subjects. Lease options being reviewed which include 16 lpads, laptops and support for 3 years. Cost around £3k per year. PTA need to review existing spending commitments to assess feasibility. Jenny & Sharon to meet and review.
- Mrs Beddows asked for Intervention Dyslexia to be considered by the PTA. Recommended by Local Authority Senco – aimed at special needs however will add value to all children. Full site licence is £750 with digital books. Spend agreed by PTA.

Actions

Pricing of fencing needs to be confirmed in order that the PTA can check there are sufficient funds to cover cost

Owner

Mr I Coulson

Target Date

ASAP

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To review existing commitments to assess feasibility of funding the hand held technology.

Jenny Rigg/
Sharon
Mallender

September 2013

8. AOB

- PTA night out agreed for Thursday 25th July. Purple Pakora 8pm.
- Stuart Tyson mentioned that there may be an opportunity to request Lottery funding to assist PTA/school with cost towards 'special projects'.

Actions

To look into the option of applying for lottery funding

Owner

Jenny Rigg/
Sharon
Mallender

Target Date

September 2013

9. Next Meeting

- Confirmed Thursday 26th September 2013. Will be AGM.