

**Meeting Minutes**  
**Tuesday, 26<sup>th</sup> September 2013**  
**Lower Park School**

**Attendees:** Jenny Rigg, Wendy Warrington, Michelle Massey, Sharon Mallender, Mr I Coulson, Justine Thirde, Catherine Cole. Susan Horsman-Turner, Nikki Wood, Ceri Hudson, Francine Fallon

**Apologies:** Stuart Tyson

**1. Welcome – Jenny Rigg**

- Welcomed the new PTA members and thanked existing and new members for their on-going support
- Reflected on the success of the events - the fairs, plant sales, art exhibition, Lotto, film nights.

**2. Appointment of Committee Members 2013/2014**

- Chair
  - Jenny Rigg
- Vice Chair
  - Michelle Massey
- Treasurer
  - Sharon Mallender
- Vice Treasurer
  - Nikki Wood
- Secretary
  - Francine Fallon
- Vice Secretary
  - Ceri Hudson / Catherine Cole

**3. PTA Constitution - Sharon Mallender / Jenny Rigg**

- This year we have raised a total of £15,086.84 which has been due to some very well supported events and Barclays £4£ match funding. Attached is the full report include details on what some of the money has been spent on.

**4. Planning for the next school year – Meetings and events**

- PTA Meetings agreed
  - 21<sup>st</sup> November 2013
  - 16<sup>th</sup> January 2014
  - 27<sup>th</sup> February 2014
  - 27<sup>th</sup> March 2014

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

- 1<sup>st</sup> May 2014
- 12<sup>th</sup> June 2014
- Regular Events and Events confirmed
  - Plant Sale – 10<sup>th</sup> May 2014
  - Discos – 11<sup>th</sup> October 2013 / 7<sup>th</sup> February 2014 / 11<sup>th</sup> July 2014
  - Film Night - 8<sup>th</sup> November 2013
- Suggested events
  - Fish and chips Bingo night – 15<sup>th</sup> March 2014 proposed date
  - Fashion night
  - Summer BBQ – Proposed date – 17<sup>th</sup> May 2014

Actions	Owner	Target Date
PTA to agree if suggested events are viable to proceed	JR	21 <sup>st</sup> Nov
Feedback from fashion event that took place at Lostock school	NW / JT	21 <sup>st</sup> Nov

**5. Quiz Night – Michelle Massey/ Jenny Rigg – 5<sup>th</sup> October**

- Confirmed by Michelle Massey that:
  - Licence in place
  - Quiz Master Bruce confirmed
  - Catering confirmed – Nunit Hallum
  - Menu is nut free and has been confirmed as :
    - Thai green chicken curry
    - Beef Massaman curry
    - Spicy mint beef with basil
    - Vegetable curry
    - Fried noodles, rice and prawn crackers.
    - Hot dogs for the children

Actions	Owner	Target Date
No actions		

**6. Film Night – Julia Grundy – 8<sup>th</sup> November 2013**

- Awaiting confirmation of films
- Julia Grundy requested support for helping out with the Film night and / or the raffle.
- Tickets to be sold for the film night by PTA volunteers on a first come first served basis
- Nikki Wood offered to get the snacks for the event

Actions	Owner	Target Date
Confirm Film Choices	JG	ASAP

**7. Christmas Fair – Michelle Massey – 30<sup>th</sup> November**

- Subcommittee arranged to take place on the 10<sup>th</sup> October 2013 at The Kings
- Collection activities agreed
  - 8<sup>th</sup> November - Jar Collection
    - KS1 – Fancy Dress / KS2 – Sports Star
  - 15<sup>th</sup> November Bottle collection

- Mad hair day.
- 22nd November – Hamper Collection
  - Silly Sock Day
- 29th November – Cakes
  - Non Uniform Day.
- Catherine Cole agreed to support Michelle with the publicity for the fair

Actions	Owner	Target Date
No Actions		

**8. Xmas Card Fundraiser – Wendy Warrington**

- Cards are currently being created within the school by the children
- Card and order form will be sent out on the 11th October 2013 and request to be returned by the 185th October

Actions	Owner	Target Date
No Actions		

**9. Lotto Draw – Justine Thirde**

- June 2013 Lotto draw numbers were:
  - 66 – 1<sup>st</sup> Prize
  - 25 – 2<sup>nd</sup> Prize
  - 83 – 3<sup>rd</sup> Prize
- July 2013 Lotto draw numbers were:
  - 20 – 1<sup>st</sup> Prize
  - 55 – 2<sup>nd</sup> Prize
  - 64 – 3<sup>rd</sup> Prize
- August 2013 Lotto draw numbers were:
  - 80 – 1<sup>st</sup> Prize
  - 11 – 2<sup>nd</sup> Prize
  - 24 – 3<sup>rd</sup> Prize
- Flyer to be sent out inviting new members to join.

Actions	Owner	Target Date
Flyer to be transferred onto to new PTA Template	JT/FF	ASAP

**10. Head Teachers Report**

- Reiterated Jenny Riggs thanks on behalf and himself and the school in the support that the PTA members have offered
- Grateful to receive the £for£ that is applied for by two members of the PTA
- Confirmed iPads are being bought by the PTA funding

Actions	Owner	Target Date
No Actions		

#### 11. AOB

- Storage space was discussed for the PTA – purchase of a shed is being looked into.
- Nikki Wood advised that she may have one available to donate

#### Actions

Nikki to confirm if shed available to donate

#### Owner

NW

#### Target Date

ASAP

#### 12. Next Meeting

- Confirmed Thursday 21st November 2013