

PTA Meeting Minutes

Thursday 11th June 2015

Lower Park School

Attendees: Jenny Rigg, Sharon Mallender, Stuart Tyson, Nicky Wood, Michelle Massey, Francine Fallon, Lucy Lester, Charlotte Fazackerley, Helen Hardicre, Zoe Buckley, Mr I Coulson, Mrs B Chadwick

Apologies: Francine Fallon, Julia Dean, Ceri Hudson, Debbie Cuddley, Sarah Clarke, Wendy Warrington

1. Welcome and Apologies

- Jenny Rigg opened the meeting and shared the apologies

2. Funding Goal – Whiteboards Update ;

- Outline of process to date received from Mr Coulson:
 - Various suppliers have been contacted and demos have been done on both options – buy and lease. Mr Coulson is still looking at options.
- PTA confirmed that the funds are available for 4 whiteboards following the successful Plant sale.

Actions

Further suppliers/options to be considered

Owner

Mr Coulson

Target Date

TBC

3. Plant Sale – 9th May 2015 (Sharon Mallender)

- Sharon confirmed that the Plant Sale had been a great success
- Really pleased with new supplier and the plant quality was excellent
- Estimated £3,418 profit + match funding figure of around £2k (final figure to be confirmed)
- PTA members discussed getting cardboard boxes next year from the plant supplier to make it easier for volunteers when making up orders

Actions

No actions

Owner

Target Date

4. Summer Fair – 27th June 2015 (Michelle Massey/ Sharon Mallender):

- Performance times confirmed by Michelle Massey:
 - 11.15-11.45 – Choir (main and yr 2)
 - 12 -12.30 – Band
 - 1pm – Karate
 - Brass Band – 1.45pm
 - Pixes – tbc
- Michelle Massey will be in playground with rota for stalls etc from Monday 15th June
- A climbing wall has been booked as a change from the teacups. Jenny Rigg and Mr Coulson to look at the risk assessment
- Michelle Massey requested that the PTA needs to buy some more china cups so that drinks can be served in cups and saucers at the fair. Some polycups are needed too so that drinks that be served outside from an urn rather than from the inside kitchen
- Confirmed that Pimms and Prosecco will be served this year

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- Help will be needed to set up and man Bottle Tombola
- Mr Coulson to put note in The Beacon about contributions to the raffle and clipboard prizes
- Stuart Tyson gave update on prizes pledged so far. PTA members to identify any other opportunities. Agreed that a main prize needs to be bought – Stuart to have a look and to purchase
- First aiders identified for the fair:
 - Mr Ian Coulson
 - Ceri Hudson
 - Sharon Mallender

| Actions | Owner | Target Date |
|--|-----------------------|-------------|
| Dance group to be confirmed for the fair. | Michelle Massey | Summer Fair |
| China cups and polycups to be purchased | Sharon Mallender | Summer Fair |
| Risk assessment for Climbing Wall | Jenny Rigg/Mr Coulson | ASAP |
| Application to be completed for a Licence for summer fair. | Jenny Rigg | Summer Fair |

5. Bingo Night – 18th July

- Mr Coulson to help with ticket printing £1 per adult and 50p per child. These will be available to buy from the 29th June
- Confirmed that Nunit Hallam (parent from school) would be cooking food. Michelle and Jenny have confirmed that they are happy to help serve
- Jenny to confirm licence
- A separate sub-committee meeting for this event is to be set-up. Jenny to circulate dates asap

| Actions | Owner | Target Date |
|---|------------------|-------------|
| Licence to be confirmed | Jenny Rigg | ASAP |
| Sub-committee meeting to be set up for this event | Jenny Rigg | ASAP |
| Nunit will need money up front to buy ingredients | Sharon Mallender | TBC |

6. LP Lotto – Monthly (Jenny Rigg)

- Next numbers will be drawn on PTA night out 25th June
- New Lotto owner confirmed as Lucy Lester

| Actions | Owner | Target Date |
|---------------------|------------|-----------------------|
| Numbers to be drawn | Jenny Rigg | 25 th June |

7. Head Teachers Report

- Mr Coulson shared his delight and thanks for the 4 new touch screens
- He recapped on the previous discussions about the Summer Fair

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- Mr Coulson requested some help being set up on Facebook so he could join the PTA group – Jenny to assist
- Mr Coulson talked about being time for a reassessment of the school hall capacity so that it can hopefully be increased
- Mr Coulson requested funding for Leavers DVD £250, School Sign £400-£450, Caterpillar houses x 4 £80, KS2 lunchtime games equipment £250 (this item from Round Table cheque) Funding agreed
- Mr Coulson outlined some new Beacon items for note
 - Mr Allen not returning to school
 - Wacky Woods trip – postponement
 - Mid-day assistant role vacancy

| Actions | Owner | Target Date |
|--|-----------------|-------------|
| Jenny to assist Mr Coulson with Facebook access | Jenny Rigg | ASAP |
| Michelle to purchase some Butterfly seeds for the wild flower planters | Michelle Massey | TBC |

8. AOB

- **Review of responsibilities**
 - Jenny Rigg requested to review the responsibilities of PTA members due to changes in people personal circumstances and post coming or due to come available.
 - Roles / responsibilities that require volunteers to take over:
 - Treasurer - post open
 - Film night – Zoe Buckley agreed to take over from Julia Dean (Zoe and Julia to make contact with each other)
 - Disco set up – Charlotte Fazackerley agreed to take over from Wendy Warrington (Charlotte and Wendy to do handover before next disco 10th July)
 - Lotto – Lucy Lester agreed to take over from Jenny Rigg
 - Roles that will continue:
 - Chair – Jenny Rigg
 - Vice Treasurer- Nicky Wood
 - Secretary – Francine Fallon
 - Plant Sale – Sharon Mallender
 - Buyer – Nicky Wood
 - Clipboard / Auctions/Raffle – Stuart Tyson
 - Fairs – Michelle Massey transitioning responsibilities to Sharon Mallender

| Actions | Owner | Target Date |
|---------|-------|-------------|
|---------|-------|-------------|

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Post of Treasurer to be filled

All PTA members ASAP

- **PTA Night out**
 - Agreed date for PTA night out 25th June
- **Bags 2 School**
 - Lucy agreed to look at alternatives

NEXT MEETING: AGM Thursday 17th September 2015