

PTA Meeting Minutes

Thursday 12th February 2015

Lower Park School

Attendees: Jenny Rigg, Sharon Mallender, Stuart Tyson, Nicky Wood, Michelle Massey, Francine Fallon, Debbie Cuddley, Kate Mclean, Jo Jones, Sarah Clarke, Charlotte Fazackerley, Zoe Buckley, Helen Hardicre, Lucy Lester

Apologies: Julia Dean, Ceri Hudson, Mr I Coulson, Wendy Warrington, Julia Dean, Wendy Warrington

1. Welcome and Apologies

- Jenny Rigg opened the meeting and shared the apologies and greeted the new PTA members.
 - Sarah Clarke
 - Charlotte Fazackerley
 - Zoe Buckley
 - Helen Hardicre
 - Lucy Lester

2. Fundraising Goal Improving outdoor space (Mr I Coulson);

- Outdoor space completed and received well by Lower Park Children. PTA funding £5,800 paid, along with a £10k grant received to complete the work.

3. Disco Night Review – 6th February 2015 (Wendy Warrington);

- Great turn out
- More KS1 parent helpers offered support which was warmly received by the PTA
- £326.00 profit made.

4. Xmas Fair – 29th November 2014 (Michelle Massey):

- Great turn out and a fantastic profit of £3,800
- Debbie Cudley shared that as the odds were changed, recommendation that assign showing the change in odds should put up.
- Collection of the £1 to purchase items for the hampers was seen as a great success.

Actions

To create a notice for the hamper stall showing the change of odds

Owner

PTA

Target Date

Summer Fair

5. Plant Sale – 9th May 2015

- Supplier changed, due to previous supplier unable to continue
- Supplier recommended by previous supplier
- Plant sale date confirmed he 9th May 2015
- Leaflets will be started to be distributed around the 2nd March for distribution
- Order will be made to the new supplier 10 days before the delivery date
- Closing date for the orders Friday 22nd April 2015
- Plants will be delivered 7am on the 9th May 2015
- New leaflets will be designed to highlight the new selection and any price

changes.

- Concern was raised around the delivery of hanging baskets and as how they will be delivered with damage. Kate M offered to save boxes from the fruit delivery to school to carry the hanging baskets.

Actions	Owner	Target Date
Boxes to be collected to aide transportation of hanging baskets	Kate MCclane	9 th May 2015

6. Bingo Night – 16th May 2015

- Postponed due to Lower Park 50th celebration, covered in AOB.

Actions	Owner	Target Date
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7. LP Lotto – Monthly (Jenny Rigg on behalf of Justine Thirde)

- Amy Robinson has kindly agreed to take over the Lotto from Justine Thirde
- Jenny Rigg has agreed to update the records in preparation to hand over to Amy Robinson.
- Numbers will be drawn at the office

Actions	Owner	Target Date
Jenny Rigg to hand over the Lotto the Amy Robinson	Jenny Rigg	ASAP

8. Head Teachers Report

- Request made that future PTA Funds raised will go towards purchasing new whiteboards.
- 9 White boards needed at an estimated cost of £2K each.

Actions	Owner	Target Date
To explore alternative options and costs for the pay online system	Mr I Coulson	29/01/2015

9. AOB

- **Film Night**
 - Jenny Rigg contacted by St Pauls regarding a different way of doing film night.
 - Potential to use "Filmbank"

Actions	Owner	Target Date
To explore alternative options and costs with St	Stuart Tyson	ASAP

Pauls

- **Lower Park 50th year celebration**

- The PTA was approached to join forces with the governors, school to organise the Lowerpark 50th celebration by Kate Mclean and Joanne Jones, teachers from Lower Park School.
- Member's of the PTA put themselves forward to support
- Theme provisionally decided as Lower Park Party in the park
- Date currently for event has been shared as the 24th April

Actions

An email to be sent to all volunteers with more details of what will be required.

Owner

Jo Jones and
Kate Mclean

Target Date

- **PTA Member recruitment drive**

- Jenny Rigg advised that Mr Coulson is assisting in a recruitment drive for the PTA.
- 6 new members attended this meeting
- All existing members shared their service on the PTA in order for Mr Coulson to send a letter out to all KS1 to recruit new members to replace existing members that are moving on.

Actions

Jenny to share existing PTA length of involvement in order that Mr Coulson can send out recruitment drive letter to KS1

Owner

Jenny Rigg/Mr
Coulson

Target Date

ASAP

**NEXT MEETING: Confirmation of new date from Mr I
Coulson and Jenny Rigg**