

PTA Meeting Minutes

Thursday 30th April 2015
Lower Park School

Attendees: Jenny Rigg, Sharon Mallender, Stuart Tyson, Nicky Wood, Michelle Massey, Francine Fallon, Ceri Hudson, Debbie Cuddley, Sarah Clarke, Charlotte Fazackerley, Helen Hardicre, Mr I Coulson, Wendy Warrington

Apologies: Julia Dean, Lucy Lester, Zoe Buckley

1. Welcome and Apologies

- Jenny Rigg opened the meeting and shared the apologies

2. Funding Goal – Whiteboards Update ;

- Clarification on the fundraising goal received from Mr Coulson:
 - White boards that are currently used came with a 3 year warranty – they are now in 8 years old
 - New boards are touch screen and content can be sent straight to the computer
- PTA members agreed that they would support the new fundraising goal and they first white boards will be provided for Mrs Gallagher's classroom.
- PTA confirmed that that expected to have enough funds for 2 whiteboards following the Plant sale.

Actions

No actions

Owner

Target Date

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

- Received 323 orders
- 3 thousand items
- Estimated £2.5k profit
- Concern rose that a lad vs. dads football match arrange on area next to the school and could cause parking issues. Sharon Mallender has made the team organisers aware and they are looking to change to an alternative location.
- PTA members explored options to transport the hanging baskets and it was agreed that boxes were required. Nicky Wood offered to get some from her work. Sharon offered to try and borrow milk crates.
- A BBQ will be put on to provide helpers with bacon butties and it will be manned by a PTA member
- Michelle Massey offered to loan her table top BBQ

Actions

Crates / banana boxes to be obtained

Owner

Nicky Tyson/
Sharon
Mallender'

Target Date

9th May

Table BBQ to be provided for the plant sale

Michelle
Massey

9th May

Provisions for the BBQ to be bought

Nicky Wood/
Jenny Rigg

9th May

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

- Collection dates confirmed by Michelle Massey:
 - 12th June – Mad hair/hats - collecting jars
 - 19th June – dress as a sports star – collecting bottles
 - 26th June – KS1: fancy dress / KS2: non uniform – collecting cakes
- Wendy Warrington agreed to support Michelle of the printing of the publicity sheets for the school fair for the book bags.
- A climbing wall has been booked as a change from the teacups. Cost of hire is £550 – PTA agreed a charge of £2.50 per climb - this is a non-profit item.
- Bank farm are bringing ponies to the fair
- Dance group being approached to perform at the fair
- School Karate club being approached to perform
- 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
Karate club to be confirmed for the fair.	Nicky Wood	Summer Fair
Printing of the publicity sheets for the school fair for the book bags.	Wendy Warrington	Beginning of June
Application to be completed for a Licence for summer fair.	Jenny Rigg	Summer Fair

5. Bingo Night – 15th July

- Originally bingo night was postponed due to Lower park 50th celebration, PTA agreed an alternative night of the 15th July
- It was agreed Thai food would be provided and Nunit Hallum (A parent from school) would be approached to supply and cook.
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Actions	Owner	Target Date
Nunit Hallum to be approached to confirm she is available to supply and cook the food	Michelle Massey	ASAP

6. LP Lotto – Monthly (Jenny Rigg)

- Numbers for the lotto drawn for October, November, December 2014 and January, February 2015.
- Winners identified and will be contacted

- Lotto numbers drawn:

	October	November	December	January	February
1st	42	41	56	85	24
2nd	60	32	20	24	80
3rd	61	6	59	66	83

Actions	Owner	Target Date
Winners to be contacted	Jenny Rigg	ASAP

7. Head Teachers Report

- Mr Coulson shared his delight at the enrolment of the new PTA members; he shared with the group how he was extremely grateful of the support that is being given and the new support that has come in.
- He commended the PTA members for the support they give and the funds that have been raised for the school and the children.
- Mr Coulson requested that the PTA present at the new intake session on the 21st May:
 - Jenny Rigg and Stuart Tyson have come forward to present.

Actions	Owner	Target Date
To represent the new intake session	Jenny Rigg/ Stuart Tyson	21 st May

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 – post open
 - Disco set up – Charlotte Fazackerley agreed to take over from Wendy Warrington
 - Roles that will continue:
 - Chair – Jenny Rigg
 - Vice Treasurer- Nicky Wood
 - Secretary – Francine Fallon
 - Plant Sale – Sharon Mallender
 - Buyer – Nicky Wood
 - Lotto - TBC

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

- Clipboard / Auctions/Raffle – Stuart Tyson
- Fairs – Michelle Massey transitioning responsibilities to Sharon Mallender

Actions

To look to see if you want take an open post

Owner

All PTA members

Target Date

ASAP

- **PTA Night out**

- Agreed date for PTA night out 25th June

NEXT MEETING: Thursday 11th June 2015