

PTA AGM Meeting Minutes  
Thursday 3<sup>rd</sup> March 2016  
Lower Park School

Attendees: Charlotte Fazackerley, Sharon Mallender, Lucy Lester, Helen Hardicre, Zoe Buckley, Mandi Banks, Francine Fallon, Kristin McConkey, Ceri Hudston, Ellen Little, Mr I Coulson

Apologies: Stuart Tyson, Sarah Clarke, Claire McIntosh, Catherine Cole, Wendy Warrington, Emma Sewart

1. Welcome and Apologies

- Charlotte opened the meeting and shared the apologies. Charlotte advised that Nicky Wood is leaving the PTA –we thank her for her support, commitment and hard work over the years. Mandi offered to take on the role of Vice-Treasurer.

2. Disco update 18<sup>th</sup> March

- Charlotte gave update on disco planning. Ellen to organise float (EL) Sarah doing the buying (SC) Lucy and Kristin offered to recruit more parents helpers for KS1 and KS2 (LL/KMC) Confirmed that tickets are to go on sale Monday 14<sup>th</sup>.

3. Plant Sale update 14<sup>th</sup> May

- Sharon gave update on plant sale planning (SM) Confirmed same supplier as last week and same prices. All leaflets have been printed and the covering letters ready. Sharon to supply map – Lucy to lead the parent recruitment to help deliver leaflets before and after school (LL). All leaflet deliveries to be complete by end of Easter hols. All orders in by April 27<sup>th</sup>. Lots of help to make up orders and vehicles to do deliveries will be required on the day.

4. Art Exhibition update 30<sup>th</sup> June

- Fran confirmed Thursday 30<sup>th</sup> June is available: 6-7pm KS1 and 7-8pm KS2.
- The artwork is picked up 2 weeks prior to the event so we would collect on **17th June**
- A picture bought on the day of the event will be ready to go to class on the following Monday - 4<sup>th</sup> June
- If any copies are ordered Chris will be coming back to school on

Thursday 7th July with the copies. On that date we will sort out any orders that come in after the event.

- Background music or school band play in the background!
- Art exhibition prices same as last time which was:
  - £6 framed original
  - £7 framed copy.
- \*In 2005 87% pictures sold estimating 250 pictures

#### Recommended Cost Price

- Original Framed Picture £10
- Copy of original Framed Picture £8
- If one original copy has been bought, a sibling picture can be bought at a discounted price of £8

Small Risk that could make a loss due to the sibling situation if more than 3 children.

#### To Confirm

- Chris availability to meet with the teachers to assist in the preparation (only available after school)
- 23rd Feb
- 25th Feb
- 2nd March
- 3rd March
- 4th March
- 7th March
- 9th March
- Insurance/ Health and Safety – approx. 285 students plus parents – Potentially 600 could attend. To be raised (CF)
- 30th June - need to confirm availability of the hall as a 2 hour set up time and 1 hour post event clear up required on the day

5. Summer Fair update 25<sup>th</sup> June

- Sharon confirmed that a break-out committee meeting is to take place to start planning details for Summer Fair – Sharon to send out dates asap (SM)

6. Film Night update

- Zoe talking to other suppliers (Reels on Wheels) and looking in to other options (Film Bank) for next film night September onwards (ZB)

7. Bags 2 School/Gift Aid/Easy Fund update

- Lucy confirmed next collection date is April 19<sup>th</sup> (LL)

8. Lotto Draw

- Lucy did draw – 77, 72, 28 – and will advise winners (LL)

9. Head Teacher's Update

- Mr Coulson asked for assistance from the PTA: 1 touch screen £3k/Foundation play area parking booths and line markings £250-£300/Playground furniture and fences contribution – PTA to confirm if/when the funds are available (CF/EL)
- Sarah and Charlotte to investigate if David Jacks and Glastonbury Play Area team can help in any way with the furniture/fence work (SC/CF) Plea to be put out to parents to offer assistance – Saturday mornings (CF/Mr C)

10. Funds Update

- Ellen did an update on funds (EL)
- Ellen to organise adding Charlotte and Mandi as signatories (EL)
- Ellen to look at forms needed to set up GiftAid (EL)

11. Match funding

- Fran did an update on current situation. Stu and Fran funding has been provisionally approved against Plant Sale/ Art Exhibition. More info to follow

12. AOB

- Discussed moving next Bingo night to Sept-Dec
- Next meeting – set new events schedule and discuss flyer to show all events at the beginning of the year

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

NEXT MEETING: 14<sup>th</sup> April 8pm