

Newburgh School PTA

Minutes of meeting held 9th January 2017
at 6:30pm at Newburgh Primary School

Present: Lisa Hernandez, Jenny Day, Jane Smith, Karen Iredale, Jayne Greenwell, Naomi Clarke, Andrew Cooknell

Apologies: Rob Hughes, Sarah Bayliss, Cathey Horsfall, Rowena Hogg, Vicky Bartlett, Elaine Sutcliffe, Jane Wilkinson, Susan Goodwin, Josie Maidens, Sally Holland, Jeni Stuart, Janet Mathias, Sharon Dorsett.

	AGENDA ITEM	
1.	Welcome	
2.	Apologies as above.	
3.	Minutes of last meeting approved.	
4.	Update on Actions from Last Meeting	
5.	<p>Treasurer's Report</p> <p>Christmas Fair made £2495 (including £875) on the raffle. Raffle takings up this year and fair takings increased. Agreed that additional facebook publicity helped with sales of raffle tickets. Quality of prizes was fantastic this year. Thanks to Janet, Rowena and Cathey for organizing.</p> <p>Staging Project - general discussion on whether to release some of the £6K that has been put aside because we have now received community grant £3 and is available to help fund the staging project. Agreed that some could be released back.</p> <p>Lisa to put staging project on the agenda for the Feb meeting and will be discussed then.</p> <p>Funds available £4590.</p> <p>Easyfundraising has raised over £1000 in the duration that it has been running – agreed to do some publicity to thank those that have helped us to achieve this.</p>	<p>Lisa</p> <p>Lisa to do newsletter Kirstie to do Facebook</p>
6.	<p>Request for Funds</p> <p>1) Chromebooks – The Chromebooks have arrived at school today. Mr Smith has emailed to say thank you. £1270 additional funds have been approved to help to fund these for additional set-up work.</p> <p>No other request for funds.</p> <p>Update on Playground – hopefully w/c 16th January Sovereign to return to complete fencing. Lisa to liaise with Fiona about timing of press release.</p>	Lisa
7.	<p>Future Events</p> <p>a) Beetle Drive – provisional date of Wed 25th January 2016 booked with school.</p> <p>Mini Raffle to be held on the night using left over prizes from the Xmas Fair. Lots of</p>	

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	<p>spare stuff left over in the cupboard as prizes. Send out letter ASAP to gauge interest and sell tickets in advance. Ask for an idea of food orders on letter so can buy correct quantity but don't collect money for food until night. Ticket cost of £1 per playing person.</p> <p>Need 1 adult per table of playing children. Approx. six people per table.</p> <p>Provisional plan of start at 4.30pm. First game at 4.45pm. Food at 5.30pm. Finish at 6 to 6.30pm.</p> <p>Rob offered to help with food. Pizza and jacket potatoes to be offered as food, potentially chips.</p> <p>Jenny, Jane, Rob, Lisa available on the night to help run.</p> <p>PTA social to be used to recruit additional volunteers to help on the night.</p> <p>Lisa to check with school on earliest hall would be available on the Wednesday. Potential after school clubs in the hall until 4.15. Consideration to moving to a weekend pm.</p> <p>b) Newburgh's Got Talent</p> <p>Lisa was approached by Mr Smith about the PTA being involved in a Newburgh's Got Talent. This was run a few years ago and was very popular with the children. The PTA weren't previously involved and it was an in-school thing. Queries were raised on how the PTA could help as it could be quite time intensive during the day. A suggestion was raised that early rounds could take place in school time, with voting by children. Then the final would be open to parents. The PTA would organise and publicize the final and sell refreshments. Lisa to check with Mr Smith how it would work logistically.</p> <p>c) Cake Sale – Valentine Cakes Sale 14th Feb</p> <p>Cathryn to do posters. Jayne has offered to help on stall straight after school. Naomi to help set up. Tea/coffee to be offered. Lisa to talk to Mr Smith about offering hot drinks and timing. For safety, hot drinks would only be available after the 3.15 rush has dispersed. If hot drinks are offered the tables would need to be set up in the practical area so that the urn could be kept safe from the children.</p>	<p>Lisa</p> <p>Jenny</p> <p>Kirstie</p> <p>Lisa</p> <p>Lisa</p> <p>Cathryn Lisa</p>
8.	<p>Update on Events</p> <p>a) Christmas Fair</p> <p>Lots of positive feedback, lots of help on the day. Fair seemed to go very well. Mulled wine was very popular. Tombola didn't sell out, but still raised same amount of money. Busking Phoenix was very popular and this idea could be extended next year, with some of the other children showing off their musical talent in a 'busking corner'. This would need to be mentioned to the children prior to the fair so that children volunteers could be booked in for certain time slots. Potentially ask Mrs Franklin if she can co-ordinate for next year.</p> <p>b) Fabric Bags</p> <p>Made around £220 on bags, not very much profit for a lot of work. Bags probably not as popular as tea towels. Agreed it was too soon after tea towels and with all other</p>	

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	<p>items (CDs and DVDs) sales were reduced.</p> <p>Discussion on whether we do Xmas cards next year. If we did cards next year, we'd need school involvement to help produce them as this has previously been quite time consuming for the PTA volunteer.</p> <p>c) Filming Christmas Productions</p> <p>Made £218 profit. Sold 74 DVD's. Around 50% uptake in reception, around a third in Year 1-3. Numbers down on last year (around 108 sold last year), however still made profit. Quality of recording sufficient. Sound still a little quiet.</p> <p>d) Newburgh Noel CD</p> <p>Lisa to contact Sarah Bayliss to find out if any CD's left as assumed only a few left. Children have been very keen to own a CD.</p>	<p>Lisa</p> <p>Lisa</p>
9.	<p>100 Club Draw</p> <p>2 - Cathey Horsfall</p> <p>50 – Lisa Hernandez</p> <p>18 – Naomi Clarke</p>	
10.	<p>Any Other Business</p> <p>Jenny to contact Playbox to see where they get their clothing collection bin from and whether it would suit our needs.</p> <p>Lisa to organize some publicity for the new bikes and scooter, which have now been received. Publicity should mention Velo Cycles in Warwick as they negotiated a good deal for us.</p> <p>Lisa to post about the chromebooks on Facebook</p> <p>General discussion that these posts should be slightly staggered so to maximize views as posts too closely spaced might not be seen.</p> <p>Next Clothing first week of March.</p>	<p>Jenny</p> <p>Lisa</p> <p>Lisa</p>
11.	<p>Date of next meeting. Tuesday 7th February at 7pm in the Unicorn.</p>	