

# Newburgh School PTA

Minutes of meeting held 15<sup>th</sup> September 2016 at 6.30pm at Newburgh School

Present: Rob Hughes, Rowena Hogg, Lisa Hernandez, Josie Maidens, Mr Smith, Kirstie Cestaro, Jenny Day, Sally Holland, Jayne Greenwell, Vicky Bartlett, Karen Iredale, Cathey Horsfall

Apologies: Balvinder Dulay, Andrew Crooknell, Andy Clarke, Naomi Clarke, Jenny Stuart

	<b>AGENDA ITEM</b>	Action
1.	<b>Welcome (and introduction if applicable) and members present</b>	
2.	<b>Apologies</b> as above.	
3.	<b>Minutes of last meeting approved.</b>	
4.	<p><b>AGM: Treasurer's Report/Financial Statements from 2015/2016 Academic year</b></p> <p>Please refer to Annual Financial Report. In summary:</p> <ul style="list-style-type: none"> <li>• £23,762 raised in income</li> <li>• Spent £18200 - bulk to school</li> <li>• This left a balance £5,562 to carry over from last year£8,888 (this no. has changed, but was written incorrectly)</li> <li>• Balance £14,449 but have made some large commitments</li> <li>• In July commitments to outdoor stage and netbooks leaves us with funds £4,640 including £3,000 grant coming in</li> </ul> <p>Jayne Greenwell commented that grants and match giving have driven the fundraising in the past year. School population now at capacity so now school donations will become stable with 415 pupils in school. We have been raising around £15k per year from parent donations as a ballpark figure.</p>	
5	<p><b>AGM: Election of positions for Chair, Vice Chair, Treasurer and Secretary.</b> (Paper nominations cannot be accepted AFTER this section begins. Verbal nominations can be accepted for any position where no paper nomination has been submitted)</p> <p>Existing posts:</p> <p>Jayne Greenwell nominated for Treasurer by Lisa Hernandez and Josie Maidens</p> <p>Kirstie Cestaro nominated for Vice-chair by Rob Hughes and Karen Iredale</p> <p>New posts:</p> <p>Paper nomination for Jenny Day as Secretary</p> <p>Paper nomination for Lisa Hernandez as Chair</p> <p>Welcome to Lisa and Jenny in their new positions. Lisa Hernandez gave thanks to Rob Hughes as Chair and Rowena Hogg as Secretary.</p>	
6	<p><b>Request for funds from school / ideas &amp; suggestions for how to spend funds</b></p> <p>No requests this month. Mr Smith did ask if the PTA would offer their annual support for school visits which amounts to £200 per year group. Approved.</p> <p><b>6.1 Outdoor staging/seating</b></p>	Jane Smith

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	Jane Smith and Fiona Caddick from the office will be in contact next week.	
	Note: Plaque for play area – Jenny Day will check wording with Fiona and will arrange this with a local sign company.	Jenny Day
7	<p><b>Future events</b></p> <p><b>7.1: Proposed dates for key events and PTA meetings</b> Dates still TBC. Lisa Hernandez has prepared a rough plan of events. Cathryn Armer has said she will do posters but needs to have help with bookbags etc.</p> <p><b>7.2: Cake sale/2nd hand uniform sale</b> To take place at parents evening in October, but exact date of parents evening TBC. Kirstie to ask for volunteers via PTA Social. Same area as before. Signage to be clear.</p> <p><b>7.3: Christmas Cards</b> <b>7.4: Tea Towels</b></p> <p>These points were discussed together. Discussion ensued around producing tea towels or calendars, the former being too soon to repeat again. Meeting considered canvas bags as a possibility and Kirstie Cestaro to look into the options. Josie Maidens agreed to help. Kirstie stressed that these needed to be done in good time.</p> <p>Mr Smith suggested collection tin on the till at a local supermarket. Similar ideas were the coin drop in supermarkets. Hand a letter into their manager – Cathy Horsfall. Unicorn pub coin drop. Rob Hughes to follow up with Unicorn.</p> <p><b>7.5: Filming Xmas productions/singing</b> Jenny Day to arrange again and contact same person. Mr Smith reminded meeting that school were recording a CD of Christmas songs on 11<sup>th</sup> November. JD pointed out we do it to stop parents filming it themselves and we will still go ahead. Ron Binnie would like proceeds to come to PTA but he is happy to organise it all. CD will be available for Christmas Fair.</p> <p><b>7.6: PTA support for Reception Tea Party (Wednesday 12 October)</b> Naomi Clarke to organise food and be lead and 2 other helpers needed to promote PTA at the time. Jenny Day to assist; Sally Holland to confirm. Cathy Horsfall can help if we are a volunteer short.</p> <p><b>7.7: Ideas for other events</b></p> <ul style="list-style-type: none"> <li>Meeting discussed a Beetle Drive as a social event for perhaps midweek in January.</li> <li>Mr Smith remarked that he had noticed that serving alcohol in the right environment could make quite a profit eg PIMMS etc at the summer fair. Meeting agreed to trial mulled wine and mince pies at the Christmas Fair. Rob Hughes to send information regarding temporary licence. Also BakeOff idea. Idea of using tokens that are bought at the door rather than cash at each stall.</li> <li>Kirstie Cestaro introduced the Grow a pound idea; give each Junior a pound each and the children are challenged to make it more than a pound eg baking or make things to sell. Possibly instead of sponsored activity. Kirstie to look more at that.</li> </ul>	<p>Kirstie Cestaro</p> <p>Kirstie Cestaro</p> <p>Rob Hughes</p> <p>Jenny Day</p> <p>Naomi Clarke</p> <p>Rob Hughes</p> <p>Kirstie</p>

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	<ul style="list-style-type: none"> <li>Run a marathon around the field.</li> </ul> <p><b>7.8: Help for book fair Mon 3 Oct – Fri 7 Oct 8.30-9.00 &amp; 3.00-3.45 (2 people per session)</b>            Karen Turner broached idea that we take on manning it. Possibly use PTA Social site to get volunteers (Kirstie to post). Put into school newsletter. Helpers from outside the immediate PTA committee members preferred.</p>	Cestaro  Kirstie Cestaro
8	<p><b>Invite for new parents to next meeting</b>            Letter has gone in Reception book bags for next Thursday 22<sup>nd</sup> September.            A reminder note to go in book bag to invite for next week – Josie Maidens.            Lisa trialling a meeting in pub every other month. Appreciate perhaps no staff present due to later start date. Tuesday evenings at Unicorn 7pm</p>	Josie Maidens
9	<p><b>Publicising the PTA</b>            It was decided to scrap a separate PTA newsletter and have a small section in school newsletter. Discussion ensued again about possible Facebook site for PTA that needs to be controlled where postings can be approved. Mr Smith recognises it is a vehicle of communication. It was agreed that Admin allows postings only once they have been vetted. Kirstie Cestaro can set one up. Jayne and other committee members to be admin for the site.</p>	Kirstie Cestaro
10	<p><b>Website</b>            Nothing more from Andy Clarke. Considered having a PTA section on school website rather than our own website. Do not want to create more work for office. Jenny to talk to Fiona to see if Secretary only could have access to the school website to help with updates.</p>	Jenny Day
11	<p><b>100 Club draw for August &amp; September</b>            August            74 – Lisa Finn            82 – Jane Wilkinson            15 – Lisa Hall            September            90 – Jane Smith            60 – Rob Hughes            31 – Mr Binnie</p>	
12	<p><b>Any other business</b>            Scooter shelter needs to be on the agenda for next meeting. Actual shelter is expensive as opposed to structure that isn't sheltered but allows scooter to be locked. Need TBC on costs next meeting.            Possible change of date for Christmas fair. Mr Smith to speak to SMT and confirm.</p>	Mr Smith
13	<p><b>Next meeting date</b>            Social Thursday 22<sup>nd</sup> September.</p>	