

# Newburgh School PTA

Minutes of meeting held 2<sup>nd</sup> November 2016 at 6:30pm at Newburgh Primary School

Present: Susan Goodwin, Lisa Hernandez, Jenny Day, Anne Bones, Janet Mathias, Jane Wilkinson, Sally Holland, Rob Hughes, Rowena Hogg, Kirstie Cestaro, Jane Smith, Sharon Dorsett, Cathey Horsfall, Cathryn Logan, Andrew Cooknell,  
Apologies: Karen Iredale, Vicky Bartlett, Tracey Robbins, Jayne Greenwell, Josie Maidens, Andy Clarke, Sarah Bayliss, Elaine Sutcliffe.

	AGENDA ITEM	
1.	<b>Welcome (and introduction if applicable) and members present.</b> Chair welcomed a number of new faces to the group.	
2.	<b>Apologies</b> as above.	
3.	<b>Minutes of last meeting approved.</b>	
4.	<b>Update on Actions from Previous Meeting.</b>	
5.	<b>Treasurer's Report</b> Jayne not present so Lisa presented a brief overview of the September and October financial reports. The PTA has funded £1400 – to help out with school trips (£200 per class) £7180.60 towards 15 Google Chrome Books. <i>Income</i> Mostly from Cake Sale – this was noted to be a very successful event (best ever) raising £278.02 from the cakes and £37.10 from secondhand uniform. £200 received from Match Giving from Vicky Bartlett. £3509.98 funds available after commitments.	
6.	<b>Request for Funds</b> Miss Masani has requested £409.84 for outdoor plant growing equipment for Year 1. <b>Approved</b> Mrs Preston requested a year's membership for a 'Sing Up' Resource £210. General query whether this fee applies annually. Seems to be good for universal use across the whole school. <b>Approved.</b> Mrs Payne requested £54 to purchase oranges for Years 4, 5 and 6 to make Christingles. Request asks whether the PTA could donate to the Children's Society. However this cannot be done because one charity cannot donate to the other. <b>Funding Approved.</b> Miss Bones requested funds to help with the purchase of 5 bikes and 10 scooters and helmets. Scooters will last until the age of 12. Will also purchase a balance buddy for the bikes. The need for the scooters/bikes was highlighted in last Ofsted inspection. Scooters would be £890 for 10. 14 inch and 16 inch sized bikes. Helmets £24 each. £1845 maximum cost. Jane Wilkinson suggested she may be able to apply to Jaguar Land Rover for a grant. Jane to apply when full costs known. Rob to look to negotiate a better deal on the purchase of the scooters. <b>Approved (conditionally on the basis that deals can be sought – a maximum</b>	Jane Wilkinson  Rob Hughes

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	<p><b>cost has been approved).</b></p> <p><b>6.1 Staging</b> –Sovereign and Hand Made Places have been out to measure up and quote. Pentagon have quoted. Playdale messing around not continuing with them. £6000 put aside for this. Jane Smith to progress this with Fiona</p> <p><b>6.2 Scooter and Bike Shelter</b> – Two options for scooter racks Option 1 – 10 scooters £552. Option 2 – holds 20 scooters and is more compact. An option for a second undercover scooter was put forward but is expensive - £1144 for 20 scooters. Kirstie to talk to Mr Smith/Fiona about location/installation. Janet to look at how many scooters on a wet day to help decision on whether to buy cover or not.</p>	<p>Jane Smith</p> <p>Kirstie Cestaro</p>
7.	<p><b>Future Events</b></p> <p><b>Christmas Fair</b> - Sally to talk to June about Advent game Cathey/Rowena/Janet have made good progress on donations for fair. Mel is likely to donate a voucher for her beauty business. Facebook promotion of fair donations is going well with lots of likes and shares.</p> <p>Rob to look at licensing issue of mulled wine at Christmas Fair. Possibly too late to apply for this fair.</p> <p>Rob to also to help arrange catering for Christmas Fair and speak to kitchen.</p> <p>Miss Bones to check with Mrs Franklin whether choir will be singing at Fair again this year.</p> <p>Stan agreed to do Father Christmas again with Allyson Holland as Elf.</p> <p>Lisa to speak to Josie about Where's Santa game.</p> <p>Lisa to put stalls list on noticeboard for teacher help</p> <p>Jane Smith to dress as elf and shake bucket on door.</p> <p>Cathryn to do posters for event.</p> <p>Sam Hughes to do bookbags flyers.</p> <p>Lisa to email Zani about school gate banner.</p> <p>Friday 2<sup>nd</sup> December – Donation day. Volunteers to help collect, sort and ticket donation: Jane Smith, Jane Wilkinson, Sharon Dorsett, Cathryn Logan. Lisa to find out whether Karen can help as has previous experience.</p> <p><b>Christmas Production Dates</b></p> <p>Dress rehearsals:</p> <p>Lower School - 5<sup>th</sup> December 2pm</p> <p>Reception 6<sup>th</sup> December 2pm.</p> <p>Full Performances</p> <p>Reception 7<sup>th</sup> December 2pm,</p> <p>Lower School 7<sup>th</sup> December 6pm,</p> <p>Reception 8<sup>th</sup> December 10am,</p>	<p>Sally Holland</p> <p>Rob Hughes</p> <p>Miss Bones</p> <p>Lisa Hernandez</p> <p>Cathryn Logan</p>

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	<p>Lower School 8<sup>th</sup> December 2pm and 6pm</p> <p>Jenny to contact Trevor Langley (Castle Media) to arrange to film again and sort out letters.</p> <p><b>Beetle Drive</b> –Suggested date Wednesday 25<sup>th</sup>January Lisa to check date with Mr Smith.</p>	<p>Jenny Day</p> <p>Lisa Hernandez</p>
8.	<p><b>Update on Events since last meetings</b></p> <p>Cake Sale feedback – layout was really cramped. Need to re-think location. Possibly consider outside if weather nice. Regardless of layout still made a good amount of money.</p> <p>Reception Tea Party – went well. Next year give out dates again as good ice breaker. Maybe someone on the door to give out leaflets. Thanks to Naomi and Sally for helping out.</p>	
9.	<p><b>Website</b> – new information has been added to the school website to cover PTA. Fiona is updating. Lisa to add more information to page.</p>	<p>Lisa Hernandez</p>
10.	<p><b>Matched Giving</b> – Lisa explained how matched giving works. Janet Mathias to promote Match giving and put together information for book bags to see if more people could be eligible.</p>	<p>Janet Mathias</p>
11.	<p><b>100 Club Draw –</b></p> <p>Winning numbers</p> <p>October</p> <p>39 – Elaine Sutcliffe</p> <p>78 – Siobhan McKenna</p> <p>79 – Tracey Robbins</p> <p>November</p> <p>7 – Nicola Salter</p> <p>94 – Vicky Bartlett</p> <p>28 – Sally Holland</p>	
12	<p><b>Any Other Business.</b></p>	
13	<p><b>Date of next meeting.</b></p> <p>Tuesday 29<sup>th</sup> November 7pm in the Unicorn Pub.</p>	