

Newburgh School PTA

Minutes of meeting held 18th July 2017 at 7pm in the Unicorn.

Present: Kirstie Cestaro, Lisa Hernandez, Jenny Day, Jayne Greenwell, Susan Goodwin, Liz Ward, Jane Wilkinson, Jane Smith, Janet Mathias, Vicky Bartlett, Andrew Cooknell, Cathryn Armer, Rob Hughes
Apologies: Sarah Bayliss, Cathey Horsfall, Rowena Hogg, Sally Holland

	AGENDA ITEM	
1.	Welcome	
2.	Apologies as above.	
3.	Minutes of last meeting approved.	
4.	Update on Actions from Last Meeting. No actions.	
5.	Treasurer's Report. Bag to school raised £84 – Action from Karen to find out what the price per kg is, and see if other companies offer a better price because it seems low and amount seems to be decreasing every time. JD to chase for permanent bin and query price per kg. Summer fair did very well. Made £350 from selling hot drinks on Sports Day. Class photos made £801 (similar to last year). Scooters pods will cost £1319, we had previously agreed a higher amount so some money can be released back into the pot. Jayne has produced some draft annual figures. Final numbers to be provided at the AGM. Jayne has submitted first gift aid. Would be around £400, if successful. Funds available £8500. Lisa to send financial summary of Summer Fair to all.	Karen Jenny Lisa
6.	Request For Funds Lunch tables - school can contribute £3000 but would require £5235 from the PTA. New tables approved. Would only be lower school. Would seat 152 children. Lisa to check what happens to the old tables as these would still be needed for the fair, events and for the hall hire. The PTA would like to see these retained. Lockers - quotation provided for whole school, but would only get for Years 4-6 in the first instance. Around £7500 needed to get lockers for these years. More fundraising needed. Scooter Project – these are on order and hopefully will arrive over the summer holiday. Should be £1319. Jayne to send through cheque. Lisa to send information to Janet to make an Infograph on what we've funded so far. Staging – now on order. Should be installed in October, but maybe later. An invite should go out to Rich Eddie to the opening of the staging as he helped to secure the funding from the council.	Lisa Jayne Lisa
7.	Future Events Year 6 leavers – ice cream and bouncy castle confirmed. Jayne needs to pass money to Sarah to pay the ice cream man on the day.	Jayne

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	<p>Report of a 'Near Miss' Incident at the Summer Fair on the bouncy castle – a child got his arm trapped in the inflatable for a short time. The child was not injured and the parent has asked us to investigate as to why this happened. A complaint has been put forward through to Southam Bouncy Castles about the castle. They stated that they were unaware of this happening before. They have offered to upgrade the castle for the Year 6 Leavers event as compensation. It was discussed that if something more serious had happened, the hire company insurance would cover injury whilst using the castle, however in future PTA to check the wording on the hire agreement to check how many children should use the castle at a time to ensure we keep to the conditions during use so as to not invalidate insurance.</p> <p>Lego Cards – the PTA to have a table tomorrow after school of spare lego cards. Free.</p>	
8.	<p>Update on Events</p> <p>Summer Fair - sold quite a lot of BBQ/ice cream and drinks to the football parents which helped to booster profits.</p> <p>Some issues with the Tombola – ticket colours on the adult tombola were too similar so was difficult to spot prizes. Need to make sure we buy 1-1000 ticket books. Janet to do 'Lessons Learnt' document. Lisa to make sure that the tombola ticketing instruction document to be produced.</p> <p>Rob wants to note that Mel Broome the Butcher provided the burgers – did us a very good deal and the quality of the burgers was very good. Would be approaching them again and thank them for helping.</p> <p>Rob thanked Lisa for everything she did at the fair. Did an amazing job of organizing the fair. We had lots of help from the teachers/TA's and other staff which also helped out, as number of parent helpers was down. Thanks have been sent out to the staff. Thank you letters have been sent to those who have given raffle prizes.</p> <p>Sports Day – An incident was reported back from Sports Day with a spilt hot drink. Note made that in future, at all PTA events, we need to supply hot drinks with lids in line with school policy. Jenny and Lisa to check stock in cupboard and make sure that these are provided with lids. Cold water also to be made available to help cool down black coffee/hot chocolate before it leaves the stall.</p> <p>Note: Add World Book Day onto Agenda for September to help provide children with costumes. Lisa to talk to Karen Turner about book day.</p> <p>Future Events – Provisional dates proposed for Quiz night in Friday 13th October. Christmas Fair – 9th December. Beetle Drive – Sunday 4th February 3-5pm. Potentially do a disco in November. Need a sponsored event idea. No plans to do Easter Fair. Bingo and potentially Barn Dance. Cathryn to investigate.</p> <p>Camping for next year – may not be able to goto Hatton because they want the choir to sing on four occasions. Rob to go back and say that we cannot do that. We may need to find an alternative location. Jenny to look into other options.</p>	<p>Janet Lisa</p> <p>Jenny/Lisa</p> <p>Lisa</p> <p>Cathryn</p> <p>Jenny</p>
9.	<p>100 Club Draw</p> <p>34 – Andrew Smith</p> <p>114 – Helen Venn</p> <p>76 – Laura Quilt</p>	

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10.	Any Other Business Class Photos – issue with people requesting class image to make end of term card. Issues with copyright and allowing people to have the image. In future, PTA to hold images and potentially make the cards on behalf of parent. Jayne to action for next year.	Jayne
11.	Date of next meeting. Wednesday 13 th September 2017 at the School. 6.30pm.	