

Newburgh School PTA AGM

Minutes of meeting held 10th September
2018 at 6:30pm at Newburgh Primary School

Present: Janice Simpkins, Tom Billyard, Rob Hughes, Kirstie Cestaro, Jane Smith, Cathey Horsfall, Lisa Hernandez, Jenny Day, Andy Davis, Sally Holland, Josie Maidens, Cathryn Armer, Jayne Greenwell, Andrew Cooknell, Elaine Sutcliffe, Janet Mathias.
Apologies: Vicky Bartlett

	AGENDA ITEM	
1.	Welcome.	
2.	Apologies as above.	
3.	Minutes of last meeting approved.	
4.	Update on Actions from Last Meeting. None	
5.	<p>Treasurer's Report. Annual Report – Fairs raised £4877 and donations raised £4990 (matchgiving, gift aid etc.). Extra money this year from sponsored event, and two quizzes and football presentations helped. Total of £6545 raised from events. Regular fundraising events have raised £1077 from stamps, uniform, 100 club etc. Given £4572 to school to fund requested items.</p> <p>Committed funds of £9786 for bike sheds, house points display Christmas panto and courtyard area. Should leave funds available of £6047.</p> <p>In total to be declared on annual return - Income of £23810, spent £11028, profit of £12782.</p> <p>Jayne raised an issue that a cheque bounced for photo money £8. All agreed that money would be written off and would not chase the parent for money. Hopefully it was just a one-off .</p>	
5	<p>Election of Positions</p> <p>Paper Nominations for Tom Billyard and Jane Smith as Secretary. Accepted.</p> <p>Jayne Greenwell as Treasurer and Kirstie Cestaro as Vice Chair to continue in their current positions.</p>	
6	<p>Request For Funds</p> <p>Janice Simpkins thanked the PTA for the bike sheds.</p> <p>School has put in a request to help fund the class visits of £100 per class. Total £1400 requested. Approved.</p> <p>Courtyard project. Mrs Turner request for funding from other sources has not been successful and at the moment the project is on hold. Andy Davis suggested that his company – VMWare (software company) could provide free volunteers to help out with projects e.g. landscaping etc. – potential they could help out with the courtyard project.</p> <p>Miss Bones arranged a stone painting event in combination with a parent last year. We have received a funding request for funds for pebbles and varnish/paints £41. Approved. Miss Bones needs to fill out the correct funding request.</p>	Miss Bones
7.	<p>Future Events</p> <p>Film Night – Greatest Showman – Sat 29th September 2.30pm. Jayne/Sarah Bayliss organizing. £2 per ticket. Drinks and snacks/popcorn. Responsible adult to remain in the</p>	Cathey

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	<p>building. 140 tickets. Will need around 4-5 volunteers. Cathey to facebook film.</p> <p>Reception Tea Party – Wed 10th October. Naomi normally sorts out the food and drinks. Lisa to liaise with school to check whether there are allergies and let Naomi know. Normally needs two volunteers to help and tidy up. Hand out a sheet of events. Kirstie to put on PTA social to get volunteers. Post Meeting Note: the date of the Tea Party has changed to 17th October</p> <p>Parents Evening Cake Sale - 23rd October. Kirstie to put on PTA social. It was agreed to not get secondhand uniform out at cake sale as it was accessible now. Cathey volunteered to create a facebook post. Weather dependent – but take cakes outside into playgrounds. On eschools and newsletter need to mention that if people donate allergy free cakes to put a note in the box.</p> <p>Secondhand Uniform. Need to create a secondhand uniform poster and put something on eschools/newsletter advertising uniform. Tom to action on weekly newsletter. Cathryn to make a poster for secondhand uniform.</p> <p>Quiz Night – Friday 5th October. Cathey, Cathryn, Janet organizing. Add pie and chips to the menu. Andy, Jenny, Tom to help on the night. Tom to sort alcohol license. Cathryn to do the poster. Small sub-committee needs to be created.</p> <p>Secondhand Toy/Books/PTA cupboard – 21st September am. Tom/Cathryn/Jane to sort out. Lisa to ask Mr Brandrick if we can use that space for storage. Lisa to ask if additional racking/shelving is required in green shed and whether we can help organise what's in there. Tombola drums to be stored in the green shed to make room in the cupboard.</p> <p>Christmas Gift Ideas – General ideas floated about bags, t-towels, Christmas cards. No conclusion on what to do. Tom to look into ideas and regroup. Other ideas welcome but also needs a volunteer to co-ordinate.</p> <p>Mother's Day/Father's Day Presents - lots of other schools run a 'Buy a Present Day' around key dates such as Mother's Day, Father's Day etc. where children can buy a gift (presents ranging from 50p up to £5). Agreed we liked this idea and it to be explored further.</p> <p>Newburgh's Got Talent – This has previously been organised and run by school. Lots of support to see it happen again. The PTA would be happy to help run this but would need support from the school as would take place in school time. This to become a future agenda item to organise and discuss.</p> <p>Lego Card Swap – a swap stall to be arranged for afterschool. PTA to organize something. Jane/Jayne/Lisa. Needs an eschools letter/facebook post. To take place weekly on a Monday a table outside the play structure. Noted that cubs are also doing the same to raise money for a trip. Cubs are charging for swaps.</p>	<p>Naomi Kirstie</p> <p>Kirstie Cathey Cathryn</p> <p>Tom Cathryn</p> <p>Tom Cathryn</p> <p>Lisa</p> <p>Tom</p> <p>Tom</p> <p>Jane/Jayne/ Lisa</p>
8.	<p>100 Club Draw</p> <p>50 – Lisa Hernandez</p>	

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	65 – Fran Furmston 87 – Tom Billyard	
10.	Any Other Business Discussion on timing of meetings whether an after school meeting would be preferential to encourage new parents in, as a variation. Tom to decide on meeting dates and times. Seems to be lots of keen ones in reception this year. Need to remove webpage from PTA agenda template - Lisa Jayne to send on the password to the gmail account to new committee members. Jenny to type up list of email addresses of new reception parents and create a list of volunteers/contacts for PTA. Need to consider GDPR on storing of data. Jayne to give a set of keys to Jane. Jane and Karen have sorted out the secondhand uniform. Osborne Books – Lisa mentioned that Osborne have approached about a sponsored read of book and they will donate a % of their books to school. Book Fair to be moved to World Book Day.	Tom Lisa Jenny Jayne
11.	Date of next meeting. TBC.	