

Newburgh School PTA

Minutes of the meeting held 21st October 2019
at 7:30pm at the school

Present: Tom Billyard, Janet Mathias, Jennifer Merryfield, Elaine Sutcliffe, Sally Holland, Jayne Greenwell, Karen Turner.

Apologies

Jo Monk, Vicky Bartlett, Hanna Earls, Cathey Horsfall, Jane Smith, Jenny Day, Cathryn Armer.

	AGENDA ITEM	
1.	Welcome	
2.	Apologies as above.	
3.	Minutes of last meeting approved. Janet queried whether presents were given to outgoing Secretaries/Deputy Chairs. Tom to sort gifts for Kirstie and Jane as a thank you for their hard work.	TB
4.	Update on Actions from Last Meeting: Tom has taken over the 'new' PTA social – it is now called Plan social – Tom explained that it works the same and he is happy to run it without a Deputy Chair in place. Sally has checked - Stan is happy to be Father Christmas again this year – query where he's going to be put. Second hand uniform – people have gone through the boxes. Two or three single bags left. Will have it set out at parents evening too.	
5.	Treasurer's Report Quite quiet – funds raised foreign current exchange £105 and further £24 from rollover. Uniform sale - £40 Match giving - £600 100 club - £52 – have dropped 7 due to leavers – to promote it around Facebook / reception Funds spent – have paid for benches courtyard Lego request has been approved – to be paid Query re school trip form/panto – request has not been received = £3296 funds available	JG
6.	Request for funds from school / ideas and suggestions for how to spend funds 2 requests 1. Renewal of sing up - £285 – agreed 2. Christmas tree festival – decorating tree in St Mary's church - £11 to have a tree, then can buy tree for £27.50 - £50 to cover the tree plus decorations. The	

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	nurture groups to be decorating – agreed.	
7.	<p>Update on events since last meeting</p> <p>7.1 Reception Tea Party (Thurs 10th October) Great success</p> <p>Miss Maisie – year 1 tea party on Thursday – Tom to provide the bits</p> <p>7.2 Costume Sale Ltd number of donations and bad weather – did very well considering - £40 Leftover items = smaller sizes – agreed to donate to the school (Mrs Hicks)</p>	TB
8.	<p>Future Events</p> <p>8.1 Parents Evening: Cake Sale/2nd Hand Uniform Sale (6th November) Cathryn has done posters, Tom will do a letter and put it on PTA social for volunteers.</p> <p>Share the PTA facebook page on the reception FB page</p> <p>8.2 Quiz Night (Fri 8th Nov) Letter has gone out on e-schools today. Cathryn has done a lot of work towards it. Licence is in place. Need a float – cake sale should provide cash. Tom to ask Andrew if he can help out setting up tables.</p> <p>8.3 Christmas Fayre (Sat 7th Dec) Stan – need to find a place for santa Licence application for mulled wine done Cathy is sorting out food Raffle - 25 prizes, 5 kept back for the quiz night. Jayne to order tickets for us once we've given her the top prizes – top 4/5 plus many more Quite a lot of prizes not being used – can we encourage winners to pass them on to others, possibly for a donation towards the PTA. Letter re raffle tickets only with the reception raffle tickets – Eschools letter will go out to all anyway. Karen advised it would be better to put them in book bags midweek rather than on a Friday. Jayne might not be at Christmas Fayre so may need someone else to cash up and Janet is also not available. Will see if we can get someone to do it. Worst case scenario put everything in box and give to Jayne the next day. Do we need to ask kitchen manager if we can use the kitchen – Tom to do.</p>	<p>CA/TB</p> <p>JM</p> <p>CA/TB</p> <p>TB/CA/CH</p>

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	<p>Look to see how many gifts/prizes are in the cupboard for small prizes at fayre.</p> <p>Courtyard update – Jayne Jayne has been out with Mrs Turner to scope. Have asked for volunteers from Jayne's co (Cadent) to do a big tidy up of courtyard / weeding / top soil etc. Date of 21st November suggested – 11 Cadent volunteers so far. There will be no more than 20 volunteers in total. Will definitely go ahead on 21st. Can they use teas/coffees and can the PTA possibly fund biscuits for the day (9.30am-4pm)? Cadent can't use tools (spades wheelbarrows etc.) but volunteers from school who can use them are available. Cadent have given £200 to help for equipment/items for the day.</p>	JG/KT
9.	<p>Tea Towels – update</p> <p>Janet Mathias has been arranging. Awaiting samples for quality check. One company has a shorter turnaround time. Agreed year groupings of – Reception, 1&2 3&4 5&6 Janet has put a pack together to be given after half term. A preorder letter will go out and payment will be taken. Minimum order on each order set = 50 Agreed 1 colour (blue) with the school logo. Unit cost = £2 and agreed to keep the price at £5 as per previous occasions.</p>	JM
10.	<p>Sponsored Event</p> <p>Ideas are needed as to what the next sponsored event could be. Possibly something related to football as the after school football club is very popular. Agreed that more sponsorship might be achieved if putting the money to a specific cause (e.g. greenhouse)</p>	

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11.	100 Club Draw 128 members. October winners: 1 st – (57) Hong Chen 2 nd – (61) Jamile Katherine Fortkamp Cesa 3 rd – (56) Jayne Greenwell	
12.	Any Other Business No	
13.	Date of Next Meeting Monday 25 th November, 7.30pm at the school	