

Newburgh School PTA

Minutes of meeting held 29th November 2016 at 7pm at The Unicorn

Present: Lisa Hernandez, Jenny Day, Kirstie Cestaro, Cathey Horsfall, Jane Smith, Jane Wilkinson, Sarah Bayliss, Josie Maidens, Susan Goodwin, Janet Mathias, Jayne Greenwell, Allyson Holland, Sally Holland, Naomi Clarke, Cathryn Armer, Rob Hughes
Apologies: Balvinder Dulay, Andrew Cooknell, Sharon Dorsett, Nicola Salter, Karen Iredale, Vicky Bartlett, Elaine Sutcliffe

	AGENDA ITEM	
1.	Welcome (and introduction if applicable)	
2.	Apologies as above.	
3.	Minutes of last meeting approved.	
4.	Update on Actions. All actions carried out. Jane Wilkinson informed that JLR has declined to help us to fund the scooter and bike project.	
5.	Treasurer's Report. We have received a random £10 cash donation into PTA box. £25 from nametags. 167 CD's sold so far to raise £157 profit. Total income from CD sale was £1370 but there were high costs to produce. After commitments, funds available £1006.44. 100 club is at 96 (very close to getting the 100 members!).	
6.	Request for Funds. <u>Chromebooks.</u> Mr Broomfield needs an additional £1270 towards the Chromebooks. This includes a Chromebook management license £665 and a fee towards a RM Unify expert to help them set it up in school £495 per year. Plus £192.50 for a white glove service – it was debated whether this was already part of the original quote and shouldn't be extra. Lisa to confirm with Mr Broomfield about extras and vote to be taken on this, potentially via email before next meeting so that order can be placed. <u>Update on Playground</u> – Sovereign have been poor on completing installation. Mr Smith is unhappy with the reinstatement of the installation and is querying with Sovereign. Mr Smith wants to install a fencing around the play structure so that the number of children can be controlled on the structure. The safety of the log was discussed and the height of the handrail. It was assumed that the log was stationary not rolling. The structure will potentially be opened by January 2017. <u>Outdoor Staging</u> – Playdale never quoted. Hand Made Places, Sovereign and Pentagon have quoted at around £7500. Jane is advancing this with school and Fiona. It was agreed that the Chromebooks and Playground projects should be completed/fully funded before we start to fund the new staging project.	Lisa Hernandez
7.	Christmas Fair – Donation day on Friday. Josie, Cathey and Jenny offered to collect donations on doors. Donations will be processed in the Music Room. Alcohol to be locked back into the PTA cupboard overnight. Volunteers for Fair – good level of volunteers but still need a few extra bodies. Lisa will	

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	<p>arrive at 9.30 on Saturday morning to open up. Kitchen will be donating 50 biscuits to the fair - potential to sell them with the refreshments. We have a license to sell mulled wine at the fair. Agreed £2 a glass. Carrots were discussed. Lisa/Cathey to get carrots.</p> <p>JD discussed craft/colouring with Allyson and Sally. Agreed that colouring sheets would be provided to the Santa queue to keep them entertained as wait can be quite long. Allyson would not be able to manage craft as well unless another volunteer can be found. Agreed to purchase around 120 gifts from Santa. Allyson to encourage Santa to restrict time to 2 mins per child otherwise won't be sufficient time in 2 hours to see all children.</p> <p>100 club recruitment – Lisa to print out forms to be available at the Fair. Form to be passed to Andrew Cooknell. Lisa to send a copy to Fiona to put on PTA webpage.</p> <p>Jenny to produce some photos to show what we've funded to be displayed at the fair. Also need to advertise camping trip and future events. List of dates to be displayed.</p> <p>Jayne Greenwell to return PTA bucket Tombola – one drum returned but need to look for second. Lisa to chase up.</p>	<p>Lisa/Cathey</p> <p>Lisa</p> <p>Jenny Day</p> <p>Jayne Lisa</p>
8.	<p>Newburgh Noel CD – made £157, more profit to come if we sell the remaining 30 CD's.</p> <p>Cloth Bag – possibly make around £200. Feedback that Year 1 didn't write their own names below their pictures was disappointing. Some parents frustrated that had to buy two separate bags and that may have put them off buying. It was possibly too soon to do this after tea towels. It was agreed that there has been a 'flood' of things this term from both school and PTA - CDs, DVDs, bags, panto trips, etc..... and parents may be feeling a lot of financial pressure. Agreed to consider this for future.</p> <p>DVD – probably sales will be reduced because of all other items for sale this month. DVD recording is provided to help parents so that they don't have to record it themselves. Trevor Langley has agreed to record it again. Children designing front cover. Agreed £10 cost per DVD. Likely to still get good sales from Reception. Normally get poor sales from Year 1 and Year 2 anyway because they typically only sing. Jenny to liaise with Mr Broomfield to position camera in best position to capture the action.</p>	Jenny Day
9.	<p>100 Club Draw 10 – Naomi Clarke 63 – M Raftery 27 – Naomi Clarke</p>	
10.	<p>Any Other Business – Donation of costumes discussed and Mrs Turner to look at storing old Christmas costumes in school.</p>	
11.	<p>Date of next meeting. Monday 9th January 6.30pm. Staffroom.</p>	