

Newburgh School PTA

Minutes of meeting held 13th September
2017 at 6:30pm at Newburgh Primary School

Present: Lisa Hernandez, Jenny Day, Anne Bones, Josie Maidens, Vicky Bartlett, Jenni Stuart, Jane Smith, Jayne Greenwell, Karen Iredale, Sarah Bayliss, Kirstie Cestaro
Apologies: Janet Mathias, Andrew Cooknell, Rob Hughes, Sally Holland, Cathey Horsfall, Cathryn Armer

	AGENDA ITEM	
1.	Welcome	
2.	Apologies as above.	
3.	Minutes of last meeting approved.	
4.	<p>Update on Actions from Last Meeting.</p> <p>Lunch tables – Lisa has had lots of positive feedback on the new tables. Dinner ladies find it so much easier. Old tables have been kept, there are approximately 15 that have been kept (stored in the new hall).</p> <p>Staging – this has been delayed because we need a site survey to be carried out – the distance of the stage from the building has been stipulated because of fire regulations, once WCC has agreed location then this can go ahead.</p> <p>Clothing Collections - price per kg has remained the same so it must be the quantity of clothes that has decreased.</p> <p>Lisa passed on a message from Fiona Caddick who wished to express thanks, on behalf of the school, for all the fundraising and event support given by the PTA over the last school year.</p>	
5.	<p>Treasurer's Report.</p> <p>July Report – Jayne has received completed HMRC Gift Aid (for 2014) and money received. Funds available in July - £3480</p> <p>August Report – Jayne has also completed Gift Aid for 2016 activities - £309 received. Balance of £3049.93 at end of August.</p> <p>Jayne has created a new funds report for meetings that is simpler to read. Agreed that new format was much better. Agreed that once a month this would be posted to Facebook page - Jayne or Kirstie to action.</p> <p>Agreed that would be good if we could get more people to apply for matchgiving – this is a scheme where an employee can claim from their employer the same amount of money that they have helped raise for charity. Currently have employees from National Grid and HSBC that apply regularly, but would be good to have others. It was noted that Jaguar Landrover do not participate in this scheme.</p> <p>Total funds raised across the year £12,261.</p> <p>It was noted that the Summer Fair makes more than the Xmas Fair. Summer Fair has made progressively more each year. School was growing – but agreed that it is almost at capacity now so any increase in money raised at a fair is not due to more families but is due to more successful events.</p>	Jayne/Kirstie

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	<p>AGM: Election of positions. No nominations have been received. All existing committee members agreed to stand again for another year. All existing members re-elected. Confirmed as</p> <p>Lisa Hernandez – Chair Jayne Greenwell – Treasurer Kirstie Cestaro – Vice Chair Jenny Day - Secretary</p>	
6.	<p>Request For Funds.</p> <p>Wooden Benches – Mrs Snell is asking for £627 for three new benches. Approved.</p> <p>Miss Bones – is looking to sell the Guinea Pig igloo – could probably get over £100 and then buy a replacement wooden hutch. Josie to list it on ebay and local pet stuff selling site.</p> <p>Miss Bones would also like to buy some Capla which is tiny wooden bricks. Would like to buy a set for reception at a cost £66.42. Approved.</p> <p>Reception has requested an outdoor Jenga (£28.99) – Jayne to donate hers to reception.</p> <p>PTA Cupboard – is currently overloaded with second hand uniform. Lisa has asked if we can have a secondhand uniform cupboard – to be kept outside the old hall to keep spare uniform in. Approved on a budget of up to £200 to be spent. Approved.</p> <p>Lisa to ask if we can get a spare PTA cupboard key cut – to keep in Reception – Lisa to check with office that this would be ok.</p> <p>Upper School Lockers – For Years 4, 5 and 6. Need £7500 required. Need to use raise money for this. This is our aim for this year.</p> <p>School Trips – agreed to give £1400 (£100 per class) to the school trips. Approved.</p>	<p>Josie</p> <p>Jayne</p> <p>Lisa</p>
7.	<p>Future Events. A list of dates has been proposed. Beetle drive to be on Saturday 3rd October – the hall is busy on a Sunday so moved to a Saturday.</p> <p>PTA Meetings - Tuesday is tricky due to lots of parents at Beavers at the community centre. Start time discussed. 6.30 or 7.30.</p> <p>Cake Sale - Monday 16th October – Infant Playground. JD to bring Gazebo if rain. Lisa to check if there a club in on in the playground on a Monday. Lisa to request cake donation in newsletter. Can combine with secondhand uniform sale.</p> <p>Reception Tea Party – Naomi, Karen and Helen Thomas to help out. Lisa to make sure a list of dates is available to hand out on the day. Another volunteer required. 1.30 – 4pm. Naomi to get all the food.</p> <p>Quiz Night – 'Freaky Friday' quiz night – Cathey and Cathryn to sort out questions again. Sub-committee to meet on Wed 27th September at pub 8pm (Karen, Jayne, Jane Smith and Kirstie offered to be on sub-committee). Lisa to apply for alcohol license. Cathryn to do posters. Raffle prizes already in the cupboard. Fish and chips again. Sub-committee to contact Shakespeare Chippy. Someone needs to hire glasses from Tesco and buy alcohol. Full details to be discussed at sub-committee meeting.</p> <p>Book Fair – Mrs Turner requesting help to man the book stall in the morning and afternoon. Kirstie to set up PTA social event and ask for volunteers (2 people per session). Also a request will be put out for donation of spare costumes – a rail will be put up on the library with a donation tin.</p>	<p>Lisa</p> <p>Lisa Naomi</p> <p>Cathey/ Cathryn/Lisa</p> <p>Kirstie</p>

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	Camping 2018 – Josie has a contact who might have a field. Potentially not go back to Hatton. Josie to confirm	Josie
8.	Christmas Ideas – Discussed a quick drying towel (£8). Jayne discussed creating calendars. Lisa suggested the Xmas shop. Xmas cards discussed. The view was more towards not to do anything this year as last year we requested a lot of money from parents.	
9.	100 Club Draw 61 – L Holyman 13 – Fiona Caddick 10 – Naomi Clarke	
10.	Any Other Business Lisa requested some help with the cupboard – Jane Smith/Jenni Stuart/Jenny Day available – list to set a date	Lisa
11.	Date of next meeting. Potentially Monday 9 th October. Lisa to confirm.	