

St. Mary's Parent Teacher Association



Meeting 29th March 2017

The White House, 7.00pm

Attendees:

Charlotte Bannon (Chair)
Rachael Birchall (Secretary)
Pritti Aggarwal
Sarah Adamson
Mrs Smith
Tim McCarthy
Alison Dobell
Jennifer Ingram
Sara Henry

Apologies:

Mrs Owen
Stephen Jennings (Treasurer)
Marianna Gaca

1. Minutes of the last meeting

- The minutes of the last meeting were approved by all present

2. Actions Outstanding

- Charlotte and Sarah met with the Governor's Resources committee. They explained that we were looking for fund raising objectives and that we wanted to ask them what targets may be suitable. There did not seem to be a clear list of projects that needed funding at the moment. The idea of new picnic benches for the senior dept. was suggested as one possible fund raising objective
- Pritti met with the Student leadership team. They suggested fund raising events such as a karaoke and pizza night. They were very keen to help but are busy preparing for exams. They, along with Mr Winter and Mrs Thom will ensure that the incoming leadership team will also be in contact with the PTA. The head boy has been placed on the PTA distribution list and Charlotte will make contact with him to suggest the idea of holding a karaoke, perhaps to raise funds for new picnic benches
- Charlotte will look into securing the bar areas in the dining hall. The school are beginning to hire out the hall for events which may impact on what areas can be secured and stored behind the bar
- The PTA will run refreshments for the Prep school play. Mrs Smith and Mrs Howarth have kindly offered use of part of their rooms. Pre-orders will be taken, Charlotte will design some slips. Charlotte will stock the bar and 4/5 volunteers will help on each evening. Year 6

are interested in running a raffle

3. Fun Day

- The date has been changed to the 2nd of July. Charlotte will draft an email to go to all parents communicating this. A sign needs to go up on the noticeboard and on the PTA website. All those asked about displays need to be asked again whether the change of date will mean they are still available
- It was decided that it would be a fund raising event
- Father Michael is unfortunately busy that day. Charlotte will find out whether Mass can be held at all at any time
- We have not heard whether a cricket match will be possible, the Senior department Ardeche trip only arrives back that day. Timings will be decided once this is known
- Mrs Smith will clarify with Mrs Owen whether the class contributions will be an Enterprise week or for them each to run a stall/game
- Jenny Ingram has volunteered to run the cake and second hand book and toy stalls
- Sarah will contact the bouncy castle people to get 3 quotes so that we can book
- Charlotte will organize the bar and barbecue, and check whether we will be able to run the den building and water slide activities
- Charlotte will ask Kirsty whether she is able to design the posters and tickets

4. Movie Night

- Charlotte, Sara and Jenny will be helping this Friday and Mrs Smith will be bringing and looking after the nursery children
- Rachael will look into movie licencing

5. Constitution

- Charlotte and Rachael will finalize the proposed constitution for approval at the next meeting

6. Finances

- Current account: £6,077.13
- Deposit account: £461.82
- Paypal: £858.87
- Petty Cash: £16
- Outstanding Cheques: £131.25
- Total: £7,282.57

7. 200 Club

- The April draw will be held next month

8. AoB

- Pritti mentioned that there was some frustration among parents concerning constant demands for money for events. It was agreed that the PTA should produce a yearly calendar of events that we are running and that these events should be on the school calendar on the website. It should also be clear what we are raising money for. Recently there have been several demands for money for various fund raising events and this would clarify what the PTA is running and what our fundraising goals are.
- The popcorn machine has been hired out on the 17th of June and the 24th of July. The machine will be advertised in the next newsletter for any parent or associated group to hire. Charlotte will design a booking out sheet
- Rachael would like to look for volunteers to help run the uniform shop and to take over her role in time. This will be put in the next newsletter. Rachael will design a small handout of opening times and location
- Sarah may be able to help with sourcing a defibrillator following Mr Cheeseman's fundraising football match
- Pritti asked if a fundraising aim could be to place a new anti-slip coating on the hill down to the Prep playground
- Tim has been asked to sell some used furniture by the school. If anything remains after the Easter holidays the items can be put in the next newsletter
- Mrs Smith stated that the Roamer robots order had not been put through, and that she had now re-ordered them

9. Date of Next Meeting

- 3/5/2017

Task List

Charlotte

Look into securing bar area

Compose an email for all parents re: Fun Day date

Ask Father Michael whether any Mass will be possible on Fun Day

Check whether we can run Den building and the water slide at Fun Day

Ask Kirsty if she is able to design the poster and tickets for Fun Day

Finalize constitution with Rachael

Design a booking sheet for the popcorn machine

Rachael

Make a sign for the noticeboard re: Fun Day date and get the new date on the PTA website

Look into movie licences

Finalize constitution

Design a uniform shop leaflet

Design a PTA handout

Mrs Smith

Clarify with Mrs Owen whether there will be an Enterprise Week for Fun Day

Communicate with the school re: the Governors recent letter

Sarah

Get 3 bouncy castle quotes

Look into sources for a defibrillator