



## **Minutes of PTA Meeting**

**Tuesday 16<sup>th</sup> May 2017**

**7.30pm**

**Present:** Mrs Clarke, Natalie West (Chair) Sarah Kerr (co-Vice Chair), Sian Bull (Treasurer), Katherine Busbridge (Secretary)

**Apologies:** Kathy Whayman, Mr Rose

**No amends to previous minutes**

### **1. Head Teachers Report:**

- No head teachers report as Mr Rose was on the PGL trip

### **2. Treasurer's Report:**

- Please see attached Treasurers Report
- An additional £150 to be given to all classes to be used for school trips. Nursery can use the money for experiences rather than trips if they wish.
- The 200 club renewals have brought in £480, of which costs are £430

### **3. 200 Club ticket draw**

- This month's lucky winners are:
  - £20 to Mr Wilbourne with number 51
  - £10 to Jim King with number 29
  - Bonus number (# 141) to Bev King with number 147

### **4. Actions from Previous Minutes**

- Mr Rose to email the circus poster to the local heads
- Staffing for the St Albans Half Marathon – Mrs Clarke to request the teaching staff's assistance, and speak to Jane Franklin for Jimmy's help **[actioned]**
- Katherine to request help after we have more details from the Information Evening **[actioned]**
- PTA DBS Certificates – Sian, Sarah and Kathy to action
- Fireworks – Natalie is getting a quote for 2<sup>nd</sup> November, and if this goes ahead the fancy dress party on 31<sup>st</sup> October will be cancelled
- Next year's PTA contribution for Reception to Year 6 will be £500 per class, and £250 to Nursery. Mrs Clarke is to ask the teachers if they would like the use of the funds to be specific (eg £400 to trips and £100 to classroom). Each class will use the funds in the same way.
- Mrs Clarke will invite other teachers to contribute to the PTA meetings via feedback or, if they wish, attendance.

### **4. Update on 2017 Events**

- **Sports Day – Wednesday 24<sup>th</sup> May**
  - PTA to provide drinks for classes (fruit shoots)
  - Coffee/tea station to be set up

- **Race for Life – Friday 26<sup>th</sup> May**
  - Mr Rose will organise the logistics
  - PTA to hand out medals and ice pops
- **Disco – Friday 16<sup>th</sup> June**
  - To be moved to Friday 7<sup>th</sup> July
  - There will be a maximum ratio of 10 children to each adult. The number of children allowed entry will be subject to the number of volunteers for each disco.
- **Summer Carnival – Saturday 24<sup>th</sup> June**
  - Parent volunteers required to help run the PTA stalls
  - Governors to confirm how they will help
  - Kathy will run the Pet show from 10am

**Actions:**

- Parent volunteers – St Albans Half Marathon -**Committee**
- Parent volunteers – Summer Carnival -**Committee**
- Pet show at Summer Carnival – **Kathy Whayman**
- Procession at Summer Carnival – **Sian Bull**
- Emailing circus posters to other local primary schools – **Mr Rose**
- Confirmation from teachers regarding the use of next year's PTA contribution to each class – **Mr Rose/Mrs Clarke**
- dBs Certificates – **Kathy Whayman, Sian Bull, Sarah Kerr**

**Meeting closed at 9.00pm**

**Minutes prepared by Katherine Busbridge**

**Next Meeting:** Tuesday 13<sup>th</sup> June 2017– 7.30pm