

## Minutes of the Annual General Meeting of St Luke's School PTA

Held on Wednesday 2<sup>nd</sup> October 2019

**Present:** Adam Turner (Head Teacher), Kath Hepworth (Deputy Head), Linzi Maindonald (Secretary), Melissa Bateman, Amber Coupland, Denise Dames, Gemma Ibberson, Sally Routier, Hayley Lewis, Jo Queree and Alina

**Apologies:** Janine Ambrose

### **1. Welcome & Matters arising from previous minutes**

The minutes of the previous meeting were agreed and signed off.

### **2. Treasures Report**

No treasurers report present

### **3. Positions**

The future of the PTA was discussed and it was decided to carry on as a PTA. LM reported that she had a positive response from speaking to parents and managed to get some new parents to join the meeting tonight. She also reported that some parents had said they could help at events but couldn't commit to the meetings. The below jobs were filled:

Chairman – Linzi Maindonald

Deputy Chairman – Hayley Lewis

Secretary – Chloe Gray

Treasurer – Jayne Hamon

The possibility of a parent becoming the treasurer was discussed, however, LM explained it was more practical for JH to become the treasurer as she could monitor the safe and ensure that PTA members were getting issued refunds accordingly.

LM suggested that signing-up to events could be done online, AT to look into it and how it could connect to the new platform being designed.

### **4. Whiteboards**

AT reminded the meeting that two years ago the PTA funded each classroom with an interactive whiteboard. He explained that now the school has an additional nursery class, this class did not have an interactive whiteboard. AT proposed that the PTA fund this class with a whiteboard, there were no objections. AT to purchase the whiteboard.

### **5. Christmas Fete**

Friday 6<sup>th</sup> December 2:30-4:30.

AT proposed that years 4, 5 and 6 were given a stall to organise, manage and run on the day. This would take the pressure off the PTA significantly.

It was also noted that the points system for the bottle stall worked well, however, the raffle tickets last year didn't work and therefore a 'red' and 'black' system to done this year.

It was decided to do the merry mug idea and keep jolly jars to the summer fete.

AT suggested that we do a lucky dip bag, where each child gets given a paper bag and is asked to fill it up with something of their choice. This is then sold at the fayre.

MB reported that Santa had been booked, it was decided to sell tickets for £2.50. It was discussed that a selection box was unhealthy, and therefore to look into a crafting kit as Santa's present. LM to look into the present from Santa and report back. It was noted that Santa would be in the new wellbeing room.

SR suggested that we could have a one-way system to avoid congestion. She also suggested that a map was produced to ensure that the parents and children know where things are as she didn't know we had a Santa last year.

JQ suggested that EYFS could have their face painted first to avoid long queues. She also suggested that the face painting could be done in the café, to attract people to buy a coffee as they wait. KH said she would look at the logistics of this as it might be a health and safety issue with hot drinks and long queues.

Years 5 and 6 to write to businesses to request donations for raffle prizes. LM noted that there was no law in place that you needed a raffle license (if the prize fund was under £1,500) and there was no legal requirement to give a percentage as a prize.

AT suggested that we have a meeting on the 20<sup>th</sup> November at 7pm to finalise the Christmas fete plans.

AT to produce a 'wanted' poster for donations; merry mugs, toys and games and bottles.

## **6. Christmas Parties**

The Christmas party dates are:

- EYFS – 20<sup>th</sup> December
- Year 1 & 2 – 18<sup>th</sup> December
- Year 3, 4,5 & 6 – 13<sup>th</sup> December

It was noted that Santa had been booked to attend the EYFS party, AC to look into Santa presents at approximately £1.50 per child. It was noted that Chicano the magician had been booked for years 1&2 and he cost £120. KH reported that Cineworld could accommodate the older year's party, and the PTA agreed to fund £2.50 per child.

## **7. Event Ideas**

LM suggested a Halloween themed fancy dress disco on the 8<sup>th</sup> November, however, SR objected, as some children may be frightened of the spooky theme. It was then resolved to have a fancy dress disco with no spooky theme. LM to look into a DJ and AT to get a firm date.

AT noted that for the next movie night we could play three movies in three different rooms. He explained that providing we use Netflix or Amazon Prime to stream the films, then a classroom could play the film through the interactive whiteboard. Everyone agreed that this was a much better approach to the movie night as it means that all years can enter at the same time and choose a movie. AT to get a date for the 2020 movie night.

**\*Since the meeting, due to diary dates clashing, it has been decided to go for a Movie night before Christmas followed by a Disco in Feb (around Valentines Day).**

## **8. A.O.B**

JQ noted that it would be nice to show the parents what the PTA raise money for and what they have spent the money on.

**9. Date for Next Meeting**

Wednesday 20<sup>th</sup> November – 7pm – to discuss the Christmas Fete

22<sup>nd</sup> January 2020 – 6:30 next meeting.

**There being nothing further to discuss, the meeting was adjourned at 19:55**