

Simmondley School Parents' Association



Registered Charity Number 510722

pa@simmondleyprimaryschool.com

Minutes for PA meeting 9th March 2015

1. Present

Jacqui Tomlinson (JT), Rachel Townley (RT), Julie Thomas (Julie T), Sarah Porter (SP), Andrew Smith (AS), Adele Cave (AC) & Sonia Habgood (SH).

2. Apologies

Rachel Rourke(RR), Chan Wood (CW), Catherine Robinson (CR), Jane Alderdice (JA), Tina Betts (TB), Elizabeth Kimberley (EK) & Jon Matthews (JM).

3. Previous Minutes / Review of Actions from 12th January 2015

Actions reviewed.

It was agreed that the PA would look at the purchasing of Glowsticks for the discos and try and get a better price. It was also agreed that the PA would purchase different non-gender presents for Santa at the next Christmas fair. Both will be discussed at the meeting closer to the Christmas Fair.

MT – action still outstanding for him to build a totaliser for the school

Minutes agreed as correct.

4. Treasurers Report by Elizabeth Kimberley – see attachment

Treasurer's report discussed with the group. Report attached to minutes.

Actions

New forms for bank to be signatures – JT, JA and EK – forms given at this meeting.

5. Fundraising Events

a) Film Night

On the whole these events seemed to run very well. Thank you to everyone for all their help and support with these events.

There was a problem with JT popcorn maker which was overloaded with too many seeds. Disaster was averted by the quick thinking of Mr Smith and the cooking of popcorn skills of Jane and Julie C. JT has wrote a report of the event for the PA file for future film nights.

b) Easter Tea

A discussion happened about the organising of the event in terms of what was required etc. It was decided not to do hot cross buns this year and to offer refreshments – Tea/Coffee/Squash/Chocolate Crispies

Actions

Letter to be sent to parents - EK/JT

Table decorations – AC

Refreshments – SH

Email asking for volunteers – JT

Non uniform day for donations of chocolate eggs – AS

Arrangements for where donation eggs to be stored – AS

Making chocolate crispies – SH,JT,AS,SP,AC,RT

Music for Easter Tea – JT

Easter sign – AC

Raffle tickets for tombola – EK

Chocolate bunnies – JT

Buy prizes for competition – JT
Volunteers to help at the event, AC, SH, SP, JT and JT

c) Ranger Rob

JT confirm booked for 17th April. As it's the first Friday after half term tickets will need to be sold before school breaks up. Letter going out to parent 20th March. Ticket will also be sold at the Easter Tea.

Actions

Letter to parents – JT /EK
Design tickets and poster for event – MT
Confirm Arrangements with RR – JT
Email to parents for volunteers – JT

6. Funding Requests

A discussion took place around the funding request that was received from a year 6 parent asking for a donation from the PA for the parent arranged year 6 event. It was agreed it would not be appropriate to make a donation to this however it was agreed the PA would be happy to fund a new award for Good Citizenship for a year 6 pupil/pupils that the teachers would chose. AS advised that this would fit into the schools strengths that they have for the pupils.

Actions

Speak to Mrs Greaves and confirm this is OK – AS
Email parent back advising of result of request - JT
There were no new school funding requests.

7. PA page on school website

General discussion took place – everyone was happy with the current PA page and agreed useful tool in promoting PA

8. A.O.B

Thanks were given to AC for her matching funding which raised a staggering £837. AC advised that she could do it once a year and would do it again for the next Christmas fair. A discussion took place as to how we can promote match funding more. JT advised that as well as it being on PA page Mrs Greaves had agreed for it to go on main school home page. It was also agreed that an A5 flyer would be designed to send home with the children promoting this as well as a talk in assembly

Action

Design a flyer – MT

A discussion took place about the venue for PA meetings. JT advised that the Hare and Hounds pub has a room available for use. Also by changing the venue there would be no need for the PA to use the current breakfast room which saves on locking the school etc.

It was agreed that a change of venue might also promote the PA more and it was discussed that we could use it as an open evening for the PA.

Action

Speak to H and H – JT
Confirm venue for next meeting - JT

Date and time of next meeting: Monday 20th April 2014 at 7.30pm – venue TBC