

Simmondley School Parents' Association



Registered Charity Number 510722

pa@simmondleyprimaryschool.com

Minutes for PA meeting on Wednesday 4th November 2015 at 7.30pm

Hare and hounds

1. Present

Jacqui Tomlinson (Jacqui T), Jane Alderdice (JA), Tracey-Jane Fielding (TF), Julia Thomas (JT), Michelle Pearson (MP), Rachel Townley (RT), Adele Cave (AC), Sonia Habgood (SH), Tina Betts (TB), Jon Matthews (JM) and Andrew Smith (AS).

2. Apologies

Tim Pattison (TP), Sarah Porter (SP) and Elizabeth Kimberley (EK).

3. Previous Minutes /review of Actions – 5th October 2015.

- The Disco's planned for 13th November have been cancelled as no DJ available. It will be rescheduled in the new year.
- AS continues to look into the options including costings for the new sound system for the school hall. Currently two possible companies which would be £650-700. School to pay for fitting which would be approx. £150. Try to find someone locally. Consider asking parents.

Actions:

Jacqui T to put request on PA website asking if any parent who is a qualified electrician could fit the new sound system.

AS to finalise which sound system is to be purchased.

Jacqui T to ask EK to send text to parents to inform them that the Disco's are cancelled and there will be a film evening on 11th December 2015. Nativity 3. JA to purchase. £1.50 per ticket for drink and popcorn. Sweets on sale too.

4. Treasurers report

See attached report from Elizabeth Kimberley.

5. Communication and Decision making

Communication:

TJ outlined that she felt a PA communication board would add to the already existing forms of communication which include texts, letters and PA website. The logistics of this were discussed including how it would look, where it might go and what could be displayed.

Actions:

TJ to cost this up and bring ideas back to the next meeting.

JM kindly volunteered his father-in-law to build the notice board – thank-you.

Decision making in: the PA:

Discussion took place around the decision making process in the PA. Three key roles are Chair, Vice Chair and Secretary however Chair has the overriding vote. It was decided that if an items costs >£100 then Jacqui T, Jon and Jane need to agree. If < £100 then individual should email Jacqui T directly

Actions:

Jacqui T to amend constitution to include Vice Chair role and the financial decision making process.

6. Fundraising Calender / Activities

- School Disco's on 13th November 2015 are cancelled – see above
- Christmas Fair = 27th November 2015
 - Simmondley Pre-school would like to have stall which they will man – no charge for this.
 - Santa presents – selection boxes (PA committee vote)
 - Santa – Colin from the Post Office

Actions:

SH to buy present for Santa (beer).

Jacqui T to get license in order for us to sell alcohol.

SH to wash table cloths and buy lucky dip presents.

TJ will do face painting. Will buy the brushes needed.

JA to do letter for non-uniform day in return for donations for chocolate and bottle stall also to include request for helpers.

Year 6 volunteer for nail painting.

Santa £2.00 per ticket. Mrs Brooks to be asked to be the Elf. Time slots 6-7pm and 7-8pm.

Jacqui T to email list of times and stall availability – please volunteer if you can. To include setting up and tidying up.

7. Funding requests from School

No funding requests from school were discussed.

8. A.O.B

- It was agreed that a £50 donation would be made to The Christies in recognition of all the hard work, dedication and support that Mrs Sue Senior made to Simmondley Primary School PA. Sue passed away last week.
- Everyone agreed that the newsletter was great and can be sent out to all parents.
- Jacqui T will send out Gift Aid form.

Date and time of next meeting: Thursday 14th January 2016 at 7.30pm.

Please note the venue is the Hare and Hounds, Simmondley.