



Meeting held on Sunday 10th March at 10.30am in The Kings Arms, Cleobury Mortimer

MINUTES

PRESENT: Sarah-Jane Trigg (Chair); Zoe Baggott; Tracey Clinton; Emma Macvean (Minutes); Sarah Price; Sharon Wakeman; Amie Williams.

1. Apologies

Apologies were received from Rachel Robinson and Hannah Coleman.

2. Minutes of the meeting held on 23rd January 2018

The minutes were agreed and signed.

3. Nominations for PTA roles from Autumn 2019

- a) It was agreed that Tracey Clinton and a request is to be made to Rachel Robinson to take on the role of signatories from Autumn 2019 – taking the place of Sarah-Jane and Sarah Barnsley.
- b) Tracey Clinton and Sarah Price have kindly agreed to be the named members for the Lottery Licence documentation – taking the place of Sarah-Jane and Sarah Barnsley.

ACTION Request to be made to Rachel re bank signatory.

4. Treasurer's Report

- a) **Update** Bank balance as at 7.2.18 was £5,784.
- b) **Update** Co-op Community Grant Scheme: Sharon and Zoe reported that there were some errors in expression within the application (e.g. start date being too early), but following feedback from the Scheme, we would be in good shape to apply again in August.

ACTION Sharon and Zoe to complete and submit the application form again in August.

5. Matters Arising

- a) **Wish List** Sharon reported that no further invoices have been received regarding Wish List items. Need to check to see if reminder letters have been sent out (Rachel).
- b) **Lottery** Sales going well. Amie requested Parent Mail sign up info from Tina. Tracey will chase up. Cleobury leaflet drop completed by present members following meeting.
- c) Sarah-Jane will set up Lottery Facebook page to continue promotion and include current media link to school budget cuts.
- d) **Bags2School** Drop off point at Leisure Centre needs to be clear. Emma to produce posters to direct people to the back of the stage area, rather than the reception area.

ACTION 1) Check with Rachel regarding Wish List reminder letters. 2) Tracey to follow-up with Tina regarding electronic spreadsheet of Parent Mail sign-ups. 3) Sarah-Jane to set up Lottery Facebook page. 4) Emma to produce poster for Bags2School drop off point.

6. Forthcoming Events

a) School Production 3rd, 4th, 5th April

Volunteers:

Wed 3rd: Emma / Sarah Price

Thu 4th: Tracey / Emma / Zoe

Fri 5th: Tracey / Aime / Sarah Price

b) Kite Festival It was agreed that we would not be at the 2019 event, in favour of the Cleobury Festival on June 29th. Sarah-Jane met Debbie Brown, who is delighted that the School will be involved and be running the Health and Wellbeing area (from the Pod). Offering rolls, fruit, drinks and cakes (donations to be requested). The next meeting will be held on Monday 25th March, 11.30 at the Market Hall. All are welcome to attend.

c) Summer Quiz 12th July. It was agreed that details /organisation could be discussed at a later meeting.

ACTION Cleobury Festival meeting, as above.

7. AOB

a) Recruitment of new members Invitation to be given to parents/carers attending the School Production to come along to the next meeting (to be held on either 10th or 11th April – Darren to confirm). Also need to find out the date of the Yr 8 Parents' Evening, as another option.

b) Bike Show Tracey requested passwords / access to Facebook, emails and website. Emma offered to update website for this year, as required.

ACTION Dates required for Yr 8 Parents' Evening and confirmation of next meeting date.

8. Date of next meeting

To be confirmed – either 10th or 11th April, 7pm.

The meeting closed at 11.30am.

Signed:

Date: