



Meeting held on Thursday 11th April 2019 at 7.30pm in the Resource Centre, Lacon Childe School

MINUTES

PRESENT: Sharon Wakeman (took the Chair); Sue Brown; Tracey Clinton; Hannah Coleman (Minutes); Emma Macvean; Sarah Price; Kate Ramsey; Darren Reynolds; Amie Williams.

1. Apologies

Apologies were received from Zoe Baggott, Sarah-Jane Trigg and Rachel Robinson.

2. Minutes of the meeting held on 10th March 2019

The minutes were agreed and signed.

3. Treasurer's Report

- a) **Update** Sharon reported that the balance stood at £6,110.76. This included a recent transfer from Easy Fundraising.
- b) **Co-op Community Grant Scheme** There was no further update following the last meeting.

4. Matters arising

- a) **Bank Signatories** It was noted that the bank mandate form was being completed.
- b) **Wish Lists** Sharon reported that no further invoices had been forwarded to her for payment, but more were awaited.

ACTION Darren to remind staff, who had been allocated funds, to order the goods and submit their invoices.

- c) **Lacon Lottery** It was noted that 225 people had signed up to the Lottery this year, and the PTA were very pleased to have reached the target of at least 200. There had been two draws so far, each winner receiving £112.50. It was reported that 1,500 forms had been delivered through the leaflet drop, and it was considered worthwhile.

ACTION Chair/Secretary to place a 'tick box' on the form next year giving consent for the names of winners to be put in the school newsletter and Facebook page.

- d) **Facebook page** Sarah-Jane had worked on the Facebook page.

ACTION Sarah-Jane to double-check the GDPR guidelines regarding names on the page.

- e) **Bags to School** Emma said she had created posters giving directions to the drop-off point, and would hand them to the office. The collection was scheduled for 29th April.

ACTION Sarah to email the office to send out a ParentMail reminder over Easter.

f) **Volunteers** It was agreed to keep recruiting volunteers when possible.

ACTION To send an email or text to all volunteers giving a list of upcoming events.

g) **School Production on 3rd, 4th and 5th April** Sharon reported that the refreshments had raised £210.00.

h) **New members** It was agreed that the PTA, to encourage new parents to join, would provide drinks and nibbles at the Year 6 Intake event on 25th June. It was also agreed to set up a PTA table at the Year 8 Parents' Evening on 21st May, from 4.30pm, to hand out events leaflets, posters and volunteer forms.

5. Forthcoming events and volunteers

a) **Cleobury Festival on 29th June** It had been previously agreed that the PTA would provide food from the Pod and open up the School Hall for the day. There would be a request for cakes, sandwiches and rolls etc. It was agreed to discuss the event fully at the next meeting.

b) **Proposed Summer Quiz on 12th July** It was agreed that the same format used in the autumn should be followed again.

ACTION Kate to try and find a contact for the 'Music Man'.

ACTION Sharon to apply to Shropshire Council for a bar licence.

c) **Bike Show on 8th September** Sue and Tracey said they had visited the Wistanstow Show and there had been an amazing turnout. The poster to advertise the event had been done, the event was on the website and leaflets had been handed out. It was agreed that there would be no speaker this year, but the Bike Show was celebrating its 35th anniversary and it would be appropriate to mark this milestone. It was decided that there should be a scheduled bike start-up to add to the excitement, and a competition. Admission was set at £4.00, with a raffle at the entrance. Darren confirmed that bikers would again be allowed to stay in the school or camp in the field.

ACTION Sue and Tracey to check which trophies were stored at the school.

Sue left the meeting at 8.05pm.

6. AOB

a) **Second hand uniform sale** It was agreed to use this event as another opportunity to recruit new members in June.

7. Date and time of next meeting

The next meeting would be held on Wednesday 21st May 2019 at 7.30pm in the Resource Centre, Lacon Childe School.

The meeting closed at 8.35pm.

Signed:

Date: