



Meeting held on Wednesday 23rd January at 7.00pm in the Meeting Room, Lacon Childe School

MINUTES

PRESENT: Sarah-Jane Trigg (Chair); Zoe Baggott; Sue Brown; Tracey Clinton; Hannah Coleman (Minutes); Emma Macvean; Sarah Price; Darren Reynolds; Sharon Wakeman; Amie Williams.

1. Apologies

Apologies were received from Sarah Barnsley, Kate Ramsey and Rachel Robinson.

2. Minutes of the meeting held on 28th November 2018

Following the amendment in Item 5.a, the minutes were agreed and signed.

3. Wish Lists

The final Wish List 2018-19 was tabled. Rachel had sent letters, via the school office, to staff who had been successful in their bid, and invoices were already being received.

ACTION PTA to send reminder for outstanding invoices in the summer term.

4. Treasurer's Report

- a) **Update** Sharon tabled the PTA Fundraising accounts sheet from September 2018 to date. Allowing for the Wish List allocation of £5043.73, the balance was still healthy at £750.44.

Sarah-Jane announced that Sarah B. had decided to step down as the Joint Treasurer. It was proposed by Tracey, seconded by Sue and unanimously agreed that Amie would be appointed in her place.

- b) **Co-op Community Grant Scheme** Sharon stated that there had to be a specific project or fund to apply for, and that it was allocated on priority and community. After discussion, it was agreed to apply for a new sound system in the school hall.

ACTION Sharon and Zoe to complete and submit the application form, and to liaise with Darren for further details.

- c) **Lacon Lottery** It was agreed that the Pupil Prize Draw, with a prize of £50.00, would be held again.

Currently, 176 people took part in the Lottery, and it was decided to aim for 200 for 2019. It was agreed that Amie would maintain the membership list. It was also suggested that a Facebook page could be created solely for the Lottery. It would be used to promote, announce winners and provide the odds.

The following timescale for launching the Lacon Lottery was agreed:

Date	Detail	ACTION
w/c 4 th February	Launch the Draw to pupils via the school office	Sarah-Jane to organise
w/c 25 th February	Award prize	Darren to arrange
w/c 4 th March	Notify parents of Lottery via ParentMail	Amie to liaise with the school office
10 th March	Do leaflet drop in Cleobury and neighbouring villages	All to recruit family and friends to help Amie to ask postman to help
16 th March	Promote Lottery at the Farmers Market	Sarah-Jane to arrange a stall

ACTION Sue to update the leaflet, with the poster on one side and the form on the other.

ACTION Rachel to forward the leaflet to the Cleobury Clarion.

ACTION Sarah-Jane to arrange for the printing of 500 leaflets.

ACTION Sarah-Jane to check the terms of the Lottery Licence.

ACTION Look into creating a Facebook page.

5. Matters arising

a) **Bags to School** It was noted that more bags had been arranged for the collections on 29th April and 4th November 2019.

b) **Feedback on Quiz held on Friday 30th November** It was agreed that the event was much easier to manage without providing food. The 'opt-out' round worked very well and most felt that it was good to have challenging questions. It was agreed to hold the Quiz again at the same time next year, but it was also proposed to hold a summer event led by Year 11 students (following their GCSEs).

ACTION Discuss the proposed additional date of 12th July at the next meeting.

c) **Feedback on Winter Concert held on Monday 17th December** It was noted that supermarket costs were fairly competitive compared to JTF, and should be borne in mind for future events, and the raffle had proved very successful. Unfortunately, school staff had borrowed the PTA urn and not returned it to the Pod, which was not helpful as valuable time was spent in locating it.

6. Forthcoming events and volunteers

a) **School Production** Darren announced that the 2019 Production was 'Grimm's Fairy Tales' and would be held over three nights from 3rd to 5th April. The PTA would provide the refreshments and run a raffle, and it was agreed to announce the March lottery winner on one of the nights.

ACTION Sarah-Jane to email volunteers for help.

b) **Joint Trust Event** It had been agreed that this event would not be held.

- c) **Kite Festival** It was proposed to hold the event in conjunction with the Cleobury Festival on 29th June. The PTA could provide food as there was a definite opening for this considering what was available in 2018.

ACTION Zoe to speak to the organisers of the Cleobury Festival.

ACTION Sarah-Jane to investigate food hygiene requirements, and speak to Mrs Riley.

7. AOB

- a) **PTA Expert** Sharon tabled an extract from this publication, which the PTA subscribes to for £100.00 per annum. The 'advertorial' pages on recruiting were especially interesting, and a couple of names were put forward as potential PTA members.

ACTION Amie to approach one of the potential PTA members.

ACTION Discuss the collection of emails of new volunteers at the next meeting.

8. Date and time of next meeting

The Lacon Lottery leaflet drop would be held on Sunday 10th March 2019 at 10.30am meeting outside the King's Arms. The PTA meeting would follow.

The meeting closed at 8.18pm.

Signed:

Date: