



Meeting held on Tuesday 23rd October 2018 at 5.30pm in the School Centre, Lacon Childe School

MINUTES

PRESENT: Sarah-Jane Trigg (Chair); Rhiannon Bird; Sue Brown; Angela Cole; Hannah Coleman; Tara Guise; Emma Hennessy; Kate Ramsey; Darren Reynolds; Cella Riley; Rachel Robinson; Arthur Short; Tim Stiles; Sharon Wakeman; Amie Williams; Chloe Wilson

1. Apologies

Apologies were received from Zoe Baggott, Sarah Barnsley, Tracey Clinton, Emma Macvean and Sarah Price

2. Minutes of the last meeting (pre-AGM)

The minutes of the last meeting were unavailable.

3. Wish Lists

Members of staff present were invited to put their requests to the PTA. Departments were asked to prioritise their wishes where multiple requests were made.

Some members of staff left the meeting at 6.05pm.

Darren tabled further requests made from departments not represented at the meeting.

ACTION Rachel to collate the wishes and figures into a spreadsheet for consideration at the next meeting.

4. Treasurer's Report

Sharon confirmed that the Bike Show had raised £4,000, giving a bank balance of £5,000. It was agreed that some funds could be put aside for a presentation to Jim Reynolds at the next Bike Show in recognition of his past support.

ACTION Sharon to look into finding a gift for Jim.

5. Matters arising

a) Recruitment to PTA It was agreed to keep promoting the PTA and encouraging membership via Facebook and ParentMail.

b) Bags to School Darren confirmed that the bags had arrived and were due to be distributed before the end of the week.

c) Second-hand uniform It was agreed to defer this initiative to the Spring term in preparation for the Year 6 intake day (25th June).

d) **Easy Fundraising** Sarah was not present at the meeting, but she asked for the scheme to continue to be promoted, and to remind all that Groupon was offering 6.5% at the moment.

6. Forthcoming events and volunteers

a) **Quiz Night – Friday 30th November** The poster and tickets were ready for printing. The temporary licence was also done. To save on printing, plain paper would be handed to teams for answers and Darren would be the quiz master, using a school laptop. Winning teams would be awarded cash prizes, and there would be a raffle. It was agreed to use the Easy Fundraising shop for refreshments, and to order chocolates for the Winter Concert at the same time. Careful storage of the chocolate would be needed.

ACTION Sarah-Jane to print the posters and 150 tickets.

ACTION Rachel to forward the poster and information to the Clarion for the November issue.

ACTION Darren to promote the event via ParentMail.

ACTION Sharon to investigate ordering refreshments from Easy Fundraising.

ACTION Amie to check stock and reserves that could be used in the raffle.

b) **Winter Concert – Monday 17th December** There was a feeling that the concert needed to be more Christmassy this year, with mulled wine and mince pies. Chocolate would be purchased for the participating pupils. It was suggested that an allocation from the profits could go towards the microphones requested by the Drama Department on the wish list. There would also be a raffle to help with fundraising.

ACTION Darren to speak to nominated pupils to be the comperes for the evening.

Rachel left the meeting at 6.30pm.

7. AOB

There was no AOB.

8. Date and time of next meeting

The next meeting would be held on Wednesday 28th November 2018 at 7.00pm in the Meeting Room, Lacon Childe School.

The meeting closed at 6.33pm.

Signed:

Date: