

**Eaton Primary PTA Meeting Minutes**

**Tuesday 15 September 2015 – 7.30pm, Cellar House Pub, Eaton.**  
**Held following the AGM Meeting – Committee reflects that voted at AGM**

**Attendees**

Sally Kerrison - Chair	Victoria MacDonald	Clair Hook
Sarah Curtis - Vice Chair	Lois Peeke	Daniel Littleboy (Philip)
Lesley Greenwood - Treasurer	Nigel Cooper	Amanda Norman
Rebecca Marr – Vice Treasurer	Emma Easton	Maddy Green
Rachael Cozens - Secretary (apologies)	Wendy Towers	Sarah Pearson-Bray
Andi Blackmore - Vice Secretary	Jenny Whitehead	
Bonny Lehane – Parent Rep Coordinator		

**Apologies**

Rachael Cozens      Carolyn Atkins      Kirsty Waterfield      Lucy Cullumbine      Kate Franklin

<b>Agenda item</b>	<b>Action</b>
<p><b>Treasurer's report</b></p> <p>LG delivered the Treasurer's Report during the previous AGM meeting (document available), but outlined the following to those attending the general meeting:</p> <p><u>Monies in bank:</u> £9,536.60.</p> <p><u>Monies raised via fundraising events in year to July 2015:</u> £8,674.77</p> <p>Discussions due to take place to ensure that a large fundraising target is agreed with the school. It was acknowledged that the changes at school had meant that no large spend had been agreed in 2014/15.</p>	
<p><b>Updates from last meeting</b></p> <p><u>Summer Fete</u>  All agreed that it was a great success. AB to finish the document with all information about booking stalls, contact details to go into the main Summer Fete folder for next year.</p> <p><u>Y6 Leavers</u>  Agreed that we would try and arrange the successful hoodies for next year as well.</p> <p><u>Quiz and Chips</u>  The evening held in July was a great success and it was agreed that we would arrange another event in due course – no date agreed at this stage but early 2016.</p> <p><u>Spree Books</u>  Need to find someone to look after this for next year</p> <p><u>Class trips</u>  These were a great success in 2014/15 and children enjoyed fun trips to the theatre and seaside. This will, in the main, be covered by school budget. For future discussion.</p>	<b>AB</b>

<p><u>Sports Days</u> Last years was a success with the PTA selling strawberries and cream. Sports days 2016 were not discussed. On the Agenda for future meetings.</p>	
<p><b>Fundraising for 2015/16</b></p> <ul style="list-style-type: none"> <li>We are aiming to fundraise for a large project – such as an outside wooden adventure play area for the junior side.</li> <li>Mr Lowe to discuss with teachers, the school council and all children to ask for ideas. It was also suggested that we put a plea out to parents inviting their ideas.</li> <li>Once a project has been agreed, a ‘target thermometer’ will be put in the reception area.</li> </ul>	<p><b>PTA / School Council / Mr Lowe</b></p>
<p><b>Upcoming events</b></p>	
<p><b>Bake Sales</b></p> <ul style="list-style-type: none"> <li>These will be run differently this year, with the teachers organizing. Each Year group will hold a sale at the end of each half term.</li> <li><b>Year 6 will be held on 16 October</b> (Friday before October half term)</li> </ul> <p><b>Discos</b></p> <ul style="list-style-type: none"> <li>Both the infant and junior will be held on <b>Tuesday 10 November</b>.</li> <li>JW to run Infant with support from new members, Lois, Daniel and Emma</li> <li>LG to run Junior with support from Bonny and Sarah</li> </ul> <p><b>Santa's Workshop</b></p> <ul style="list-style-type: none"> <li>Kirsty Waterfield (not at meeting), has agreed to help run the Santa's workshop this year with support from existing organiser's / committee.</li> <li>LG to check with Selena regarding stock that has already been purchased.</li> <li>KW to set up sub-committee meeting shortly. LP also would like to be involved.</li> </ul>	<p><b>School</b></p> <p><b>JW, LP, DL, EE LG, BL, SC</b></p> <p><b>KW LG</b></p>
<p><b>Other planned fundraising activities and roles</b></p>	
<p><b>PE Kit Bags</b></p> <ul style="list-style-type: none"> <li>Carolyn Atkins (not at meeting) is looking after this and checking the PTA tray in office for any orders weekly. Other PTA committee members to check when in school.</li> </ul> <p><b>Secondhand Uniform</b></p> <ul style="list-style-type: none"> <li>Lucy Cullumbine (not at meeting) is looking after this area. Further updates at next meeting.</li> </ul> <p><b>Refreshments coordinator</b></p> <ul style="list-style-type: none"> <li>Sarah Curtis agreed to continue this role. She will organise any refreshment requests from the school when the PTA are present.</li> </ul> <p><b>Easy Fundraising</b></p> <ul style="list-style-type: none"> <li>It was agreed that not enough parents are using this simple way of raising money for the PTA.</li> <li>Andi Blackmore agreed to look at promoting this further via usual channels to parents to enable us to increase our donations.</li> </ul> <p><b>Sponsorship</b></p> <ul style="list-style-type: none"> <li>A policy is due from the school regarding this and it was suggested that meeting was held with Mr Lowe to agree the parameters within which the PTA can ask for sponsorship for events etc.</li> <li>Andi Blackmore with Amanda Norman agreed to look after this area and report back to the committee in due course</li> </ul>	<p><b>CA</b></p> <p><b>LC</b></p> <p><b>SC</b></p> <p><b>AB</b></p> <p><b>AB / AN and Mr Lowe</b></p>

<ul style="list-style-type: none"> <li>Nigel Cooper suggested seeking sponsorship from local companies like Jewson's.</li> </ul>	
<p><b>Christmas Cards</b></p> <ul style="list-style-type: none"> <li>Our previous suppliers, Little Fish, are no longer operating so it was agreed that we need to find another company.</li> <li>Amanda Norman agreed to speak to Kate Franklin as she had expressed an interest in getting involved in this area.</li> </ul>	<b>AN / KF</b>
<b>New Fundraising Ideas</b>	
<p><b>Car Wash / Car Boot</b></p> <ul style="list-style-type: none"> <li>Lois Peeke suggested that a car wash event might be a good idea. It was also discussed that we could potentially combine this with a car boot and also sell bacon butties!</li> <li>This could take place in Spring 2016.</li> </ul>	<b>LP / Committee</b>
<b>Ongoing and Outstanding Actions</b>	
<p><b>Table Tennis Banners</b></p> <ul style="list-style-type: none"> <li>This is an ongoing action as we have been waiting for the school to confirm what artwork they want. Mr Arthur was dealing with this and Sally to take up with Mr Lowe to action this.</li> </ul> <p><b>Bike Shed Cover</b></p> <ul style="list-style-type: none"> <li>Sarah Pearson-Bray has discussed this with Mr Lowe and Sally to also chase this up and agree actions.</li> </ul> <p><b>Photos</b></p> <ul style="list-style-type: none"> <li>Carolyn Atkins has previously discussed the possibility of using local photograph Stuart Beard to take photos and then give PTA some commission.</li> <li>We discussed this and agreed that Stuart should approach the school directly. JW to talk to CA.</li> </ul> <p><b>Email address and Label Planet Code</b></p> <ul style="list-style-type: none"> <li>Sally has received requests for this information so agreed that we will change the banner on the PTA Facebook page so this information is easily available.</li> <li>AB to update the PTA website as well.</li> </ul> <p><b>Bank Account</b></p> <ul style="list-style-type: none"> <li>Amanda suggested that we look at whether we are receiving enough bank interest on our current PTA bank account.</li> <li>LK to look into this</li> <li>AB to check what banks the Post Office allow you to pay into.</li> </ul> <p><b>Gift Aid</b></p> <ul style="list-style-type: none"> <li>We also discussed that we should investigate whether we can claim back Gift Aid for monies raised.</li> <li>AB to ask her mum (Carol Chiles) as she has recently arranged this for a local charity.</li> </ul>	<p><b>SK / Mr Lowe</b></p> <p><b>SP-B / SK / Mr Lowe</b></p> <p><b>CA / JW / Mr Lowe</b></p> <p><b>SK / AB</b></p> <p><b>LK / AB</b></p> <p><b>LK / AB</b></p>
<p><b>Next meetings</b></p> <p>The following meetings are due to be arranged shortly:</p> <ul style="list-style-type: none"> <li>Santa's Workshop Sub-Committee – to be arranged by Kirsty Waterfield</li> <li>Christmas Calendar Sub-Committee – to be arranged by Bonny Lehane</li> </ul> <p><b>Forthcoming New Parents Meeting</b></p> <ul style="list-style-type: none"> <li>Tues 22 Sept at 9am and Thurs 8 Oct to be attended by PTA Committee members</li> </ul> <p><b>Next PTA Meeting</b></p> <ul style="list-style-type: none"> <li>Wednesday 4 November at 7.30pm at Cellar House, Eaton.</li> </ul>	<b>Sub-Committees required</b>