

Duddon Saint Peter's C.E. Primary School

and

Treetops Foundation Unit

1875 - 2017

Head Teacher:
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PTA meeting
Thursday 8th June 2017
7.00pm

Present: Paul Hudson, Liz Smith, Amy Farrington, Jo Houlbrook, Helen Russell, Frances Hocknell, Laura Clements, Suzanne Whitfield, Juliette Lightfoot, Helen Riley-McNeice

Apologies: Jo Cooper, Anna Driver, Diana Kinsey, Helen Nicholas, Clare Edwards, Katrina Shenton, Parissa, Shelley Ankers-Wainwright, Sam Palfreyman

Minutes from previous meeting:

- i. Choir concert had to be cancelled due to lack of support
- ii. How to promote Gift Aid?
- iii. Co-op funding JL in touch with them for an application. Need a project to request it for.
- iv. Easy fundraising – AF has contacted them and the money will go into the account. Promotion of this to parents – FH & AF.
- v. Facebook pages? What information goes on where? Conflict with school website information? Trip information from school is not always being put on the website for parental reference. In September, inform parents that ‘unofficial’ one is for chat; official one is for PTA events etc. Produce a PTA newsletter for September to possibly put in the ‘new starter’ pack.

Agenda:

- i. Treasurer update: AF gave thorough explanation of the current financial situation. Total raised this year is just over £4,000. AF had also produced a projection for the rest of the year, minus the cancelled events of the Choir Concert and Duddon’s Got Talent is £4,500.
- ii. PTA Chair / co-ordinator / communication: there are a variety of concerns that the Head teacher is currently acting as the Chair. People do not necessarily wish to take on the whole role of Chair – AF suggested that someone took on a ‘co-ordinator’ role, pulling together dates, groups of people, events having a longer term view etc. FH agreed that she was happy to take this on, acting as Chair/ Co-ordinator. Helen Russell will become a ‘communications officer’ to keep everyone informed.

Dates & events:

- i. Camping- music entertainment is organised. Anna is organising the food. Need gas for the barbeque. **ACTION:** PH to check and organise and tell JH that it is done. Allow set up campers to begin from 5.00. Others who are not camping to arrive from 6.00pm (to stay until 9.00). **ACTION:** PH to check with Mary Lightfoot about parking arrangements. Could there be a bar?

Time is limited. Otherwise people may bring their own. ACTION: Reminder needed that the event is taking place.

- ii. Summer Fair: Parissa/Katrina no longer organising. Jo Houlbrook is now co-ordinating the event. Stalls are sorted out. Helpers are needed. Bake-off – Juliette organising information about this. PH to judge with DK. Jo has organised the raffle and prizes; some prizes have now been listed for Christmas. Jo has produced a list of stalls/activities. ACTION: PH to go round parents and persuade them to help. Entrance fee of £1. ACTION: put the £1 entrance onto the poster. Photos to be taken on the day – get the pictures into Tarporley Talk. ACTION: Get children to design thank you cards to give to people who have donated. Tractor to come and sit on the field. Possibility of calves? ACTION: PH to check health & safety issues with LA / risk assessments. Non-uniform day to donate items for the fair. ACTION: Friday 23rd June. ACTION: group to send out information of requests for class donations and other information about what is needed. Raffle: Licence applied for to sell ‘official’ tickets which will be sent home.
- iii. End of term disco: Anna Driver organising.
- iv. Leavers’ Coffee Morning: 21st July – focus on Year Six and their parents – helpers? Laura and Frances agreed to organise.

Events / Other ideas:

- i. Helen RM has some contacts with other schools for ideas.
- ii. Cake sale: Helen Nicholas / Clare Edwards organising the next Cake Sale – Friday 14th July
- iii. Afternoon tea instead of a BBQ in September. Saturday 23rd September 3.00 – 5.00pm.
- iv. Bingo Night: Friday 13th October – Laura Clements to organise
- v. Disco: 27th October
- vi. Harvest Coffee Morning: Date to be confirmed.
- vii. Christmas Market: Thursday 16th November
- viii. Christmas Fair: Friday 8th December

Wish list:

This is to be developed with specific ideas after consultation with staff. Consider projects for the future.

Date of next meeting: AGM Thursday 14th September 2017