

**MINUTES OF THE PTA MEETING**  
**Tuesday 10<sup>th</sup> June 2008**  
**Black Horse**

**Attendance:**

Sarah Subden – Chair  
David Gibbons – Headteacher  
Joan Huckle – Deputy Headteacher  
Carole Chapman  
Helen Lee  
Louise Bromfield  
Di Tower  
Vicky Williams

**Apologises**

Kate Cook  
Louise Crowther  
Jo Benton  
Anna Hodge

**APPROVAL OF THE MINUTES**

Everyone had received copies of the Minutes from the previous meeting held on the 22<sup>nd</sup> April; Sarah signed them as a true and correct record of the meeting

**MATTERS ARISING FROM THE MINUTES**

The Celidh had been cancelled due to lack of support. It was felt that a large number of children/parents didn't know what a Celidh dance was. It had been agreed at the last meeting to incorporate this type of dancing into the school Curriculum. Discussion took place regarding the arrangements for the Celidh and the proposed "English Culture Week" which is suggested to be held in the Summer Term 2009.

Possible dates to be discussed at the first meeting following the AGM in September. It was suggested that it was held the week after SATS with a view to holding the Celidh 2-3 weeks later; thus giving the children a "taster" in school and encouraging them to bring parents to the Celidh evening.

**TREASURER'S REPORT**

Carole Chapman gave a full report on the current balances being:

Current account £878.02.

Reserve Account £4,900. – this figures does include £1,536.15. of the outstanding current allocated Head's budget.

Fund having been received from:

**Summer Fayre:** Profit to date £1,491. further tickets will be sold for the children's raffle as only £34.20 currently received.

Year 6 income a fantastic £467.75

**Hanging Baskets:** Profit of £80.00 after donation of 2 hanging baskets to school  
**Forthcoming income:** Sports Day Refreshments; Year 6 Play Refreshments; Summer Disco.

**Forthcoming Expenses:** Music Tuition £1,200 x 2

Bike Shed £77.00

Year 6 Leavers Treat £300.00 (provided we give the same as last year, which was increased from £200.00.)

## **HEADTEACHERS REPORT**

David Gibbons confirmed that Zoe Ashley had now joined the school as a part time Finance Officer which should make things much easier, in particular she fully understand how the Head's Budget worked as she was part of the PTA when the recommendation was started!

**New Parents Evening** went very well. All new parents have received a full PTA information pack which was prepared including invites to the forthcoming Disco and request to become a "Friend"

**Summer Fayre A BIG THANK YOU TO EVERYONE FOR THEIR HARD WORK AND COMMITMENT, David Gibbons reported it was** a fantastic evening and probably the best he'd attended so far at Nettleham Junior School. On the afternoon of the Summer Fayre neither he nor Mrs. Huckle were in school, but everything was ready on their return with the Team Work of everyone, including Chris Hunt! A very positive event and very noticeable that everything ran smoothly on the day

**Year 6 Stalls:** As part of the curriculum, the teaching staff had talked at length to the Year 6 children to encourage them to use their skills to prepare for Summer Fayre, advertise, plan and deliver their stalls on the evening. The PTA allowed the Year 6 children to put into practice on the night of the Summer Fayre their organisational skills and it all paid off with a fantastic monetary return. Many thanks for allowing these children to have that experience.

**Musical Instruments:** Very positive in school, the children are enjoying the experience. The programme is being extended which will allow Year 4 children in September to learn percussion work, general music knowledge, and musicianship for 6 months and then to progress into Year 5 and have the experience to play the brass/wind instruments. This facility has been offered at no extra costs.

Total cost for the instruments and tuition being £1,200 for two years with a small contribution to purchase for school in the third year.

**Hanging Baskets:** Many thanks for the donation they make a beautiful contribution to the re-structure at the front of school.

## **REVIEW OF EVENTS**

1. **Celidh** – cancelled due to lack of support – date to be agreed at the next meeting. Ploughman's Bunch have agreed in principle to come into school and teach the dances to the children as part of the English Culture week to be incorporated into next years curriculum. **See information above.**

2. **New Parents Evening** – Went very well. Attended by Sarah who gave a short report about the work of PTA to all the new parents. Jo Benton also attended and both tried to encourage new parents to become involved in September
3. **Hanging Baskets** – Very well received. A lot of comments from parents/staff that they wished they had bought more and will we be doing this again next year. Suggestion we ask for photo's of baskets in the Autumn term?
4. **Summer Fayre** – General Discussion regarding the various stalls monies received this year compared to previous years. The takings were much of the same to previous years, with the exception of the football tombola – consideration should be given next year whether this is needed as we've been having an adult, children and football tombola at the last few years. May be too many of the same stall?
5. **Summer Fayre Raffle** – The Grand raffle was very slightly down on last year's takings. However, PTA did fund from their own money the £100. First prize, whereas in previous years all prizes have been donated. If that had of been the case, the profit would have been higher. 5 books of raffle tickets were issued to every child in school and every governor. Question whether this should be reduced? A lot of tickets appeared to be unaccounted for, and simply had not been returned to school. The books which were returned were either 5 books sold or an even mix of 2, 3, 4 books sold. No real evidence to support sending less books home per child.
6. **Children's Raffle – donation of a Mountain Bike** – in view of the fact that not everyone in school attended the summer Fayre and many people didn't know about the fantastic prizes available, it was decided to delay drawing the Raffle until Sports Day to allow further tickets to be sold
7. **Thank you Letters – Mrs. Huckle volunteer the Year 6 children to write Thank you letter as appropriate to our Raffle Sponsors. Sarah to liase with Mrs. Huckle.**

## **FUTURE EVENTS**

- 1 **Sports Day Refreshments** – Sarah confirmed that we had a two "Friends" available in the morning and six "Friends" in the afternoon. Volunteered required. Decided to sell tea/coffee plus biscuit 50p juice and biscuit 20p. Discussion regarding costs and whether to offer a cream tea – scone, jam and cream. It was decided to keep it simple and maybe offered wrapped chocolate biscuits for sale separately. Ice-Cream van to be invited to attend. Consideration giving to include a Uniform stalls with left over uniform from the Summer Fayre – it had already been decided to keep only a small selection of sweatshirts until our next event and the remainder to go to Ragtex. Concluded no uniform stall, send everything to Ragetex to help others less fortunate than us.

- 2 **Children's Raffle – rota prepare to cover outside school until Sports day – names needed to help, please let Sarah know**
- 3 **Ragtex Collection – due on 19<sup>th</sup> June - advertised and bags were already arriving!**
- 4 **Year 6 Play Nights – volunteers requested to sell cold drinks on the night of the School Plays; Monday 23<sup>rd</sup> and Tuesday 24<sup>th</sup> June. 6.30pm onwards**
- 5 **Summer Disco – Invites have gone to every children starting in Year 3 in September. Final arrangements made. Request for help on the night. Di Towler to arrange the sweets. Sarah/Carole and Kate to organise the drinks/ice pop collection**
- 6 **Year 6 Leavers Contribution/T'Shirts – T'shirt prices have been obtained - £3.00 per T'Shirt. Year 6 children to be consulted regarding the wording they want on the T'shirt and David Gibbons will make the order. After a lengthy discussion it was decided to contribute £300. to the Year 6 Leavers Day which was to be a visit to the cinema / pizza hut/ leavers service in school/Leavers T'shirt. Year 6 parents will then be asked to contribute the extra monies needed to fund the day, to allow each children to receive a T'Shirt**
- 7 **AGM – date confirmed Wednesday 17<sup>th</sup> September 2008 7.30pm in School**
- 8 **Provisional Date for next meeting – Wednesday 1<sup>st</sup> October 7.30pm Black Horse**
- 9 **Disco – Friday 3<sup>rd</sup> October 2008 – now booked 6.30 – 8.00pm**
- 10 **Fashion Show – Friday 7<sup>th</sup> November 2008 7.30pm booked, final arrangements to be made at the next meeting.**
- 11 **Disco – other dates booked Friday 20<sup>th</sup> March and Friday 19<sup>th</sup> June 2009.**
- 12 **Christmas Party Dates – provisionally Monday 15<sup>th</sup> December 2008**
- 13 **Carol Service/Refreshments Evening – provisionally Tuesday 16<sup>th</sup> December 2008**

#### **CORRESPONDENCE RECEIVED**

Sarah reported that we had had a volunteer to Audit the PTA accounts – Claire Rockwell – Carole has left a message to speak with her and will make appropriate arrangements – Fees a bottle of Wine or two! Claire had also indicated that she would be willing to stand as a Committee member at the next AGM.

Sarah had also spoken with Ann Winslade regarding the position of Treasurer. Ann had met with Carole and indicated that she also would be willing to stand as a Committee Member for this position.

No-one to date has indicated that they would be willing to stand as Chair, as Kate resigned as vice-Chair earlier this year. However, there does appear to be a number of people talking in the play ground about becoming more actively

involved when both children are at the Junior School, rather than split between Infant and Juniors.

Finally Sarah reported having received an invitation to a "Retirement Party " on the **19<sup>th</sup> July** for Mrs. Huckle. All PTA members should have received an email invitation to attend, further details will follow.

### **ANY OTHER BUSINESS**

Nothing further to report

Before closing the meeting, Sarah thanked Mrs. Huckle for her long commitment to the work of the PTA and confirmed on behalf of PTA members that we would be delighted to attend her Party, although it was with sadness to see her leave. Mrs. Huckle confirmed she did not intend to take full retire at the moment and was planning or return to school in a part time role. She will continue in school with her new role guiding the gifted and talented children. She would therefore be delighted to continue to serve on the PTA committee for the foreseeable future!

Finally Sarah **THANKED** everyone for the privilege of being the Chair over the past 3 years. As this was the close of the last formal meeting she would chair. She gave personal thanks to everyone who had served on the PTA committee over the past 3 years for their help and support, especially the school Team, David Gibbons, Joan Huckle and Chris Hunt.

Also to Carole Chapman as treasurer and Di Towler who would also both be standing down in September, for their continued service

### **DATE OF NEXT MEETING**

1<sup>st</sup> October 2008 7.30pm Black Horse.

**NB SINCE OUR MEETING, SPORTS DAY HAS CHANGED AND IS NOW SCHEDULED FOR WEDNESDAY 16<sup>TH</sup> JULY 2008 – WEATHER PERMITTING.**

**Please email Sarah to confirm whether you are able/cannot help throughout the day**