

# PTA meeting Tuesday 3<sup>rd</sup> May 2016, 6pm The Queens Head

## Agenda

Present: Michelle Legg, Emma Coleman, Anjali Lloyd-Jani, Delfina Bosco, Tanja Burovska, Steph Barker, Wendy Franklin, Carolyn Barrett, Silvia Chapple, Kathryn Lewis, Marion Cook,

Committee members: Chair – Michelle Legg, Secretary – Anjali Lloyd-Jani, Treasurer – Marion Cook  
Class Reps: **Willow** – Steph Barker, Carolyn Barrett; **Oak** – Marion Cook, Anne Rawlings; **Lime** – Silvia Chapple, Tanja Burovska; **Beech** – Emma Cox, Kathryn Lewis, **Acorn** Rebecca Beadman, Farbice Haute

**Apologies:** Debbie Kidd, Michelle Bailey, Anne Rawlings, Rebecca Beadman

### 1. Review of last term:

Easter activities went well raising £186

School Disco was enjoyed by all and raised £188.96

Beech class cake sale was well supported

100 club –there has been a lack of uptake/interest in joining this and as standing orders have not been set up by the majority of participants collecting money for draws has been extremely difficult. It was therefore decided that we would wind this up for now and instead consider one-off lotteries in Spring term 2017.

### 2. Finance:

a) Update on income/expenditure –see attached

b) Financial procedures -Another school's finance audit was discussed and whether we needed to implement any extra cash handling procedures as a result of this. It was agreed that an audit of our procedures would be arranged, although there were no areas of concern, and we would implement sealing/signing cash pots until counting up. This could be undertaken by 2 individuals.

**Action: ML to purchase pots/tape  
MC to contact Janet Crooks**

### 3. School requests for this term:

a) The school governors will be asking the PTA to support another Stone Pit trust application.

b) The school is looking at the possibility of having a picnic to celebrate the Queen's birthday. The PTA will link into this with a royal themed cake sale on Fri 10th June

c) The PTA agreed to fund a climbing triangle, suitable for all cost approx.. £1100

### 4. Summer term events:

a) Lime will organise the next cake sale on 20<sup>th</sup> May after the family assembly.

b) A Quiz night in May would have been difficult to organise in a short period of time so an alternative date will be looked at. **ML to confirm date with Andrea**

c) The Summer Fete will take place on 2<sup>nd</sup> July after the Family Challenge event. Volunteers will be required to help set up and to close down.

Hamptons, the estate agents in Headington , had been approached for promotional boards .

Another estate agent has offered to man a stall and donate its takings to the PTA. Ideas for events/stalls were as follows:

- Lucky Dip - Silvia Chappel
- Cake & Refreshments - Beech Class
- Book Stall – Carolyn Barret
- Face Painting - Steph Barker
- Hot Dogs - Emma Coleman
- Raffle - Michelle Legg
- Hook a duck – Michelle Legg
- Bottle/jar tombola - Delphine & Tanja Burovska
- Activity & games - Willow class
- Bouncy castle - Acorn - need to order one.
- Porch Preserves, Phoenix Cards are keen to have a stall

**Offers for extra help, stall ideas and staff welcome from all parents and teachers!**

**Action all**

- d) Sports day will be held in the morning on the 12<sup>th</sup> July (14<sup>th</sup> July is the alternative date if required). The PTA will organise the sale of bottled water on the day.

**Action all**

5. Handover of Christmas cards. AR will no longer be a member of Horspath PTA after the summer term so we need to hand this fundraiser to someone else. Delfine offered to take this on and

**Action: Michelle will share email addresses**

6. Other ideas:

- a) A family camp at the Village Hall was proposed. It was agreed that mid September would be a good time for this.

**Action ML to liaise with village hall on dates and to put proposal together**

- b) Ideas are being sought for a sponsored event to be held in the Autumn term. The sponsored walk last year raised a lot of money, so similar ideas are welcome.

7. AoB: Christmas Calendars –a couple of sponsorships are still outstanding

Another Bags 2 School to be organised.

**MC to speak to Jenny.**

8. Date of next meeting: Mid June