Low Port Primary School PTA

Thursday 19th January 2017

Committee Minutes

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| **Attendees:** | **Apologies:** |
| Rebecca Holmes (C)  Helen Wallace (VC)  Kirsty Pllu (T)  Lucy Wilson (S)  Jane Livingston  Kirsty Tully  Vanessa McGilliard  Neil McGrory  Lisa Davie | Andy Macintyre  Ruth Watson  Kate O’Hara |

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| **Item No.** | **Notes** |
| 1 | **Treasurer’s report**  **Account Balance**  The account balance at today’s date is £5,631.51.  **Available Balance**  Taking into account 2 unpresented cheques for £199 and £1,938.28 the available balance is £3,494.23.  **Uniform**  Commission so far this year is £104.30 (slightly up on this time last year).  **Quiz**  The quiz made £309 including ticket sales, the raffle and tombola.  **Photos**  The photos made £600 for Low Port.  **Disco**  The disco made £816.93 (£3.50 more than originally reported).  **Tea towels**  The tea towels made £550.47.  **Easyfundraising**  Commission for Sep-Dec is £40.68 (compared to £23.74 for the same quarter the previous year).  **Recent Spending**  Since the last meeting we have spent an additional £398 on Active Literacy, £77.75 on web-hosting for the school website, £190.74 on Ronnie’s plaque, £199 on the Parents’ Evening Booking System and £1,938.28 on Numicon (another £1000 coming from ETF).  **Proposed Spending 2017**  £3000 for ipads and accessories. Gala Day spending £450 (last year). Insurance £135.  P7 Leavers £300 (last year). Also a little bit for movie night (estimate £75). Total proposed spending for the rest of the year estimated about £4000. We have £3500 in the account so we need to raise about £1,500 to cover proposed spending and keep a £1000 contingency. Should be covered by Sparkle Night which made £1,726 last year. |
| 2 | **Succession Planning**   * Communication needed ahead of the AGM to give parent body time to see which positions will need filled, ask current committee what each position entails or shadow for some experience. * Consensus that it would be better to hold AGM later this year than in 2016. * Suggestion to hold a social event ahead of the AGM so new parents can get an idea of what the Social and Fundraising Group is about. * **Action:** Committee to let Chair know if they intend to stay on or step down. |
| 3 | **Parent Council update**   * The PC will have their first meeting of the year next week. * They will discuss the bottle greenhouse and the next parent survey. |
| 4 | **Future of the ETF**   * RH read out an email from Andy MacIntyre (ETF treasurer). * Benefits of ETF and PTA amalgamation. * Investigate setting up Charity Status and closing ETF. * **Action:** KP to take this forward and liaise with AM. |
| 5 | **PTA Constitution**   * Postponed to a later date TBD due to time constraints. |
| 6 | **Movie Night**   * **Action:** Extra milk, haribo, popcorn and teabags needed for 20th January. |
| 7 | **Sparkle Night**   * 3rd March 2017. * Hall booked and licence acquired. * £50 voucher from Tesco to spend on food expected again. * Alternative to canapés discussed. Stovies / Pulled pork rolls suggested. * Glasses: NM to source champagne flutes and glasses for cocktails. KP to advise from past Sparkle Nights. * KP to organise sale or return alcohol * Raffle: LD to coordinate * Man raffle: RH to provide * Auction of Promises suggested: RH to organise * Gift Bags: LW to coordinate * Treatments: Nail Bar / The Retreat suggested. RH to follow up. * Cocktails: David Holmes to arrange.   Ticket price to stay at £10 and stall prices raised to £15. |
| 8 | **Spring Fair**   * 29th April at the Low Port Centre. * LPC Hall booked. * LW to be point for this. * Stalls discussed: Cupcakes (HW), Hook a Duck, Tombolas and Raffle, Facepainting (RH), Lolly grid, Bake stall, Lucky Dip, Key chest game, Coconut Shy, Tin Can Alley, Plant a seed, Food/Tuck shop (Pick n mix, Sweets), Enterprise stall or P7s helping with other stalls, Chess Club stall, Owls. * **Action:** Allocate games/stalls * **Action:** Put box in office to collect tombola and baking donations from parent body. * **Action:** Put out communication re tombola and baking donations. |
| 9 | **AOB**  Matchbox sponsored event   * This event is on hold. * Elephant Tea Party fundraising morning is being planned instead.   Conference Calling   * Discussion about need for Conference calling as an option for people who can not make face to face meetings in person. * **Action**: LW to keep looking into options.   Xmas Gifts   * Discussion around this year’s Christmas gift item. * **Action**: Neil McGrory to investigate Photobox and alternative options. |
| 10 | **Date of next meeting**  TBD in the multi-purpose room at 7pm. Pizza to be provided.  Charity status meeting: 11th May 2017. |

**Summary of Actions:**

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| **No** | **Action** | **Owner** |
| 1901/01 | Communication re positions vacant ahead of AGM. | RH |
| 1901/02 | Organise AGM for later in year. | RH |
| 1901/03 | Committee to let Chair know if they intend to stay on or step down. | HW/KP/LW |
| 1901/04 | Amalgamate ETF and PTA. Investigate setting up Charity Status and closing ETF. | KP/AM |
| 1901/05 | Extra milk, haribo, popcorn and teabags needed for 20th January. | LW |
| 1901/06 | Alternative to canapés to be arranged and £50 voucher collected. | HW |
| 1901/07 | Glasses to be sourced for Sparkle Night. | NM |
| 1901/08 | Sale or Return alcohol to be purchased for Sparkle Night. | KP |
| 1901/09 | Sparkle Night raffle prizes to be collected | LD |
| 1901/10 | Man Raffle board to be set up for Sparkle Night. | RH |
| 1901/11 | Auction of Promises to be investigated for Sparkle Night. | RH |
| 1901/12 | Cocktail to be decided for Sparkle Night. | DH |
| 1901/13 | Gift Bags to be made up for Sparkle Night. | LW |
| 1901/14 | Allocate games/stalls for Spring Fair. | LW/ALL |
| 1901/15 | Ask P7s about interest in helping at Spring Fair | JL |
| 1901/16 | Put box in office to collect tombola and baking donations from parent body. | LW |
| 1901/17 | Put out communication re tombola and baking donations. | LW |
| 1901/18 | Arrange date of next meeting. | RH |
| 1901/19 | Book GP room for next meeting. | LW |
| 1901/20 | Further investigation into conference calling options. | LW |
| 1901/21 | Investigate Photobox and alternative options for 2017 xmas gift. | NM |