

Emscote and All Saints' PTA

Minutes of the meeting held on Monday, November 6th, 2017 at 7:30pm at All Saints'

Attendees:

Katharine Sherratt (Chair), Mark Harwood (Treasurer), Marian Nelson (Secretary), Tom Ives (Secretary – Minute Taker) Rachel Ashfield (Emscote Teacher), Mark Jacobs (All Saints Teacher), Jen Brewer, Helen Rose, Alice Jones, Louise Fryearson, Vicky Brown, Sandy Wiles, Ali Cole, Sarah Holcroft, Nat Barber and Paula Williams.

Apologies:

Maidier, Kristine Diffen, Sarah Tyrell, Lucy Boneham, Clare Keene, Annika Shepherd and Anthony Williams.

Agenda:

1. Minutes from previous meeting (AGM)

Follow up on setting a fund raising target for particular items.

Desktop computers for All Saints' were agreed. Details suggested by Mark Jacobs:

1 per class (8 in total)

Must be bought from Warks council (includes maintenance to keep them running for 5 years.)

Likely £400 each plus £80 for a screen.

Therefore total costs likely £3,480.

2. Merging Emscote and All Saints' PTAs

Group needs to agree the memorandum of understanding and new constitution (the model as suggested by PTA UK). Group discussed what Katharine proposed and agreed both documents.

Constitution will be signed by Katharine as the chair and witnessed by Mark, the treasurer. Katharine will sign the memorandum of understanding and then lodge all documents with the Charities Commission to formally change name to one PTA.

Katharine, Mark, Ali and Debbie Pitarello will work together to change the trustees and bank accounts as necessary.

3. Treasurer's Notes

We still have 2 accounts (temporarily) while the PTAs are being merged. Ali is continuing to assist with the treasurer duties while the formal transfer is being completed.

Update from Ali on recent activity:

Family Afternoon - £94 profit. Comments were that less people took part (less classes taking part this).

This figure excludes the raffle which took an extra £68 (down only slightly from £76 last time).

Expenses from the event to be processed (by Marian): £1 for milk & £2 for coffee. Ali suggested in the future this can be taken from the kitty at the end of an event (leaving a receipt).

Fireworks

Money still needs to be counted and banked – Mark will work out this weekend.

We sold out of all the glow sticks – we need to have more to sell next time.

Beth Warnock worked helping sell tickers, in order to secure match funding from National Grid of £400 (£200 per school.) There is a task for Ali / Mark to register the new PTA as a charity with National Grid, in order to receive. We don't need to do this until January 2018.

An employee can only get match funding once a year.

100 Club

This is now run across both schools. Fairly low take up so far – only 33. Suggest a reminder is sent. Maider runs it and is happy to continue doing so. She has some cheques to hand over to Mark. The 100 Club will be promoted in the newsletter and forms will be on the table at the grandparents' afternoon.

4. Newsletter

Agreed to hold off sending newsletter until it will stand out. The next issue will be joint schools for the first time. Therefore much more content will be included, and it will need to make it clear the merge has taken place, but also separate the two school's events for the ease of the reader.

Helen Rose volunteered to help produce and edit the newsletter.

Content suggested:

Merger announcement

Upcoming Xmas Fairs

100 club reminder

Parents to save jam jars for xmas

What we are fundraising for – to help drive donations, including call for suggestions from parents for fundraising ideas

5. Joint Xmas Raffle

Good prizes already secured by Marian.

JLR driving experience available again. We have had 2 prizes donated by the Warwickshire. We have Ice Skating tickets

JLR experience drive will be top prize.

Deluxe Hamper will be second prize and possibly one of the prizes from the Warwickshire will be third.

There will be a number of other hampers too, depending on donations received.

We will try to get tickets out on 17th Nov. Katharine to order.

Direct selling by PTA members to parents at events and gatherings works well – needed this again this year.

In previous year PTA took £1200 (between two schools) likely half from direct selling to grand parents.

Agreed any PTA members who can should volunteer to sell at any events where parents /grandparents will be watching. Ideally at start not the end.

Marian to send dates out to committee to see who can volunteer.

6. Xmas Disco (Emscote)

Normal set up from 3.00 at the end of school. Disco runs from 4.00 – 5.30.

Plenty of volunteers hands up – Jen, Nat, Sarah

Suggested selling glow sticks at the disco – agreed to be sold at the door.

7. Xmas Fair All Saints'

Each class gets £10 (enterprise competition) to run stalls in the classroom. No games to be run by the PTA – as children do this.

Need clear signposting posters (suggested using the projector too) to where each attraction is.

Agreed to have socialising tables in the hall at All Saints' for the first time.

PTA will run refreshments, tombola, jam jar tombola and facepainting.

8. Xmas Fair Emscote

Suggested selling tickets for grotto in advance.

Plan to take over Chestnut for December as mega grotto – to be decorated on Saturday 25th November.

Various volunteers secured by Katharine and she will circulate an updated list.

Facepainters badly needed at Emscote.

Tom to be elf again – as early as I can get there (5.30pm latest)
Sheet filled in with volunteers and jobs.

9. AOB

Missing toilet seats at All Saints' discussed. Committee agreed that it was not a suitable fundarising project for the PTA, but everyone was keen to know how we can influence the council. Petition suggested by parents to raise awareness. Katharine agreed to speak to John McRoberts about the most appropriate way for parents to get in touch.

10. Next Meet (Jan)

Monday 22nd Jan @Emscote. 7.30pm