

Minutes of Meeting

Meeting No: 1
Date of Meeting: 6 October 2016
Place of Meeting: East Garforth Primary Academy
Purpose of Meeting: PTA Meeting

Present at the Meeting:

Emma Gilyead (EG), Deborah Smith (DS), Julie Hartley (JH), Claire Whittaker (CW), Rebecca King (RK), Clare Barnett (CB)

Sending Apologies:

Karoline Kemp (KK), Diane Mitchell (DM), Andrea Gilliland (AG), Joan Whale (JW) Rachael Binns (RB), Jo Flear (JF)

Distribution, those above plus:

School for inclusion on their website

Date of the Next Meeting:

10 November 2016 @ East Garforth Primary Academy

Item	Action
<p>Summer Fair Exceptionally pleased with the Summer Fair, all stalls sold out and we raised £1026</p> <p>It was discussed that in the future there will be additional "doing" meetings prior to each event so we can all work on the preparation together.</p>	<p>ALL</p>
<p>Future Events</p> <ul style="list-style-type: none"> ✚ Christmas Fair – 9 December 3:30-5:30, there will be a café for the adults and hotdogs for the children as well as the usual tuck-shop, further details to be discussed once the Halloween Disco is complete. ✚ Non uniform day for the Christmas Fair for the sweet tombola – 2 December ✚ Coffee morning with Mrs Binns – 25 November, there will be a chance to meet Mrs Binns, Christmas Stall (gifts), school book stall, pre-loved uniform stall and cakes ✚ World Book Day – 2 March – dress as your favourite character/bring your favourite toy/book – donation of £1 ✚ Easter Disco – 30 March 3:30-5:45 ✚ Family Quiz Night – 25 May (further details TBC) ✚ Sports Day & Summer Fair (further details TBC) ✚ Non uniform day for the Summer Fair for the sweet tombola – 30 June 	
<p>Meeting with EGPA Following the recent changes in Management within the School for this academic year Emma and Debbie met with Mrs Binns and Mrs Whale to discuss how the school and PTA can work</p>	

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<p>together going forward. This was a very productive, positive meeting where all the above events were agreed and funding for the coming year was discussed.</p> <ul style="list-style-type: none"> ✚ Money has been given to the school for books £1200 (including £600 match funding by an anonymous donor) as agreed at a previous meeting. ✚ £200 for the classroom rewards initiative was agreed at this meeting. ✚ Confirmation that this year the PTA will pay for a WOW experience of a Pantomime at school in January (see school newsletter for further details). ✚ We are looking into an activity to get the School into the Guinness book of records. ✚ We are currently looking into volunteer days at the school and in the wider community, details to follow. ✚ The PTA will now have a paragraph each week for inclusion in the school newsletter. ✚ The PTA has donated the Shed/Wendy house to the school and would like it moving to the Nursery playground for the children to use. EG to try and find a volunteer to do this for us. 	<p>DS/EG DS DS EG EG EG</p>
<p>Website/Social Media</p> <ul style="list-style-type: none"> ✚ A letter from the PTA will be going out with the newsletter giving details on how people can contact the PTA. ✚ Emma will maintain the Facebook page with regular updates; hopefully we will get more views once the contact letter is sent out. ✚ The School/PTA wishes to show a collaborative working relationship and as such the PTA will now have a section on the School website and therefore the PTA website can be closed. PTA to contact Lee Mitchell to ask him to close the PTA page down. All future communication to be via the school and social media (comments welcome). 	<p>JW EG EG</p>
<p>Roles and Responsibilities</p> <ul style="list-style-type: none"> ✚ The Charity Commission has been updated to reflect the current 5 Committee/Trustees Emma Gilyead (Chair) Deborah Smith (Treasurer) Karoline Kemp (Secretary) Julie Hartley (Fundraiser) Anne Bromley (Committee Member) <p>Claire Whittaker will be doing the design for the PTA. Clare Barnett & Rebecca King have volunteered to help out with baking for the upcoming coffee morning and Christmas disco.</p>	
<p>New Members</p> <ul style="list-style-type: none"> ✚ We will be looking at more ways to ensure more people are able to attend meetings using social media in the first instance. ✚ Need to ensure that all parents and carers are aware they are welcome at all the meetings. ✚ We are currently looking into having a PTA representative in each class. 	<p>ALL EG</p>
<p>AOB</p> <ul style="list-style-type: none"> ✚ We will be providing each child with a small plastic cup for them to fill with coppers (1p & 2p only) the class that collects the most will win prizes (further details and dates TBC). ✚ DS is currently in contact with Kippax First Responders about working together. ✚ EG is arranging a ladies shopping night initially for Year 2 mums, if it is a success then will be rolled out to each year group. 10% of all sales on the night will be donated by way of a voucher to be raffled at the Fairs. ✚ EG to contact Scholistics about selling books in school. 	