

# **Gillibrand Primary School PTA**

## Minutes of Meeting held on Thursday 17<sup>th</sup> September 2015

Present: C Norris (Chair), K Hay, S Buckett (Vice Chair), K Overend

Apologies: F Leary (Treasurer & Secretary)

### **1. Minutes of last meeting/matters arising**

C Norris chaired first meeting of academic year in new role.

Some action completion updates weren't available during the meeting so will be chased up with F Leary before next meeting instead (Bank Account name change; PTA member photo updates in line with role changes; Asda green coin scheme).

**ACTION** : S Buckett to email Ms Bryson re newsletter feature on PTA donation to laptop replacement costs.

Recruitment of new parent members – discussed in more detail (see point 5. AOB)

Signing of constitution: postponed until next meeting to ensure more members inclusion

### **2. Treasurers Update**

Although unable to attend meeting, F Leary emailed brief update to confirm that the PTA will be sending a cheque for £1500 to school this week to help replace laptops stolen last year.

### **3. Christmas Fair**

S Buckett confirmed that the date of this year's Christmas Fair will be Friday 4<sup>th</sup> December.

Discussions about how this year's event will be organised focused on how to build on the fundraising success of last year's Christmas fair with things we learned from the Gillibury Summer event.

It was agreed that a volunteer 'Event Co-ordinator' should be appointed to oversee the event. This would be from planning right through to co-ordinating volunteers on the night. The aim being to make things more organised, less stressful for volunteers, and hopefully help garner more support from parents and staff. The event manager would not be responsible for running a stall or activity at the event, but would troubleshoot and be a point of contact for all volunteers.

**ACTION:** S Buckett to post details of this on the PTA facebook group page to help identify a volunteer for this role as soon as possible.

Format of the Christmas fair was also discussed:

- Altering traditional room layouts to maximise space and fund-raising activities
- Alternative name 'Gillibells' proposed
- Adding attractions e.g. choir performance (**ACTION;** S Buckett to contact Miss Holt to discuss)
- Any volunteer requests should involve specific rather than general roles

All agreed that a separate planning meeting solely for this event is needed.

It was suggested that some research into what other schools find successful at their Christmas events would help our planning.

**ACTION;** S Buckett to post request on facebook group page for people to use friends/contacts at other schools to get some ideas.

#### **4. Parents Lottery**

S Buckett shared draft letter and sign-up form for the new Gillibrand Lotto Club which was modified slightly.

K Overend raised issue of families where parents live separately and how both parents could join the Lotto Club (or any family within school where both parents want their own individual number). Suggested having extra copies of sign-up form available for those that would like them.

**ACTION;** S Buckett to forward final version to Ms Bryson & Mrs Houghton for printing and sending out to all parents w/c 21/9/15.

Deadline for entry into scheme (with full payment) agreed as Thursday 8<sup>th</sup> October.

S Buckett responsible for collecting entry forms and working with F Leary to organise banking/financial aspects of scheme.

First number draw scheduled for Friday October 16<sup>th</sup> during assembly.

#### **5. AOB**

Recruiting PTA members and volunteer support

Discussed need for increasing number of parents & staff involved in the work of the PTA and how this can be achieved.

C Norris suggested new introductory letter about the PTA be shared with parents and an informal coffee afternoon organised for any interested parents to drop in, meet the team and talk about how they can get involved.

Proposed date for this: Thursday 8<sup>th</sup> October, 2-3pm at school. Relaxed, drop-in session with refreshments.

**ACTION;** C Norris to contact Ms Bryson to arrange.

In addition, K Overend highlighted importance of extending this exercise to Gillibrand staff. It was suggested that the PTA reintroduce themselves to staff with the new committee members and encourage collaborative working e.g. focused fundraising with staff wish-lists for equipment/resources they would like.

Booking a short PTA slot at a staff briefing meeting was agreed as a useful starting point for this process.

**ACTION;** K Overend to contact Ms Bryson about arranging this.

C Norris suggested PTA also having presence at the next Open Evening event

**ACTION;** C Norris to contact Ms Bryson to arrange.

Agreed that fundraising events for Spring and Summer term also need to be thought about and discussed at next meeting.

## **6. Date of Next Meeting**

Thurs 22<sup>nd</sup> October, 1.30pm, K Overend to host.