



Minutes of PTA Meeting Tuesday 15th May 2018 7.30pm

Present: Mr Rose, Natalie West (Chair), , Lisa Rees (Vice-chair), Sian Bull (Treasurer), Katherine Busbridge (Secretary)

Apologies: Alison Donovan

No amends to previous minutes

AGENDA ITEMS:

1. Actions from previous meetings:

- Updates to PTA & 200 club leaflets now complete. David to email the new versions to Natalie and Sian.
- SAHM: Jimmy Franklin will run the baggage store and recruit helpers. The box is to be collected from the SAHM offices.

2. Head Teachers Report:

- Sports day is on Wednesday 25th May. This could be a good time to recruit helpers or share information on upcoming events. No refreshments are required.
- Mr Rose will now show how much the PTA has subsidised trips on permission slips and in the heads blog
- Weekend of the Arts Festival, Summer Carnival and Larks – the AV company need to advise how much equipment will be left over night so it can be decided how many people are required to sleep over at the school. The AV company will be asked if their insurance covers any of the equipment being left overnight; Sian to enquire if the PTA has any insurance cover for events/equipment.

3. Treasurer's Report:

- Please see attached Treasurers Report

3. 200 Club

The lucky winners are:

- #139 Helen Kennedy - £20
- #60 Julie Charwood - £10
- #145 Julie Kentish– Bonus #22

5. Events for 2018

- **Pamper Evening** – Friday 18th May
 - So far only 15 tickets have been sold
 - Some therapists have no bookings
- **St Albans Half Marathon** – Sunday 10th June
 - Jimmy Franklin is co-ordinating the baggage stall and the box needs to be picked up
 - Natalie is creating a sign-up sheet to be available on sports day
- **Summer Disco** – Friday 6th July
 - The outside options needs fine-tuning
 - The outside area can be fenced off but we will need at least 12 parents to act as eyes

- **Summer Carnival – Saturday 30th June**
 - Natalie to speak to the current bouncy castle booking after 16th May to see if he will match the free hire offer with percentage being offered by another company
 - The Church are running a Messy Church craft table
 - Twinning and WI have tables booked
 - The tractor driver will be visiting the school site to check there is enough room for his turning circle.
 - PTA stalls will be:
 - Entrance
 - Raffle
 - Sweet tombola – donation day is Thursday 21st June (dress down day)
 - Bottle tombola– donation day is Thursday 28th June
 - Teddy tombola (set to win a prize every time)
 - Natalie will email the Governors and ask them to run the BBQ (Burgers and JP) and man the entrance

6. AOB:

- **GDRP**
 - A section is to be added to the fair booking forms requesting consent to keep storeholder details
 - The school's privacy notice can be used for the 200 club
 - The PTA will follow the school's draft data protection policy and privacy statement
 - Sian is speaking to PTA UK to see what action the PTA should take
 - Natalie is updating the Summer Carnival booking form for any new bookings
- Katherine to add the Winter Wonderland fair on 24th November to Stall Holder.com and draft a booking form
- Planning for next year
 - Sian and Katherine confirmed that they would not be standing for the PTA next year
 - Lisa will not be able to stand as she will not have a child at the school

Meeting closed at 9.00 pm

Minutes prepared by Katherine Busbridge