

# ST. ANNE'S SCHOOL PARENT/TEACHER ASSOCIATION COMMITTEE MEETING

Wednesday 18th January, 2017

## IN ATTENDANCE

Mrs Robson  
Mrs Pirrie  
Sue Young (Treasurer) (SY)  
Ana Longman (AL)  
Julie Martyn (JM)  
Susie Shaw (SS)  
Teena Siriwardana (TS)  
Andrea Newbrook (AN)  
Fran Lawther (FL)  
Louise Hornagold (LH)  
Sarika Golchha (SG)

## Apologies

Nichole de Bray (Secretary)  
Keely Morley (KM)  
Gina Stewart (GS)  
Tracey Phillip-Edwards (TPE)

## Matters arising

- There were no matters arising from previous minutes

## PTA Chair - vacancy

- Mrs Robson thanked Jodi Glass for all her hard work as Chair of the PTA and wished her and her family well in their new life in the Netherlands.
- LH agreed to Chair the meeting
- LH agreed to Chair the next meeting which will be the AGM.
- Position of Chair will be further discussed at AGM in May

## Headmistress' report

- See attached

## Treasurer's report

- Accounts being prepared for 2015 & 2016. The PTA constitution currently requires the accounts to be audited by an independent examiner (although for Charity Commission purposes our income is not of sufficient magnitude to require an audit). This has previously been done by Edmund Carr in New London Road at c. £400 a year.
- PTA to investigate if another suitably independent, qualified accountant could perform this role at no charge.

- SY to prepare graphic representation for parents to see sources of income and expenditure over the year.
- PTA agreed to fund some coding games for Mrs Bridgman IT classes and cricket netting – no costs available at the meeting. **Mrs Robson/Mrs Bridgman will collate prices**
- TS noted that she was holding c £120 in petty cash from the last uniform sale and Mrs Robson noted that she was still holding some PTA petty cash.
- SY noted that a new treasurer would be required in July 2017 as her son leaves St Anne's at that point.
- **SS to ask if Julie (Year 2 parent) would do the audit of accounts and whether she consider stepping up as treasurer from Sept.**

#### **Class reps**

- KG1 rep to be Susie Shaw
- All other classes have reps in place

#### **Christmas Cards**

- This was a successful fundraiser, well supported by parents, making around £200 profit for the PTA.

#### **After School Sales**

- The next sale will be held on Friday 10<sup>th</sup> February.
  - Cakes are to be supplied by years 3 and 4. Class representatives to contact parents and confirm volunteers for the cake and book sales. Volunteers currently:
  - Cakes - Louise, possibly Keeley and Christina
  - Uniform – Teena, Fran, Gina
  - Books - Julie
- (A number of books are in the PTA shed but we are in need of more “boy” books – class reps to ask for suitable donations)**

#### **Mother's Day Flowers**

- JM will deliver the flowers and sleeves to school Friday 24<sup>th</sup> March and ribbon before that date.
- An unknown number of bows are left over from last year.
- Gift labels will be provided by Mrs Robson and decorated at school.
- Years 5 & 6 will need to be prepared and distributed earlier due to PE on Friday afternoon
- NdB will be available to bunch the flowers on the day. Additional volunteers Julie, Andrea Min Gina Teena, Ana

#### **Quiz night**

- Currently on events list March 3rd.
- Emilie (year 2 parent) & Adam at the Orange Tree pub have kindly agreed that the PTA hold the Quiz at the pub. Maximum covers at the pub would be 50.
- Tickets as usual - £5 pp for entry.
- Adam happy to produce posters etc.
- PTA to liaise with Emilie regarding details

### Easter Raffle

- The raffle will take place on Tuesday 28 March.
- Tickets to be sold in w/c 20 March
- As last year, there will be a limit of one ticket per child, although parents are welcome to make a donation greater than £1 if they wish.
- Mrs Robson agreed to allow the cash box and tickets to be kept in the school office. Therefore making a hand-over easier between parents selling the tickets.
- PTA will fund additional eggs if necessary
- Volunteers are required to sell the tickets at drop-off and pick-up times. Email to be sent by NdB.
- Volunteers currently stand as follows:

Day	am	pm
Monday 20	Sue	Volunteer needed
Tues 21	Louise	Volunteer needed
Weds 22	Teena	Volunteer needed
Thurs 23	Volunteer needed	Fran
Fri 24	Andrea	Julie

### S Factor

- SY confirmed that the venue has been booked.
- The show will Sat 6 May 2017 at New Hall
- An audition/rehearsal date is set for 11 March at school
- Spotlight Sound booked for all technical matters
- MC has been booked

### Fun Day

- NdB will book inflatables for the fun day and will be heading up a sub-committee to run the event, as she did last year.

### Other fund raising ideas

- Sarika Golchha is in the final of the Mrs England Galaxy Pageant and needs to raise money for the Christie Foundation (cancer research) as part of the process.
- The deadline for fund raising in early March
- Suggestion made that she prepares sponsorship forms for the children for a sponsored Bollywood-style dance event
- Agreed that the deadline for fund raising too close to allow for anything more involved or involving parents, (like a Bollywood Night)
- SG agreed to assist at Fun Day with henna painting proceeds to the PTA

### Any other business

None

**Date of next meeting** : 17 May 2017 Please note that it was agreed that Elected Members will be removed from future events lists.