

**Christ Church Academy PTA Meeting  
Minutes PTA meeting - 10th November 2015**

<b>Attendees:</b>	Sam Lockett	Justine Acheson	Chris Wright
Jemma Hancock	Harriet Summerfield	Wendy Holdcroft	Amy Graham
Maxine Colclough	Emma Butler	Elsa Tyler	Caroline Johnstone
<b>Apologies</b>	Jayne Green	M Reynolds	Miss Fares
Mrs Robins	Miss Rutherford	Rachel McTiernan	

	<b>Minutes</b>	<b>Actions/ Resp</b>
1	<p><b>Welcome and Apologies</b> SL opened the meeting and introductions.</p>	
2	<p><b>Matters Arising</b> SL summarised the minutes for those who were not present last time.</p> <ul style="list-style-type: none"> <li>- Plus: iPad cost – Miss Fares passed information about the ipad and costing etc. This has still to be purchased.</li> <li>- Monies raised from last disco, attendance was good, so money raised was expected to be quite high exact future not yet known.</li> <li>- School council have met and a report to follow.</li> <li>- Election of officers – SL gave summary of the situation and reiterated that th current year 4 parents would welcome anyone to come forward to help – take up roles of Chair, Treasurer and Secretary. More help generally needed.</li> </ul>	SL
3	<p><b>100 Club</b> JA summarised the 100 Club for those present. The new 2015/16 forms have now been created (examples shown) and JA requested that they be sent out by e mail and hard copy in school. This was agreed - JA to action.</p>	JA
4	<p><b>Christmas Raffle Update</b> SL summarised that draw will be held at the Christmas Concert - this year being held at Christ Church. We are able to sell raffle tickets on the door - volunteers required. Volunteers – JA, Harriet, Emma and maybe Maxine will be able to volunteer.</p> <p>Date - Wednesday 16th Dec 7pm at Christ Church.</p> <p>A discussion took place on how many tickets to order and also to be issued to each family. Sam showed an example of the tickets from last year.</p>	SL/All

	<p>SL suggested we order 5,500. Books of 10 and tickets £1 each. Decide on books of 5 - 2 x books per family. SL will order the tickets.</p> <p>Jemma and Sam volunteered to keep a tally of numbers of tickets per year class, and it was decided that there would be a prize for the class who sell the most tickets.</p> <p>It was planned that on December 11th Harriet and Jemma will fold the tickets sent in by then on the afternoon.</p> <p>Letters been sent out already by SL to local businesses etc to ask for raffle prizes and some had already responded. Those present offered support to take out letters to local businesses and gave ideas on who to approach. Letters were given out to Jemma and she will e mail JA with who she has approached.</p> <p>Staff Hamper – each year staff donated to a Christmas hamper which is one of the main prizes in the raffle – it was confirmed that staff will still do this.</p> <p>Emma suggested a colour hamper – donations of coloured themed gifts to be used to create 4 x hampers (one per year group). Those present thought this was a great idea and could be used for the Spring fayre.</p> <p>Cellophane - CJ will check if Mrs Sales still has some cellophane to wrap the donated raffle gifts</p>	
5	<p><b>Treasurers report</b> JG had provided a written report. Highlights are - excellent income of £3,456 and expenditure (donations) of £5,523. Current bank balance of £4014.</p>	JG
6	<p><b>Requests for funding</b> School “wish list” None at this time. Mrs Holdcroft and Mrs Graham both have ideas for expenditure and will send a letter to the PTA. Other staff to be asked for wish lists.</p>	All
7	<p><b>Fundraising ideas for next year.</b> SL asked about suggestions and requests from the School Council - still awaiting feedback from the school council.</p> <p><b>Move Night</b> SL summarised information about the about the movie / popcorn night and it was suggested we do this again. Thursday 21st Jan after school. Could do the films in different rooms depending on numbers. SL to support this.</p> <p><b>Craft / Christmas market</b></p>	SL

	<p>Suggestion for a craft evening / Christmas market. This sounds like a good pre-Christmas fundraiser. PTA can ask parents who want to sell their own crafts or business at a craft event at school. This is to be arranged quickly for the pre-Christmas period. There was a discussion on times for the event and cost of stalls etc</p> <p>It was agreed:  JA to email parents to (cc the office AG and CW) ask if anyone is interested in selling crafts / gifts by hiring a table. Charge of £10 per table.  Monday evening before Christmas - suggested. Monday 7th December ask that if anyone interested should advise us (JS by replying to e mail) by Friday 27th November. Then SL/school decide if this can go ahead.</p> <p>Other suggested stalls:  Sell raffle tickets  Refreshments.  SL to e mail Mary Barlow for potential second hand uniform sales.</p> <p><b>Car boot sale</b>  Suggested we use school car park and KS3 playground area? It was proposed we do one in the new year - to discuss at Jan meeting. CW asked if people would expect toilet facilities – it was agreed that is <b>not necessary</b> to make school building / toilets available.</p> <p><b>Discos</b>  Suggested Valentine disco - depend upon Mr Hammond availability. Friday 12th Feb. 6.30 until 8.30. Sell glow sticks as well as sweets.</p> <p><i>In a previous meeting JG had suggested that to gain more disco volunteers we should ask parents of each KS or year group. This was discussed further and it was decided to send a letter out to parents in January about this and ask for volunteers in the new year. Miss Rutherford is writing a letter about parental involvement and can include this at the same time.</i></p>	JA/ALL
6	<p><b>AOB</b>  FOAM MATS for playground area – SL asked if these were received and in use? CJ will check that these have arrived.</p> <p><b>Next meeting 6.30pm Tuesday 12th Jan. Later changed to Tuesday 26<sup>th</sup> Jan.</b></p>	CJ