

Christ Church Academy PTA Meeting Minutes 13th November 2014			Christ Church Academy	
Attendees:				
A Graham	J Henderson	B Robbins	J Green	C Belas
J Acheson	L Newby	G Coulson	S Lockett	
M Barlow	M Hodson	M Reynolds	J Yendole	
Apologies:				
C Wright	Sue Weller	D Fares	A Rowland	L Beard

	Minutes	Actions/Resp
1	<p>Welcome and Apologies Previous minutes - previously circulated SL summarised the previous minutes</p>	SL
2	<p>Matters Arising</p> <p>Disco - very good support from year 5 disco £214 at the start of the year, good fundraising opportunity and the parents event (FOC coffee and refreshments served in the dining hall) seemed a great success. A second disco for all school years 5-8 raised £328. Options for next disco discussed, possible all 4 year groups. Discussion about the next steps.</p> <p>Previous an incentive for year 8 pupils was discussed, promoting to head boy/girl and the possibility this may encourage year 8 to attend. Did the head boy and head girl attend? Unsure whether this encouraged more year 8 pupils or not.</p> <p>School council have discussed disco and possible movie night, all seem quite keen.</p> <p>At the last meeting funding for Sports gazebos was discussed and Sports Team Captains were asked to investigate / get further information on costs etc. No response as yet.</p> <p>Open morning - very successful including unveiling of the pizza oven! PTA represented on the day by SL and MB.</p> <p>SL requested more photos of PTA purchased items, MH agreed to find the previous photos and take some more.</p> <p>SL asked if a thank you letter was sent to the chef from the restaurant who helped launch the pizza oven? Not yet but this will be actioned.</p>	<p>SL/AG</p> <p>AG</p> <p>MH</p> <p>SL</p> <p>MH</p> <p>SL</p>

	SL asked if minutes of previous meetings could be added to the school website please.	AG
3	<p>Treasurers report</p> <p>Written report available from JG. Monies raised since last meeting - discos x 2 Expenses included donation to the school for the pizza oven project, the PTA lottery licence, tuck for discos and Christmas Draw Raffle tickets.</p> <p>£4430.61 bank balance.</p> <p>A question was asked about the bank accounts and the balances held by the PTA. It was explained that the PTA raises funds throughout the year and the school staff will request donations at each meeting for funding towards new equipment, donations to clubs or activities or other school equipment. The PTA will always aim to raise money to cover the large and small requests and the balance at the moment reflects the current fundraising versus the requests made. (see further item below on Requests for funding)</p>	JG
4.	<p>100 club update</p> <p>(Written report available from JA)</p> <p>100 Club report (for Nov 14)</p> <p>Overall financial summary (based on forms received at 13/11/14).</p> <p>Numbers joined for year Autumn term – 2014 to Summer term 2015. Standing orders – 19 Cash payment – 7 Cheques – 20 Total 46 members One person has another draw this term as joined late. So 47 in draw in December. 46 subsequently.</p>	JA
5.	<p>Christmas Raffle</p> <p>SL updated the meeting on progress for the Christmas raffle</p> <p>Raffle tickets - 6000 tickets ordered.</p> <p>Companies have been approached for requests for raffle prizes. SL sent an example letter around to those present and asked if anyone knew of a company who would be willing to donate prizes. Prizes so far, PTA £100 cash, staff luxury hamper, Chatwins vouchers, Port Vale tickets, hair salon voucher, Panto tickets etc Tickets - need to market the ticket sales - propose that each family is given one book. £5 value.</p>	SL School Office will help with distribution

	<p>There was a debate about the best approach to maximising ticket sales to parents and relatives of children in school.</p> <p>To encourage the children to bring back tickets, consider some form of incentive? E.g. if they sell all tickets we can give each child a ticket to win a prize? Pros and cons of doing any incentive were discussed and how this can be managed in school. To be considered by AG/CW.</p> <p>Agreed to still sell tickets at the school concert on 18/12/14</p>	<p>AG/CW</p> <p>SL/HF</p>
6	<p>Pre-loved school uniform</p> <p>MB has an idea to re-market old school uniform and recycle outgrown uniform to raise monies for PTA.</p> <p>The process was discussed and timings considered when this could start. Suggested that we could do this first on the parents evening in December? Potential use of locker area? To be considered.</p> <p>How will we collect unwanted uniform?</p> <p>MB suggested that a request be sent out to parents explaining the fundraising and asking for clothing washed, good condition and suitable for re-sale.</p> <p>MB to pop into school, and get this off the ground, a member of staff may be interested in supporting this (Miss Butler?) another parent has volunteered LM?</p> <p>JA - check LM email address for Mary (she has an interest in helping).</p>	<p>MB</p>
7	<p>Marketing and information about the PTA</p> <p>Promotion and engaging parents was discussed, suggestion that PTA have a website or Facebook page? Discussion around this but on balance it was felt that a Facebook page may not be appropriate for school use.</p> <p>Decision to keep using the school website which will have an improved platform in the future.</p>	<p>SL/AG</p>

8.	<p>Requests for funding</p> <p>Mr Coulson requested some software for stop motion technology to make animations. Webcams, software total cost £764.80</p> <p>There was a lot of discussion about this as it was felt that this would be a valuable resource for school.</p> <p>The raffle money could be used toward this to create a buzz around the project, everyone agreed that this is a good project to fund. Funding agreed for Stop Motion Technology.</p> <p>Mrs Robbins came with a request for a new Design & Technology work bench with vices fitted.</p> <p>Various kinds of benches are available. Cost for benches start at £860 depending upon the type of material. This may replace an older bench and allow most children in a class to use a vice and bench at the same time.</p> <p>Again there was a lot of discussion as to how best to fund this project. Agreed that D&T project for bench should go ahead and school will fund the vices. Which one should be chosen?</p> <p>PTA agreed to fund the benches to the tune of £1000 and Mr Stynes can then decide which bench he would like to purchase.</p>	GC and BR
9.	<p>Further fundraising suggestions</p> <p>Further fundraising opportunities and suggested activities were discussed.</p> <ul style="list-style-type: none"> - providing refreshments on parents evening - AG to think and respond. - leaflets about the PTA , pull up banners could be considered (SL) - promote easy fundraising to parents - e mail and promotion to be sent out. - Possible quiz night? - A rifle range shooting event. - Sports event - have a themed event or fun day around a sporting event such as tennis or cricket. - consider a community event? - Movie night – consider this for the future. - Disco – new dates – consider a new year event: New Year Disco. AG to look at school diary in Jan 2015 and set a date. . <p>It was also suggested that we send out a questionnaire to parents about school fundraising – aiming to engage parents to support via the PTA.</p> <p>Time of meetings was discussed, best way to communicate etc. It was suggested that meetings start too late and bringing the time of a meeting forward may be beneficial.</p>	All

9.	<p>AOB</p> <p>The PTA were encouraged to look at some of the fantastic work done by all pupils during the recent WW1 English project. Huge support from parents this term has resulted in some fantastic work, this was on show for the parents present at the meeting.</p> <p>Funding - sports kit sponsorship offer from Shires Vets was confirmed – Mr Bailey to liaise with SL.</p> <p>The PTA also extended thanks to Claire Macdonald for refreshments on the Open Night for year 5 parents at the Disco in Sept.</p>	All
	<p>Date of next meeting: Thursday 5th Feb 2015 6.30pm (note change of time)</p> <p>Diary date for Spring Fayre Friday 13th March</p>	