

Minutes of PHS PTA meeting: Monday 11th September 2017

Present:

Jo Martin (JMar) – Chair

David Waugh (DW)

Marie Davies (MD)

Alison Hutchinson (AH)

Michelle Elkington (ME)

Apologies:

Peter Herbert (PH) - Treasurer

Martin Bryne (MB)

Chris Grove (CG)

Helen Fore (HF)

Jill Ingram (JI)

Sian Cross (SC)

Susan Horsman-Turner (SH)

Joelle Halliday (JH)

Elaine Morgan (EM)

Meeting commenced at 7.05pm

Matters discussed:

Treasurer's report:

PH was unable to attend but sent a report – The bank balance at 10th of September was £20,433 with £7,205 reserved as deposits for future theatre trips leaving £13,238 available to spend (subject to a buffer).

As ever there's been a lots of activity on the account re-theatre trips but little else. The only significant transactions not theatre related over the summer have been:

- Plant sale receipts of £386.50 (May). A handwritten note received from Jo Mason in late August suggested we are still awaiting final invoices for the plant sale. PH stated he is not sure how, if at all, this will impact on our figures.
- A payment of £179.99 paid out in July for freezer/refreshments. PH awaiting any income received from the final year end concert from AH

AH handed over the profit from the choir concert and also the profit sold at the Vernon concert total profit was £100.06 after float of £80 and £53.90 for supplies was reimbursed, receipts were received.

AH had spoken to Mr Rawlings about further events at school and it was agreed he would email Alison with any future events as refreshments were welcomed by people attending concerts. AH would manage events and it was agreed by those present that AH keep a £100 float to allow her to be able purchase refreshments without having to apply for float/funds each time. Receipts would provided for record keeping.

The 200 Club information was handed over to Jo Mason before she left, we need to identify where the paperwork for this has been left and if anyone would be willing to manage the 200 club as this doesn't have to be the treasurer.

AH has offered to take over the running of the 200 club and Peter will run through how it operates.

ACTION – DW to see if plant sale invoice has been received.

DW will to arrange for the 200 paperwork to be located.

ACTION – JM to provide an up-to-date list of parent volunteers to AH, to assist her in arranging helpers for future events.

Treasurer vacancy:

The treasurer vacancy was discussed with DW it was agreed that a job spec would be required for the role.

DW would arrange for an application form to be designed and then advertise within school, to parents and if needs be in the Poynton Post and Twitter.

ACTION – JM to provide a job spec to DW to allow the treasurer's vacancy to be advertised.

Funding requests–. There was a long discussion about funding and bids from departments at school and the purpose of our fundraising being used for the enrichment for the children.

DW would review all request previously received and send a memo out to all staff to say that any request for PTA funding should be purely for enrichment purposes.

Further discussion was held in relation to possible funding areas, lighting for the stage was needed, this will be looked into at further meetings.

Correspondence:

No correspondence received.

Twitter – MB provided an update on the account with 1,475 followers.

Easter raffle update/ideas:

Some discussion took place, it was felt that a hamper, Easter eggs were sourced as main prizes, further decision on how this is to be carried forward is needed.

School bids for funding: no update other than noted above, DW to inform staff on requirements and limitations of requests to be applied for on the basis of enrichment for the children.

Future School Events -

- We have been asked if we could arrange volunteers to clear up after the bonfire on the 5th November at Poynton Pool from 9am. We will receive a donation if we have sufficient volunteers.
- We have been asked again to collect for the Round Tables Santa Float, following Santa around Poynton streets in the evening from approx 6pm to 8.30pm between 1st Dec and 19th Dec 2017, we can do this over 2 different

nights this year if we have sufficient volunteers. (we have already ruled out any days during w/c 4th Dec due to the School production of Fiddler on the Roof) .

- We will be providing refreshments during the school production of Fiddler on the Roof, ice creams and drinks, if you would be able to assist any evening during that week.

ACTION: All - Please can you let me know if you are able to assist with any of the above events and pencil into your diaries and we can confirm with the organisers. We made just under £1k last year from these events so well worth our time and effort.

Any other business:

None

Meeting closed at 20.30hrs

The next meeting will be the AGM, please note a put the wrong day on the last email,

AGM – Thursday 28th September 2017 @7pm – conference room