

## Rothwell Primary School PTA

### Minutes

September 18, 2017

Present: Tara Butler (Chair)  
Rebecca Greatrix (Minutes)  
Nikki Connolly (Treasurer)  
Angela Walker  
Claire Turner  
Laura Beane  
Katie Walker  
Sarah Jakeman  
Hannah Kuehn  
Clare Gourlay  
Marianne Hardy  
Miss Callaly

**Next meeting:** Monday 30<sup>th</sup> October

ITEM		ACTION
1	<p><b>2017 Events Calendar</b></p> <p><b><u>SEPTEMBER - Friday 29<sup>th</sup> MacMillan Coffee Afternoon</u></b></p> <p>Agreed to sell donated uniform to help raise money for the charity</p> <p>Event on facebook group, volunteers required from 1.15pm onwards – event starts at 2pm</p> <p><i>ACTION: Tara to make sure reminder text goes out</i></p> <p><b><u>OCTOBER – Cauliflower Christmas Cards</u></b></p> <p><i>ACTION: Bec to sort letter</i></p> <p><i>ACTION: Nikki to distribute letters and packs to teachers on 22<sup>nd</sup> September</i></p> <p><i>ACTION: Miss Callaly to ensure teachers are briefed at staff meeting – forms and artwork need to be sent out to parents on 29<sup>th</sup> September</i></p> <p><i>ACTION: PTA to post everything for processing on 13<sup>th</sup> October</i></p> <p><b><u>NOVEMBER - Thursday 2<sup>nd</sup> Halloween Disco</u></b></p> <p>Reception and KS1: 3.00 – 4.15pm KS2: 4.30 – 5.45pm</p>	<p><b>Tara</b></p> <p><b>Bec</b> <b>Nikki</b></p> <p><b>Miss Callaly</b></p> <p><b>PTA</b></p>

	<p>Deryk can DJ – cost £75</p> <p><i>ACTION: Bec to sort a letter to go out asap</i>  <i>ACTION: PTA require volunteers to help at the disco –event to organize to be set up on the PTA facebook group</i>  <i>ACTION: Bec to sort poster</i>  <i>ACTION: Tara/ Bec to do stock take to work out what we need to buy (we have approx. 100 cup drinks and a few fruit shoots in the shed)</i>  <i>ACTION: Bec to find out what happened to sweet cones ordered for bounce &amp; BBQ – we can use these for sweet shop</i>  <i>ACTION: Miss Callaly to ask staff if they can stay – we need to ensure we have adequate numbers of first aiders present.</i></p> <p><b><u>DECEMBER – Wednesday 6<sup>th</sup> Christmas Wrapping Room</u></b></p> <p><i>ACTION: Bec to sort letter</i></p> <p>To be discussed further at next meeting.</p>	<p><b>Bec</b> <b>Volunteers</b></p> <p><b>Bec</b> <b>Tara/ Bec</b></p> <p><b>Bec</b></p> <p><b>Miss Callaly</b></p> <p><b>Bec</b></p>
<p><b>2</b></p>	<p><b>Other</b></p> <p><b><u>New Members</u></b></p> <p>Hannah Kuehn, Clare Gourlay and Marianne Hardy were welcomed to the meeting as new PTA members.</p> <p><i>ACTION: Claire Turner suggested that they join the PTA Facebook Group which is used to help manage volunteers/ events.</i></p> <p><b><u>PTA Fund Request Form</u></b></p> <p><i>ACTION: Bec to sort a form out for discussion</i></p> <p><b><u>PTA Funds</u></b></p> <p>Agreed that PTA have funds to give each class £50 to spend on wet weather play/ outdoor playtime equipment as they wish to enhance play time</p> <p><b><u>PTA Social</u></b></p> <p>17<sup>th</sup> November suggested as a date for a PTA social 😊</p>	<p><b>Claire</b></p> <p><b>Bec</b></p>

**ONGOING ACTIONS/ ITEMS NOT DISCUSSED BUT CARRIED FORWARD FROM PREVIOUS MINUTES**

<b>A</b>	<b>ONGOING ITEMS</b>  <b><u>Other fund raising suggestions – discussed in July 2017:</u></b>  Discussed arranging School Tea Towels or canvas bags in 2018  Discussed arranging a coin challenge in 2017/18	
<b>C</b>	<b>PTA PAGE ON WEBSITE</b>  Rebecca to liaise with Mrs Copley ( <a href="mailto:Belinda.copley@rothwell-pri.leeds.sch.uk">Belinda.copley@rothwell-pri.leeds.sch.uk</a> ) to update website.	<b>Rebecca</b>