

**ST. JOSEPH'S PTA**  
**Minutes – Tuesday 22<sup>nd</sup> September 2015**

The meeting commenced at 7.00pm in the school hall.

**Present:**

Susie Spinks (Chair)  
Liz Short (Secretary)  
Julie Beard (Treasurer)  
Mrs Sinclair (President)  
Teresa Brady (Staff)  
Jacqui Redpath (Staff)

Emily Tremain (Staff)  
Clare Churchill (Staff)  
Helen Topping  
Chris Price  
Mark Bradley  
Caroline Schmidt

**Apologies:**

Maria Ferrari  
Suzanne Francis  
Nick Francis  
John Smedley (Vice Chair)  
Tracey Cormack

Julie Daniel  
Tinu Oladipupo  
Tope Oso

**Welcome:**

All members signed in and apologies given.

Minutes from two previous meetings agreed.

Susie confirmed that Julie Daniel will no longer be a member of the Committee but will still be a volunteer helper. The Committee thanked Julie for all her efforts.

**Old Business:**

**Summer Fete Feedback:**

Grease on the playground floor from the BBQ to be addressed next year due to health and safety.

The Committee agreed it would book more entertainment next year – not possible this year due to Emergency Services in attendance.

The Committee Secretary confirmed she would look to advise all other organisations ie. local schools, playgroup, etc of fete date next year in order not to clash.

**New Business/Updates:**

**AGM:**

AGM agreed for **Thursday 15<sup>th</sup> October at 7.15pm** Wine and nibbles to be provided (Julie Beard to purchase). Liz to send out letters to parents. The Committee agreed it would have a presence at the Heads Coffee Morning on Friday.

**PJ Day:**

Was discussed again but the majority of the Committee felt it would be unfair, as some parents may have to purchase suitable PJ's for the children. This idea to be taken off the agenda.

**Christmas Bazaar:**

Liz to run the Candy Floss Stall. The Church Committee confirmed it would split the profit 50/50 with the school and the Committee accepted this gratefully.

**School Disco:**

Date agreed of Friday 20<sup>th</sup> November.

**Christmas Pantomime:**

50 tickets left to sell. 220 tickets sold so far. Julie requested whether posters could go up before the Heads Coffee Morning on Friday.

**Quiz Night/Family Evening Event:**

The Committee discussed the possibility of having a Family Quiz Night at the school but the majority of the Committee would prefer to keep this as an adult only event, the main concern being the welfare of the children and who is responsible for safety and behaviour whilst children are on school premises ie teachers or parents. It was agreed that family events organised by the PTA will be held off school premises.

The Committee agreed it would look into organising a Family Disco at the Crayford Social Club, to be held next year.

**Fundraising:**

Children's Handmade Tea Towels to be organised by the school for parents to purchase this year instead of the usual Christmas Cards.

The Committee agreed to look into organising an Inflatable Day which will be held after school, possibly at the end of April next year (29<sup>th</sup> April tba).

Mrs. Redpath discussed the possibility of an Auction Night where the Committee would organise sponsorship. To be investigated further.

**School Leavers Books 2016:**

Submissions for the yearbooks need to be completed before 17<sup>th</sup> June next year. Mark requested whether pictures to be used in the books could be agreed by parents but the Committee confirmed this was not possible as it was already a huge undertaking to get the book organised.

**Any other business / suggestions:**

Julie and Susie requested permission to come into the office to print PTA Correspondence. Mrs. Sinclair confirmed she would not have a problem with this but to discuss further with the school office.

Liz suggested the school office raise an invoice for printing costs, suggested amount £100 per year. The PTA confirmed it was happy to reimburse the school for the PTA's printing expenditure.

The Committee agreed it would like the balance of PTA funds to be recorded at every meeting and Susie confirmed she would include this on future Agendas. Julie confirmed the balance at today's date was approx. £4,500.

Mark suggested a Pop Up Roller Notice Board in order to advertise events more effectively.

Mrs. Tremain requested funds for reception resources. The Committee had a discussion on where raised funds should be spent. To this end it was agreed to organise a formal 'PTA SPENDING REQUEST' Form whereby both teachers and parents could request items they wish to purchase with PTA Funds and the Committee would review this List and prioritise accordingly.

Requests made so far: Reception/School Resources (amount to be agreed), Nativity Costumes (amount to be agreed), Stage Lights (approx. £200 to be agreed), Pop Up Roller Notice Board (to be agreed).

**Date of Next Meeting:**

Thursday 15<sup>th</sup> October at 7.30pm (after the AGM) in the school hall.

Liz Short (Secretary)

Date: 28<sup>th</sup> September 2015

**Minutes Approved by the Chair**

..... **Susie Spinks**