**East Boldon Schools PTA – Tuesday 2nd October 2018**

**6.15 pm – Grey Horse**

**MINUTES**

1. **Attendees**

School Staff - Tim Shenton – Head Teacher, Junior School, Lisa Holt – Head Teacher Infant School, Gemma Thomas -TA Junior School, Jane O Donell – Deputy Head Teacher, Infant School.

PTA - Helen Elliott - Chair, Danielle Kirkbride - Treasurer, Kerstein Morgan - Secretary

Phillipa Baulf, Simone Duffy, Nicola Linkleter, Jenny O’Neill, Rebecca Higgins, Sue Edge, Lindsay Rennie, Ashleigh McKendrick, Sam Smith, Julia Jackson, Emma Lawson, Michael Lawson, Andrew Cramman, Helen Cramman, Helen Brookes, Nicola Yule, Sue Loughlin, Jayne Mackie, Roz Hughes, Anna Richardson, Joanne Parkin

1. **Apologies for Absence**  
   Caroline Pearce
2. **Chair’s Report**  
   Helen opened the meeting by thanking everyone for coming. She gave a warm welcome to all the new faces at the meeting and said what a fantastic turn out it was and was very refreshing to see.

Helen explained that this will be her last year as a member of the PTA as her youngest son is now in Year 6.

She explained that 2017/18 had been a brilliant year for the PTA with over 20 separate fund-raising events.

Highlights of the year had included:

* Sponsorship of local businesses
* Smartie challenge
* Friends of the park & blacks corner Halloween event
* Glitter tattoos always a crowd pleaser at all events
* Introduction of the candyfloss machine was a huge success
* Summer fair this year was a new event for us as it has previously been held at Helen Gibson Nursery. The weather was good and event had a carnival feel.
* Discos
* Christmas cards
* Christmas fair

Even though we have had a very strong committee this year we will lose 3 members of our committee come July. These being Helen, Jenny and Ashleigh as their children will be moving on to Year 7.

Helen said even though we have had a fantastic year and exceeded all expectations it puts a certain pressure on us all to try and achieve the same next year. Helen wanted to express that we can only do what we are able to and we need to pick and choose what is achievable. If we are unable to achieve the same amount next year we shouldn’t be disheartened.

Lastly, Helen wanted to thank all parents, committee, head teachers and staff for all their support over the year as we couldn’t do it without everyone’s input.

1. **Treasurer’s Report**  
   Danielle explained that we had had a very successful year almost £3500 up on last year with a grand total of £15,400,10. The Junior school will receive £8847 and Infant school £6653. This is a fantastic amount considering we have lost the contribution of the nursery also.

New initiatives for this year were world cup dress down day, the adults quiz night in the Grey Horse and smartie challenge. Our regular events such as Christmas, spring and summer fairs, discos etc raised a combined £8000.

The Christmas cards were down slightly on the previous year due to changing supplier and the issues that we had with them but we will be reverting back to the company we have previously used again this year.

The Christmas puddings have always proved popular in the past but unfortunately that company has folded so we may need to look at an alternative for this year.

Refreshment stalls and pop up tuck shops have also been popular so will repeat those again this year.

Sponsorship has been a great success this year and we’ve gone from 10 sponsors in 2017/2018 to 19 sponsors this academic year.

We have also had a private donation of £341 from Tammy Smith which was gratefully received.

Helen wanted to thank Danielle for all her hard work as she has had a lot on her plate this year with all the different fund-raising activities as well as sponsorship. She has also managed to get match funding again this year which is around £2000. Thank-you Danielle.

1. **Appointment of Officials**

Helen Elliot – Chair

Nominated Jenny

Seconded Simone

Kerstein Morgan – Secretary

Nominated Jenny

Seconded Phillipa

Danielle Kirkbride – Treasurer

Nominated Simone

Seconded Jenny

Helen made clear that she would like to step back from the role of Chair, but until anyone else is willing to take over she will continue on a term to term basis. She emphasised that even if no-one volunteers to take over she will be stepping down at the end of this academic year. She invited anyone who is interested in the role to let her know so they can have a chat about it.

Tim also encouraged people to talk to Helen over the forthcoming year and to utilize her experience and expertise.

Helen invited any new attendees who were interested in becoming trustees to let us know at any stage. She also pointed out that at present we don’t have any school staff on the committee. If any of the infant or junior school staff would like to, they could also become trustees.

1. **Distribution of Funds**

Danielle handed cheques to Tim Shenton and Lisa Holt.

Tim thanked the committee for all their hard work and is shocked at how much we have raised. He also said that although the money is great, it’s also great to see how much the children benefit from all of the fantastic events we provide. The money will go towards another panto trip for the junior school as this proved very popular last year and also towards changing the lodge into a library space for the children. Tim said the PTA will be invited to the grand opening.

Lisa said she is over the moon with the money they have received the PTA. The infant budgets are very tight and they have to be very clever with how they spend their money. The money from the PTA will go towards renewing reading books which will benefit all the children. She said the PTA is a phenomenal team and she expressed huge thanks.

1. **Sponsorship update**

The banner is up and looks great. Sponsors logos need to be uploaded to the school’s website. **Action Danielle.**

Helen asked if anyone was able to lead on sponsorship and schedule postings on Facebook from our sponsors. Sue Edge agreed to take on this role.

1. **Roles and Responsibilities**

Vice Chair – Phillipa Baulf

Nominated - Danielle Kirkbride

Seconded - Sam Smith

Vice Treasurer – Rebecca Higgins

Nominated by Helen Elliott

Seconded by Danielle Kirkbride

Vice Secretary – Simone Duffy

Nominated – Kerstein Morgan

Seconded – Helen Elliott

1. **Calendar of events 18/19**

Junior school disco 18th of October – Sue Edge agreed to lead on this.

31st of October Spooky fun day at the infants.

Bongo bingo as a family event?

Adult quiz/karaoke night to be moved to January with the view to bring your left over Christmas nibbles along. It could possibly be held in the junior school. **Action**: Jenny & Lindsay to look into this.

1. **Christmas Fair/Event**

Ideas for the Christmas fair this year includes:

* Craft session with the children either in school or after school – maybe decorating a Christmas plate for Santa.
* Elfridges – buy/make a gift for parents.
* Polar express themed event using the new train at the infants.
* Christmas movie night to be held in school with hot chocolate etc.
* Carol singers and mulled wine.
* Tombola and refreshments.
* Maybe a joint venture with Friends of East Boldon Parks.
* Bottles or chocolate tombola prizes.
* Teddy tombola.

It was decided to set up a sub-committee who could discuss the ideas in more detail and come up with a plan. A list was circulated and those who were interested put their name forward. A meeting will be arranged in due course to start planning.

1. **Any other business**

Helen explained that we no longer have the PTA cupboard at the Juniors and we needed to find alternative storage and be mindful of how much stock we are holding. It was suggested that we could maybe get an outside storage unit in the school grounds that is secure and water tight. Tim said he would look to see if there were any alternative spaces in school. Emma said that she had a cellar that was free and could be used.

Helen distributed a copy of the PTA’s constitution – this was agreed by all.

Danielle suggested it would be good to get the Giving Machine up and running before Christmas to take advantage of extra purchases on the run up. Julia agreed to organise some cards to promote this. **Action Julia.**

Simone to organise tea towel packs so we have plenty of time to organise these. **Action Simone.**

Helen thanked everyone for coming and for their continued input and support. The next meeting will be held on the 22nd of January. **Action Kerstein** to book Grey Horse.