



ABBEY GATES PTA MEETING MINUTES

20.1.2017

Meeting Chaired By: Caroline Hopkin (Chair)

Attendees: Hannah Naphthine, Maria José Casas, Gill Smith, Lisa Roberts-Minto, Susannah Wilson, Helen Boddice, Nicola Owen, Andrea Holland, Louise Skellington, Louise O'Hanlan

School representative: Kate Cumberpatch

Apologies: Rita Ravis, Jacq Holloway, Karyn Robson, Kerry Bosworth

(Agenda Item 1). Introduction/Welcome: Welcome from Chair and Introduction of attendees.

Last minutes approval/adjustment: Approved

Committee Reports: See Treasurers Report.

AGENDA

Item 2 – Treasurer's report. See below.

Events review:-

Carol Concert: raised less than last year. Karyn to compare with the last in-school performance, as opposed to in-Church performance, and compare with each other for an overall view. Carol concerts for 2017 will be at the Church.

Disco: raised a greater amount than last year's Christmas disco. All adjustments were well received by children, staff and supporters; change in rooms for nails and tattoos, 2x food stations. All agreed to remain with this format going forward.

Sweet cones - provided by Karen Jones were successful, with ½ the profit going to the PTA. Possibly request smaller sweet cones if possible. Karen to be asked if she would like to continue with this for the next disco, alongside the regular sweet stalls.

Hot food – Hot dogs not popular. Possibly the size of the bread rolls used. Maybe offer sausage with or without the roll. Parents to be made aware that all dietary requirements can be catered for (vegetarian, gluten free). PTA just need to be made aware.

Actions: Nicola Owen to check with Warburtons as to what they can provide (e.g. smaller rolls, etc.).

Remove cake stall as not popular with the children.

Ice pops to also be sold as very popular – when frozen!

Item 3 – Up-coming Events

Race Night (Andrea Holland) – Friday 17th March. Race night provider booked. 9 races sponsored by local businesses. 2 or 3 still requiring sponsorship. Food and drink will be available (TBC exactly what food). Raffle prizes needed.

Action: Mrs. Cumberpatch will ask the Governors if they would like to sponsor a race.

Item 4 – Spend requests

Table Football - The table football in KS2 is broken beyond being repairable. £565 requested. – **on hold due to more urgent spend requests being received shortly.**



DARE – Requested by Mr. Summers. See attached request for details. Agreed by those present.

Future Spend Request: The outdoor play equipment around the school all needs to be tested and repaired prior to the children being allowed to use it. This is a spend request which is in progress with Mrs. Cumberpatch currently obtaining quotes, timelines etc. for the work. Discussion surrounding all weather matting/bark for the play areas so that they can be used all year. **Action: For further discussion and consideration.**

Item 5 – May Ball (Lisa Roberts-Minto) Confirmed tables of 8. Price of tickets still being worked on, TBC.

Louise O’Hanlan raised concerns (from others who were not at the meeting) regarding the size and rooms of the venue. This has been taken into consideration with how the layout of the venue will be arranged.

Main aims for the ball – Being held at somewhere fresh and new to the school.

Reducing the cost of drinks, as these were very high at last year’s event.

Offering a 3 course meal of a good standard.

Having lots of fun!

Item 6 – Possible Future Events – Bubbles & Bingo (Louise O’Hanlan & Louise Skellington) Fantastic that the lovely Lou’s are happy to lead this again for the PTA. Date booked in for Friday 9th June 2017. **Action: Louise Skellington will check with Steve as to his availability.**

Item 7 – Thank you letters – PTA thank you letters to be sent out to everyone after events throughout the year (standard PTA template). At the end of the year, a Newsletter and thank you letters from Year 6 to be sent detailing the funds raised over the year and where they have been used.

Item 8 – The Event Planning Packs are in progress.

A.O.B/ **Announcements:** None raised

Next Meeting Date & Time: Friday 24th February 2017 @ 1:30pm in the Art Room. **This has now been updated to Friday 24th March @ 1:30pm in the Art Room.**



Abbey Gates PTA Meeting January 2017

Treasurers Report January 2017

Balance as of 20th January 2017 £3,102.87

Agreed Commitments to be Invoiced

Spring Ball Deposit -1000.00

Sub Total -1000.00

Available funds £2,102.87

Notes

100 club balance **excluded**
 Agreed minimum cash / bank limit

£500.00

Available Funds Less Minimum Cash/Bank Limit £1,602.87

Event Analysis

Christmas Concerts

	Income	Expenses	Profit	Prior Year	% Difference
	549.50	-146.87	402.63	547.85	
Totals	549.50	-146.87	402.63	547.85	-26.51%

Christmas Disco

	Income	Expenses	Profit	Prior Year	% Difference
	903.71	-341.56	562.15	514.54	
Totals	903.71	-341.56	562.15	514.54	9.25%