

William Gilbert Endowed School PTA

[www.williamgilbertpta.co.uk](http://www.williamgilbertpta.co.uk)

Minutes of the PTA meeting held on 10<sup>th</sup> January  
Chairman Susanne Leeder

**1. Opening Welcome**

Susanne welcomed everyone to the meeting.

**2. Present**

Susanne Leeder (C), Mary Johnson-Evans(C), Sue Whyld(C), Jayne Stevenson(C) Jane Arnold(C), Judith Carroll(C), Gail Mann(C), Karen Nicholson(C), Rachael Storr(C) Andrea Hewing(C)

(C) = Committee member eligible to vote

Meeting not in quorum - 10 present (total committee size 21)

**Apologies**

Bridget Charlton, Joanne Hare, Karen Lawley, Helen Barr, Judy Hooker Kate Naylor

**3. Minutes of last meeting and matters arising**

Minutes of the last formal meeting on 2<sup>nd</sup> November 2006 were proposed by Jane Arnold and seconded by Gail Mann.

**4. Presidents report**

Sue Whyld wished everyone a Happy New Year and thanked everyone for their continuing support in 2007. She extended her congratulations to Susanne and Mary for their arduous work. The pre-Christmas events had all been very successful. Although she had been unable to attend she had had good reports of the Ladies Shopping Night. The Xmas Fayre was again successful with a lovely atmosphere. The concerts went very well and having interval drinks at the Junior concert really added to the evening. The Santa vehicles looked great in the trophy cabinet and the calendar is lovely. She thanked Gail for all her help with the concert posters and leaflets. She thanked all those who had helped at the numerous events.

There are no specific spending requests at present. The three main projects coming up are shade for the playgrounds, developing the far area of the junior playground and the ICT suite seating.

**5. Chairman's report and 7. Past events**

- Xmas fayre - Susanne thanked every body who had helped with the event in every way. She thanked the buyers and present wrappers, Bridge and her team for arranging a very successful Santas Grotto and all those involved in donating to stalls, and those helping on the night. The Year 6 stalls were very successful. The Fayre was well attended and there was a nice atmosphere. Enlisting enough help was difficult. It was suggested that next year each stall could be allocated to be run by a particular year e.g. Sweet stall Year 1. If not enough help was offered then the stall wouldn't happen.

- Ladies Shopping night - All the feedback has been good. The stall holders were happy and they had to turn some away. There was a good atmosphere and thanks to all those who helped
- Xmas concerts - It was difficult to get helpers for this event. Thanks to all those who did offer. It was suggested in future years that we try and allocate help from a particular year (s) e.g. Year 1/2 may do Junior Concert drinks.
- Santa's vehicle competitions. - This was a real success. with lovely entries The children really seemed to like the idea of making 3D models.
- Calendar sales - Very pleased with final calendar and sales. There are only 8-10 left. These will be reduced to clear. Judith thanked Susanne, Mary and Sarah for all their hard work behind the scenes to make it successful. So far they have raised over £300 profit.

#### **6. Treasurers report**

Bronwen was not present but had submitted a written report which Mary presented. This gave a breakdown of money raised at the various events. (copy attached). This leaves a current balance of £9610

#### **8. Forthcoming events**

- Ball - All the tickets have been sold. Jane is currently collecting the money. A discussion took place around focusing the fundraising at the ball to a specific project. It was decided to focus on the playground shade. Sue Whyld agreed to this idea. It was suggested that quotes could be obtained prior to the ball and companies may even be invited to advertise. Mary suggested a poster competition to involve the children which would make a focal point to a display at the ball. A theme of "Slip,slap,slop,sip" was agreed. (explanation available from Mary and Susanne!) It was also suggested that there should be ways of enabling parents to donate smaller sums of money as well as the larger auction prizes. Jane and Gail will take these ideas to the ball committee next week.
- Mothers Day Gifts - This will take place on Friday 16<sup>th</sup> March.
- Easter Competition - It was decided to have a "Make an Easter Garden" competition

#### **9. AOB**

- Year 6 leavers pack. - These cost £12.50 per child. The company provides all the materials and puts the packs together for each child. All present agreed to this expenditure annually, funds permitting. A further vote was received after the meeting making a quorate vote.
- Santa's clothing - Santa's clothing was noted to be in need of replacing this year. Karen had researched some suitable outfitters. The most suitable one cost around £150 complete with accessories. All present agreed to this expenditure annually, funds permitting. A further vote was received after the meeting making a quorate vote.
- May Fayre - A provisional date was set for 19<sup>th</sup> May
- AGM and positions available. - A date was agreed for 7<sup>th</sup> March at 8pm. Mary and Susanne are resigning as chairs and Judith is resigning as secretary. Susanne asked people to consider taking up these positions. She and Mary felt it best suited two friends working together. They have a master file detailing all the event planning and would be happy to talk to any prospective chairs.

A discussion then took place around how to encourage more people to get involved in the PTA. Various suggestions were made including a questionnaire to parents, changing the venue of the meetings, possibly holding some meetings during the day, advertising the meetings more generally, and arranging the meetings for a whole year in advance.

#### 10. Next meetings

Next meeting Wednesday 7<sup>th</sup> March at 7.30pm in Year 6 classroom  
AGM Wednesday 7<sup>th</sup> March at 8.00pm in Year 6 classroom

#### TREASURERS REPORT

##### Xmas Fayre stalls

Bar	£216.90
Booze tombola	£67.30
Sweet stall	£56.35
Tea/coffee	£16.10
Make and Do	£45.00
Mums and Dads/Santa	£183.71
Decorate a cookie	£31.00
Chocolate tombola	£68.50
Pocket money/Bric a brac	£134.63
Face painting	£41.00
Cakes	£84.10
Turkey cobs	£223.06
Yr 6 games	£108.40
Outside stalls (10%)	£86.00
Raffle	£725.72

Ladies Shopping Night £291.39

Xmas concerts £216.17

Calendars £304.82

##### Account balances

Reserve account	£6960
Current account	£2650

TOTAL £9610