



Meeting held on Tuesday 25th June 2019 at 6.15pm in the Reception Area & Resource Centre, Lacon Childe School

MINUTES

PRESENT: Sarah-Jane Trigg (Chair); Sue Brown; Tracey Clinton; Hannah Coleman (Minutes); Emma Macvean; Sarah Price; Darren Reynolds; Sharon Wakeman.

1. Apologies

Apologies were received from Zoe Baggott, Rachel Robinson and Amie Williams.

2. Minutes of the meeting held on 21st May 2019

The minutes were agreed and signed.

3. Matters arising

- a) **Wish Lists** It was agreed that any outstanding requests not made by the end of term would roll over to the next round of allocations.
- b) **Lacon Lottery and Licence** The winners for June, July and August would be drawn soon. Possible occasions to do a draw could include Speech Day or at Celebration Assemblies. Darren said there would be a new format this year, and PTA refreshments may be required. Sarah-Jane said the licence paperwork had been completed.

ACTION Darren to update PTA on arrangements for Speech Day/Celebration Assemblies when finalised.

ACTION Sarah-Jane to forward Lottery Licence paperwork.

- c) **Facebook page** Sarah-Jane said there were additional 'admins' now so the updating of the page should be easier.

The meeting adjourned at 6.30pm, due to the uniform sale, and reconvened at 6.50pm.

- d) **PTA volunteers** It was noted that a few more parents had signed up at the Year 6 Intake event.

4. Treasurer's Report

- a) **Update** Sharon said that the funds were healthy, and Easy Fundraising was proving a success. There had also been further lottery and Bags to School income. The balance stood at £5,913.77.

5. Forthcoming events

- a) **Cleobury Festival on 29th June** Sarah-Jane said that the use of the kitchen had been sorted. It was agreed that any packaged items not used could be sold at the Quiz Night. The school would be open from 9.00am, the PTA to meet in the kitchen at 10.00am, and shutters to open at 11.00am.

ACTION Sharon to prepare and bring the sandwich ingredients and fillings ready for assembling in the kitchen.

ACTION Sarah-Jane to ask Rachel if she would provide milk and cream, and bring the strawberries.

ACTION Sarah-Jane to purchase water, crisps, tea, coffee and juice.

- b) Summer Quiz on 12th July** Sharon had applied and been granted the alcohol licence and Sarah-Jane said the tickets had been printed and were available for sale. Posters had been displayed and flyers emailed to the catchment primary schools.

ACTION Sharon to check hall arrangements with the caretaker, via the school office.

- c) Bike Show on 8th September** Tracey said that plans were on target and ongoing. Darren requested that the Space Mobiles (portaloos) were collected after 3.30pm on the Monday. The trophies had been checked and were fine.

ACTION Tracey to ask the school office to provide a list asking school staff to volunteer to help on the day.

6. Feedback on events

- a) Second Hand Uniform Sale at Year 6 Intake on 25th June** It was noted that the uniform sale had raised £52.00. It was agreed to do a sale at other PTA events, especially as larger items were also available. The blazers, jumpers and skirts proved most popular.

7. AOB

There was no AOB.

8. Date and time of next meeting

The next meeting would be held on Thursday 19th September 2019, to follow the AGM, in the Resource Centre, Lacon Childe School.

The meeting closed at 7.20pm.

Signed:

Date: