



## Meeting held on Thursday 9<sup>th</sup> January 2020 at 7.00pm in the Resource Centre, Lacon Childe School

### MINUTES

**PRESENT:** Sharon Wakeman (Chair, arr. 7.25pm); Zoe Baggott; Tracey Clinton; Hannah Coleman (Minutes); Rachel Datlen; Tracy Pearce; Sarah Price; Darren Reynolds; Amie Williams.

#### 1. Apologies

Apologies were received from Michelle Kendall.

#### 2. Minutes of the meeting held on 4<sup>th</sup> December 2019

The minutes were agreed and signed.

#### 3. Matters arising

- a) **Contact with Cleobury Primary School PTA** Rachel said this was ongoing, but nothing more had been heard since the last meeting.

#### 4. Treasurer's Report

- a) **Funds update** Tracey reported that the bank statements were still not being sent directly to her, however the balance stood at £8,599.83.
- b) **Cheque for launch of School Hall Project** It was agreed to give £6,000 towards the hall project. Progress updates on the project would be given in the school newsletter and social media.

**ACTION** Tracey to arrange for the funds to be handed over.

**ACTION** Tracey to arrange for the enlarged publicity cheque to be prepared.

**ACTION** Darren to arrange for a couple of students to be photographed with the cheque.

- c) **On-line banking sign-up** Tracey said this was ongoing. She also said she was looking into Gift Aid arrangements.

#### 5. School Hall Project

- a) **Men's Shed contact and stripping/clearing hall** A message had been received from Michelle. She was due to meet with the Men's Shed soon.
- b) **Car raffle and contact with dealerships** The pros and cons of holding a car raffle were discussed. The main concern was the initial outlay required, and the necessary ticket sales that would be needed to make it profitable. It was agreed to investigate the idea further, and to speak to organisations who had tried this before.

**ACTION** Sharon to approach Worcester RFC/Warriors for feedback on their car raffle.

- c) **Date and time for meeting between PTA and School Admin** It was agreed to hold the

meeting on Friday 17<sup>th</sup> January 2020 at 10.00am at school.

**ACTION** Sharon, Darren, Sarah and Rachel to meet with Gill Bradley to discuss the hall.

## 6. Forthcoming events

- a) **Burns Night Quiz on 24<sup>th</sup> January** Tracey confirmed that ParentMail had been set up to receive fundraising sales directly into the PTA account now. This was welcomed, and it would provide a straightforward paper trail and reporting system. Darren confirmed that he had created 8 rounds of 10 questions. It was agreed that there had to be a minimum of 30 people to make the evening viable. Amie offered to do the scores again, and 3 people on the bar would be needed. Ideas for making the evening more Scottish were welcomed, such as haggis sausage rolls, whisky and kilt-wearing!

**ACTION** All to meet at 6.30pm to set up.

**ACTION** Amie and Sharon to order and buy drinks and nibbles.

**ACTION** Sharon to request the alcohol licence.

- b) **Bags2School on 27<sup>th</sup> April** Tracy would confirm this as the next date.

**ACTION** Tracy to confirm the date with Bags2School.

- c) **Bingo Evening on 27<sup>th</sup> March** Final details for this would be discussed at the next meeting. It would be promoted as a family event and the prizes would be chocolate.

## 7. Feedback on events

- a) **Bags2School on 4<sup>th</sup> November** It was noted that the final figure had not yet been received.
- b) **Winter Concert on 19<sup>th</sup> December** Tracey confirmed that £151 had been banked.

## 8. Lacon Lottery

- a) **Form and poster update** Both documents had been updated.

**ACTION** Sarah to arrange for the printing of 500 black and white copies.

**ACTION** Hannah to create a form for the students to use, with a deadline of 31<sup>st</sup> January.

**ACTION** Darren to distribute the student forms when ready.

**ACTION** Amie and Tracey to collate the forms and money once received back in the office.

- b) **Lottery licence** Tracey said this was in hand.

- c) **Leaflet drop on 2<sup>nd</sup> February** The time was confirmed as 10.00am at the King's Arms, to follow the PTA meeting.

## 9. AOB

- a) **Christmas Raffle** It was agreed to commence arrangements for this in May, ready to be launched at the start of the autumn term.

- b) **Sports Department Wish List** Darren said that the Sports Department had asked for funds towards the Astroturf and new goals. It was agreed to release the £2,000 as agreed in the 2019-20 Wish Lists.

**ACTION** Tracey to arrange for the funds to be handed over.

**10. Dates and times of next meetings**

The next meetings would be held on:

- a) Sunday 2<sup>nd</sup> February 2020 at 10.00am in the King's Arms, Cleobury, followed by the leaflet drop.
- b) Tuesday 10<sup>th</sup> March 2020 at 7.00pm in the Resources Centre, School.

The meeting closed at 8.30pm.

Signed:

Date: