

**Minutes of PTA Meeting
Tusk
16 February 2017**

Attendees: Gemma Gordon, Annette Reeve, Amanda Crossthwaite, Lisa Leedham, Helen Reeves

1. Apologies for absence

Hannah Gibbs, Claire Beaumont, Jenny Westhead, Jo Elliot, Marjolijn Van Den Hout, Katie Thorpe.

2. Minutes of the last meeting / Finance

Minutes of the last meeting were agreed. There has been no change to finance since the last meeting.

3. Mother's Day Gifts

Dates and locations have been confirmed and approved – 21 and 22 March

120 gifts have been purchased by Jenny for the infants. Last year, a total of 156 gifts were sold and pupil numbers were 335. So with about 212 infant children, it was agreed that this seems about the right amount.

Actions – Marjolijn to confirm volunteers for the days at both sites
Junior gifts to be confirmed
Annette to sort floats and bank funds after the event

4. Fashion Show

Ticket sales are underway and class reps have been asked to promote their sale. We are aiming for 75-100 ticket sales.

Raffle prizes are needed if anyone has any contacts with people who would be happy to donate prizes.

Actions - Lisa Leedham to look at quantities of alcohol we have and further purchases as needed

5. Easter Egg Competition

Rachel to organise. The templates are available from previous years on Dropbox. These need to be printed and distributed to school and prizes bought.

6. Father's Day Gifts

Sale will take place on 13 and 14 June.

Actions - Need someone to source the gifts
Volunteers needed to sell on the day

7. Summer Fair

A provisional date has been set for 7 July.

However, still need to confirm location including wet weather contingency plan.

8. Gala Event

Gemma confirmed that she is still gathering information for an event, including costs and location.

9. Wish List Items

The PTA have previously approved the purchase of event style tents, a poster board at the junior site, a storage shed at the junior site to store PTA equipment and a PA system for the junior site. Costs and options are being gathered.

10. AOB

- The Friends of Heaton Moor Park have requested helpers for the Easter Egg Hunt
- They have also agreed that fundraising is available to us at the event if we supply volunteers and organize our own event – e.g. Bonnet Parade. However, following discussion, we are struggling to find people available that weekend to organize an event and therefore we will leave it up to individuals to help at the event if they are able to
- Volunteers have been requested to tidy up the cellar

11. Next meeting date

15 March

PTA events for the diary

21 and 22 March – Mother's Day Gift Sales

24 March – Fashion Show

7 July (subject to confirmation) – Summer Fair