

# PTA MEETING 20<sup>TH</sup> NOVEMBER 2019

## Minutes

### Members present at the meeting were as follows:-

- Nazia Ali, Chair
- Rehana Kauser, Treasurer
- Rehana Ali, Secretary
- Jasmine Arif
- Sharon Watson
- Rukhsana
- Sajda Nazir
- Shazia Majid, new parent joined coffee morning/PTA

### Members absent from the meeting were as follows:-

- Nina Mirza – Secretary of the PTA – absent due to maternity leave

### Topics/Issues arose at the meeting:-

- Ideas on how to run the Christmas shop
- Ideas on how to run the Christmas fair
- Set a date for the next community café
- How to allocate PTA funds for the upcoming events
- How and when the final handover from the previous Chair would take place

The meeting was opened by the chair Nazia Ali. Minutes from previous meeting were agreed. Both Nazia and Jasmine welcomed all the parents old and new especially, Mrs Shazia Majid.

The first two issues raised by Mrs Arif were important and directly related to upcoming events in school for this term. The first one, the Christmas shop and the fair. The second one, to set a date for the next upcoming Community Café.

Mrs Jasmine Arif provided the dates for both the Christmas shop and the fair. They are as follows, the Shop will be held on Tuesday 17<sup>th</sup> December 2019 and the fair will be held on Wednesday 11<sup>th</sup> December 2019.

Nazia Ali and Rehana Kauser agreed to purchase items for the Christmas shop. Jasmine has already purchased selection boxes so no more chocolate needed. She will produce receipts and seek refund once shop has been held.

All members present agreed to the dates. All provided ideas as to what gifts to buy and sell and raise funds for any upcoming events.

The PTA members agreed to set up and run a dessert stall and sweet cones at the Christmas fair. The sweets and cones will be purchased by the chair and cones to be made at coffee morning week prior to the fair. If we can raise enough funds through donations from the coffee morning mums then limited funds will be used from the PTA account to fund the dessert stall. This will be discussed nearer to the time. Everyone agreed on what items to buy and set a pricing strategy too. In return all the funds raised will be recycled back in to the PTA for any upcoming events. Money raised from the first café will be used to fund any upcoming café's if enough donations are not received.

All members present agreed to the date for the next community café. It was agreed by all that, because of the other activities scheduled for this Christmas period it would advisable to postpone the café until next term.

Therefore, the final date for the upcoming community café would be set for the month of February from 2:30-4pm in the multipurpose room.

Following on from the success of our very first community café, the PTA managed to secure a healthy amount of cash to feedback in to the school upcoming events. We raised a total of £291.90 with nil expenses

to account for from funds as all food was donated by the PTA/coffee morning mums. A huge thank you for all who donated and volunteered for the community café. It really was a great team spirit and huge success.

The total amount raised was published in the school newsletter and appreciated by all who volunteered and visited the café.

The amount remaining in the PTA account prior to new chair being elected was £1535.81. Of this it had been agreed school will receive funds towards the trim trail and theatre production. As the school has already paid for the theatre productions and Alhambra trip (money was not paid to school due to the issues and conflict which arose between committee members), the school has requested £250 towards books for the school library. £1000 towards the trim trail as agreed previously, however this amount will not be required until next year as they cannot do anything with the trim trail in this weather and the remaining funds to be used towards the theatre production coming into school in March for world book day. This was agreed by the committee and all PTA members present for the meeting. So previous funds allocated as follows:

£1000 trim trail

£250 books

£277.73 theatre production in March 2020 (Railway Children's production)

£8.08 left for gardening club

Any funds raised from hereon in from community café, fairs, shops will be allocated and distributed as and when agreed by all during meetings and dependent on requests from the school. Some of the funds will have to be spent on purchasing items for fairs, shops, community café etc, however we foresee enough funds being raised to go towards other causes within the school.

The amount of £250 issued as a cheque to buy books for the school library. The cheque will be left on reception for previous chair to sign as she remains on the bank account. £1000 will be issued next year at some point for the repairs on the trim trail in the school playground. These repairs will be carried out in the summer holidays as advised by installation team.

A meeting has been arranged in school for all committee members to be present and previous chair to sign remaining cheques and to transfer the bank account to new chair. This will be held first thing on Monday 25<sup>th</sup> November.

The date for the next upcoming PTA meeting is yet to be confirmed by the members.