



ARTHUR MELLOWS VILLAGE COLLEGE

MINUTES OF THE MEETING OF THE PTA

Monday 14 May 2018

7.15pm

Present: Gill Bennett (Chair), Claire Cobourne (Vice-Chair), Sally Cook (Secretary), Maurice Cook (Treasurer), Justine Rivetti, Claudia Samara-Tarazi, Kay Thompson, Steve Wilson

In Attendance: Kate Lewis, Ritchie Slack - English Department

1. Chair's Welcome

The Chair thanked everyone for attending the meeting and welcomed Kate Lewis and Ritchie Slack from the English Department.

2. Apologies for Absence

Mark Betambeau, Mary Kiernan.

3. Demonstration of Teacher iPads

Kate and Ritchie thanked the PTA for the recent funds donated to the English Department to purchase iPads for teachers and explained how useful they are proving to be and how popular they have already become. They gave an excellent interactive presentation of the iPads, demonstrating how their use can help students with many areas of study, eg revision, research, presentation, discussion etc.

Gill asked for the PTA's name to be added to the iPads and also for the easyfundraising website to be promoted in the staff room. She thanked Kate and Ritchie for staying late at school to attend and they then left the meeting.

4. Approval of the Minutes of the Meeting held on 12 March 2018

It was agreed by the committee that the minutes be approved as a true record.

5. Matters Arising from the Minutes

Mary was unable to attend the meeting but had sent a message to the committee:

"I would like to feedback the appreciation from the Board of Governors and they were impressed with your achievements, the initiatives that you are taking and the subsequent benefits to students. Additionally the Senior Management Team are considering larger projects which, in these days of funding austerity, are extremely difficult for AMVC to achieve, and will present these to you in due course for your consideration."

Mary also reported that the creation of a new sign for the PTA as a possible student project had been discussed with Debbie Sanderson and Sally agreed to follow this up and also to ask about the progress of recent purchases.

The PTA article for The Voice this term has been submitted and focuses on the uniform sale in July, appeals for uniform donations and promoting the easyfundraising website, for which membership is growing slowly.

Secretary to liaise with Head's PA

6. Finance Report

The Treasurer presented his report, a copy of which is attached to these minutes in the Minute file. Since the last meeting, the year end has now passed and draft accounts were presented for the whole year, together with last year's figures.

<p>Since the year end, two second hand uniform sales for the Year 7 Parents' Evenings had raised £236 and £125.50.</p> <p>Total Balance at Bank and In Hand £3213.08</p> <p>Receipts for the year ended 31.3.18 £2633.04</p> <p>Payments for the year ended 31.3.18 £4023.59</p> <p>The committee was very pleased that the PTA had been able to provide such substantial contributions for school purchases. More funds will be raised from the two forthcoming non-uniform days which will be spread across three year groups.</p> <p>Maurice said that he will carry out the bank reconciliation and the accounts will be audited before the AGM.</p>	<p>Treasurer to complete bank reconciliation and organise audit of accounts</p>
<p>7. Monetary Requests</p> <p>Gill reported that the SMT wished to ask for support for a more substantial project. The committee had been requested to consider providing furniture for and refurbishment of the Sixth Form Coffee Area, with a maximum spend of £3,000, to include contributions from the students themselves.</p> <p>The committee discussed the importance of providing educational resources and considered the purchase of further iPads, given the obvious high demand, but nevertheless agreed to consider the Sixth Form project and the PTA's contribution. It was suggested that the Head of Sixth Form could hold discussions to find out what the students would specifically like in the Cafe and how they will raise funds, and then attend the Autumn meeting of the PTA. A questionnaire for the students could be a good idea.</p> <p>Gill agreed to follow up the committee's discussions with Debbie.</p> <p>It was agreed that the PTA profile within school seems generally good at present, judging from recent monetary requests.</p>	<p>Chair to liaise with Head's PA</p>
<p>8. Feedback from Previous Events</p> <ul style="list-style-type: none"> Year 7 Parents' Evenings Uniform Sales - 23.4.18 and 30.4.18 <p>Profits were very good from the two sales with a small but useful amount raised from refreshment takings. Some items of stock are very depleted and an appeal for more will appear in the next edition of The Voice, ahead of the sale in July. Coats do not sell well and some have been donated to the PE department.</p> <p>Gill will contact the textile recycling company about the sweatshirts, as Bags for Schools won't accept clothing with logos.</p>	<p>Chair</p>
<p>9. Forthcoming Events</p> <ul style="list-style-type: none"> Monday 2 July 4pm - 5pm Uniform Sale <p>The sale was very well attended last year, so hopefully it will be popular again this year. More stock is needed and the best ways and timings to encourage and remind parents were discussed. Perhaps in the future there are opportunities for donations of clothing to be brought in during the summer holidays if the school is open. It was agreed to sell simple refreshments at the sale and volunteers from the committee were noted.</p> <ul style="list-style-type: none"> Wednesday 11 July - Summer Concert <p>This event is a good fundraising opportunity and Gill asked for offers of home baking. Water, cans of cold drinks and tea and coffee will be provided.</p> <p>A raffle will also be held and Gill provided a list with suggestions of local companies who could be approached for prizes. Committee members took letters and agreed to share</p>	<p>Committee</p> <p>Committee</p>

<p>the visits. Gill will ask Debbie to email parents who may know other organisations to approach.</p> <p>The time of the concert will be confirmed shortly. It was suggested that a small leaflet could be handed out on the evening, promoting the PTA and giving details of the easyfundraising site.</p> <ul style="list-style-type: none"> • Mufti Day - 16 and 17.7.18 - Years 7, 8 and 9 <p>It was noted that the last Mufti Day had produced a lower than anticipated return for fundraising which could be for a number of reasons: eg students might forget to bring the money or not be prompted for their contribution on the day etc. This year the charge will be £1.50 over two days. Ideas were suggested to help increase the amount of money collected, including policing the main entrances in the morning or setting up the payment on Parentpay, which Maurice agreed to investigate.</p>	<p>Maurice to investigate Parentpay for Mufti Days</p>
<p>10. Fundraising Suggestions - Update</p> <p><i>Easyfundraising</i> - The easyfundraising site has been promoted at uniform sales, to staff members via Debbie Sanderson and on the website and Facebook page. As already mentioned, details can also be handed out at the Summer Concert in July.</p> <p><i>Tesco Bags For Help</i> - The deadline at the end of April had now passed but the opportunity will come again. After the initiative is approved by the school, a simple application needs to be completed.</p> <p><i>Post Easter Raffle</i> - Gill suggested, as an idea for next year, holding an Easter Egg raffle or a tombola for students after Easter, when shops are selling off reduced price surplus stock.</p> <p><i>Christmas Fair</i> - The Fair was discussed again and the committee offered their opinions on whether the event would be best held after school on a Friday when people were still on site or on a Saturday. The Fair could be held jointly with the Sixth Form and concession stalls. Refreshments and a second hand book stall were suggested.</p>	
<p>11. Any Other Business</p> <p>Requesting donations of books for a second hand book sale at lunchtime was suggested as another fundraising possibility.</p>	
<p>12. Date of Next Meeting</p> <p>It was agreed that another meeting should be held on Monday 11 June at 7.15pm to discuss the uniform sale and also progress made on raffle prizes for the concert and volunteer helpers.</p>	