

ST ATHANASIUS PTA MEETING 1st September 2009

Present: Lisa Greer, Joanne McArdle, Jacqui Lebida, Angela Logan, Claire Miller, Janis McBride, Marie Simpson, Sharon Kelly, Maureen Smith, Anne Marie Ford, Catrina Grier, Sharon McDougall, Mr Farrell (in part) and Maureen Doherty

New Members: Rosa Shearer, Claire Leghorn & Lindsay Stewart

Apologies: Rhona McLaughlin, Chris Baker, Sharon McDougall, Elaine Butcher & Kathleen Feeney.

Distribution: All of the above & web site publishing

All listed in blue will receive minutes electronically, paper copy issue not required.

Minutes: By Anne Marie Ford & Maureen Doherty

		<u>Action</u>
	<p><u>Minutes of Previous Meeting & Matters Arising from minutes:</u></p> <p>As most items in previous minutes related to the organisation of the Fun Day and other events at the end of the Summer Term, it was generally agreed that any points raised had already been addressed and were now irrelevant.</p>	
	<p><u>Current Business:</u></p> <p>1 <u>School Lets</u> FF advised that any events requiring School Lets (including PTA meetings) should be applied for at the earliest opportunity as the School property is now regarded as a shared Community Facility and therefore available for all members of the public to use.</p>	
	<p>2 <u>AGM:</u></p> <p>Chairs Report: Lisa issued copies and read from her Chair's Report. See separate Chair's Report which will also be published on school website.</p> <p>Thank you! FF took the opportunity to thank the PTA on behalf of the staff and children for their participation in the past year, with a special thanks to Lisa who has been our Chair and is stepping down after three years of service.</p> <p>FF had to leave the meeting around this time to attend the Parents' Council Meeting.</p> <p>Treasurers Report: Jacqui issued copies of the Treasurer's Report a copy of which will also become available on the school website. The report also compared fundraising events and outgoings from the previous year and highlighted the following:</p> <p>Notably the Calendar and bag packing were the main fundraising success stories of the year. It was noted with the limited tickets available that the Family Disco was more of a social success than a fundraising event. Tickets</p>	

	<p>were sold out within four days. It is expected that this year's Ceilidh/Disco will be more of a success financially using our new gym hall as a larger venue and therefore more tickets will be available.</p> <p>It was also noted that the 50/50 was more successful giving parent's the option to pay for all tickets at beginning of the school year.</p> <p>Funds were not used for the school pantomime trip as this was hosted in the school last Christmas. It was generally agreed that the children preferred the pantomime trips to theatres, and we should consider re-instating this, with a view to doing this at least every second year.</p> <p>Jacqui has further details of the individual takings for each of the Fun Day stalls, which can be examined nearer the time to establish which stalls were the most successful.</p> <p>The report was audited by Stephen Bell CA.</p> <p><u>THANK YOU LISA!</u> Jacqui presented Lisa with a bouquet of flowers on behalf of all PTA members. Many, many thanks Lisa for being a fantastic Chair.....</p>	
2	<p><u>AGM: New appointment of Posts</u></p> <p>.....too fantastic in fact! So much so it took a great deal of cajouling, bribing and pleading for a new chair to be appointed to fill these very big shoes!</p> <p>As with AGM meeting procedure all office bearer's stepped down – Lisa (Chair), Jacqui (Treasurer) and Maureen Doherty (Secretary).</p> <p>More pleading and begging and Janis eventually relented and offered(?!) to be the new Chair, with a new post of Vice Chair (and a promise of much assistance) to be taken by Lindsay.</p> <p>Janis was officially nominated Chair by Lisa and seconded by Sharon (before she could change her mind!)</p> <p>Lindsay was nominated Vice Chair by Claire L and seconded by Maureen D.</p> <p>Jacqui was nominated Treasurer by Lisa and seconded by Joanne.</p> <p>Maureen D was nominated Secretary by Ann Marie and seconded by Marie. Maureen D agreed that the creation and issue of Newsletters to parents would become the responsibility of the Secretary.</p> <p>Claire M kindly volunteered to take on the 50/50 club responsibilities for a second year.</p>	MD
3	<p><u>Fundraising Ideas for the Coming Year:</u></p> <p>Balloon Day: Lindsay suggested that the Balloon Day could be a great event to be carried out in the near future to celebrate the children moving into their new school.</p> <p>Lindsay to look into packs available for these events – would it be possible to have balloons in school colours? Are Bio-degradable balloons available? Lindsay also offered to make the labels.</p> <p>Air Traffic Control to be informed? – Lindsay to check with FF, though Lisa thought with the numbers of balloons ie. 400 not 1000's this would not be an issue.</p>	LS LS/FF

	It is intended to hold this event just before half term.	
4	<p>Family Disco: FF noted prior to leaving meeting, when school lets were discussed that a Friday night would probably be more likely to be available for the Family Disco. It was generally agreed after further discussion that Friday would not suit most people who work all week, and would not allow much time for most PTA members to prepare the Hall beforehand.</p> <p>FF to advise any Saturday lets available for whole gym hall in February/March. MD will ask FF.</p> <p><u>Food:</u> Complying with Food Hygiene Regulations etc. was discussed. Is it possible to provide our own buffet sandwiches etc? Use of the kitchen may always require the presence of one of the kitchen staff. Maureen Smith to check.</p> <p>Other option would be to find out costs for the Crown to provide mobile bar and buffet service?</p> <p>Possibility of using Community Bar within their side of the hall. Further enquiries required.</p> <p>Formal: FF had previously suggested a Formal Dinner event for Parents only soon after the school opened. It was generally agreed that this event could be risky given:</p> <p>Timescales and organisation required, and the uncertainty in number of people who would actually attend versus the considerable cost per head for a formal dinner.</p> <p>Family Halloween Disco: Having a Family Halloween Disco was also considered as a compromise in having an event of this nature within the first term, however it was also agreed that the children would probably prefer to have their own disco with no parents present, and two Halloween events would be overkill. The discussion came full circle with general agreement to proceed with a Family Disco February/March next year.</p>	<p>MD/FF</p> <p>MS</p>
5	<p><u>Children's Halloween Disco</u></p> <p>Lisa advised DJ has been booked for Thursday 29th October for Children's Halloween Disco.</p>	
6	<p><u>Parent's Night</u></p> <p>Lisa advised that the Book Fair (Osbourne Books) and Bags to School has been booked for Parents' Night Wednesday 4th November. Gala Day Committee will hold raffle at Parents' Night as they did last year. PTA will hold raffle at Christmas Fayre coffee morning. Catrina offered to provide hamper as prize.</p>	CG
	<p>Bag packing: Saturday 28th November to be booked if possible. Sharon K advised there may be some complications as Somerfield is soon to be taken over by Scotmid. Sharon to speak to Somerfield manager.</p>	SK
	<p>Ladies Night: Gala Committee Members (Claire L & Rosa S) were asked if they plan on hosting an event like last year. They advised that it did not give a good fundraising return for the organisation involved.</p> <p>Further discussion required as to whether this could be a possible event for the PTA this year.</p>	
	<p>Calendar: Possibility of doing the Calendar again was discussed at great length. It was agreed that this was an excellent fundraiser but the amount of work involved is enormous. We would also not have the benefit of the free printing which artificially inflated the profits for last year's calendar.</p> <p>Further enquires required:</p>	

	<p>Cost of A3 printer. Estimated costs of ink, paper (A3 & A4 options) etc. MD will advise</p> <p>Possibility of using school A4 printers? Out-sourcing printing? MS/CM to advise. (MD advised last year's research revealed production costs of £4 -£5 per calendar, which was why sponsorship of the calendar was sought).</p> <p>Anyone's work or organisation willing to take on the printing this year?</p> <p>MD to list ALL activities and co-operation required. All tasks expected to take up to 6 volunteers. MD also noted that the software used for last year's calendar is also no longer available. Lindsay may have similar software available.</p> <p>Decision to be made as to whether sponsors would be used.</p> <p>In meantime Maureen S will get all children to do self portraits, and seasonal pictures, should we need them for the calendar or a similar venture.</p>	<p>MD</p> <p>MS/CM</p> <p>ALL</p> <p>MD</p> <p>MS</p>
1	<p><u>AOB:</u></p> <p><u>Publishing Minutes/Use of Website</u></p> <p>FF requested Minutes and Chair's report to be published on website. MD will forward this and the Treasurer's Report to Mr Desport to be uploaded.</p> <p>Please note that this is the last time Minutes will be issued by paper copy. Minutes will be available on website or issued by email for any future issues. Please make sure you can access Minutes by these means or advise at next meeting if you really need a paper copy issue.</p>	<p>MD</p>
2	<p><u>50/50 Club</u></p> <p>Claire M queried whether there were envelopes left over from the June draw, before she orders more.</p> <p>Lisa to advise.</p>	<p>LG</p>
3	<p><u>Tinkerbell Communion Dresses</u></p> <p>Rosa advised that Tinkerbell will offer discounts to Communion dresses if organised beforehand by PTA. Also possibility of using them for raffle donations or other sponsorship.</p>	

Next Meeting – 6th October 2009