

**Gainsborough Primary and Nursery School  
Parent Teacher Association  
Registered Charity No. 116188**

**Minutes**

**Wednesday 22<sup>nd</sup> January 2020  
Held in the school meeting room**

**1. OFFICERS**

CHAIR-Lee Smith

VICE CHAIR- Nicola Dye

SECRETARY- Karen Steele and Sarah Saunders

TREASURER- Sharon Kneale and Mrs Doyle

SCHOOL LIAISON OFFICER- Mrs Spencer

**PRESENT**

Lee Smith, Mrs Spencer, Sharon Kneale, Karen Steele, Sarah Saunders, Steph Stalgis, Tracey Blount, Helen Musker, Emma Hartley and Olwyn Rigden.

**APOLOGIES**

Nicola Dye- Vice chair

**2. WELCOME & INTRODUCTION**

Lee Smith welcomes everyone to the meeting. Everybody introduced themselves.

**3. APPROVAL OF MINUTES FROM PREVIOUS MEETING**

The minutes from the last meeting (AGM) on the 4<sup>th</sup> December 2019, were circulated around the committee and approved.

#### **4. REVIEW OF EVENTS SINCE LAST MEETING**

Christmas Hampers- A large selection of items were kindly donated by parents/ carers and staff for the hamper raffle. There was also a number of donations from local businesses including Bubbles World of Play and a tattoo parlour in Nantwich. On Friday 13<sup>th</sup> December, some of the committee members organised the hampers for the raffle the following week.

The total amount raised was £191.00

A thank you letter is currently being sent out to all the businesses on behalf of the PTA, for their generous contributions to the raffle.

#### **5. FUNDRAISING IDEAS**

There were various fundraising ideas suggested and discussed at the meeting. These included the following;

- Film Night- An option suggested was the use of the school's projector in the main hall. A small entry fee would be charged. One issue that was raised, was whether the school would need a film licence, and also what type of licence. This is to be discussed at the next meeting.
- Valentines Disco- The committee agreed this was a great idea, however there would not be enough time to plan and organise the event for this year.
- Valentines Cake Sale- This idea was put forward in place of the disco. A cake sale would be set up after school on Valentine's Day. Parents/ carers and staff would be asked if they could kindly donate any cakes.
- Sports Day-To be able to sell refreshments on these days. These would be available to both the pupils and visitors. The refreshments may include ice lollies, drinks and other healthy snacks.
- Other fundraising ideas suggested were Easter Bingo, Car Boot Sales, Afternoon Tea, Beetle Drive and a Chocolate Hamper Raffle for Easter.

## **6. FORTHCOMING EVENTS DIARY**

- Friday 14<sup>th</sup> February- Valentines Cake Sale
- W/C 23<sup>rd</sup> March- Easter Bingo- TBC
- 21<sup>st</sup> May- School Disco- Refreshments

## **7. A.O.B**

- A Facebook page to be created for the PTA. This was agreed to be a great way to publicise and promote the PTA, and to also advertise any upcoming events.
- A suggestion of a PTA noticeboard outside the school.
- To organise a collection of any unwanted Christmas gifts that parents/ carers or staff would be able to donate, which could be used for future raffles or events.
- Changing the time of the next PTA meeting, thus allowing more people to be able to attend.

## **8. FURTHER ACTION**

- Facebook PTA page- Mrs Spencer to contact Mrs Doyle (Treasurer)with regard to getting this set up as soon as possible.
- PTA Noticeboard- Mrs Spencer to discuss with Mrs Booth the possibility of having a PTA noticeboard.
- Unwanted Christmas Gifts- Mrs Spencer to liaise with school office staff to see if a text message and school newsletter could ask about donations.
- Valentines Cake Sale- A text message requesting donations of cakes. Confirmation required for the use of the Meeting Room from 2.30pm onwards on 14<sup>th</sup> February.
- Easter Bingo- To discuss and confirm details regarding the Easter Bingo at next meeting. Mrs Booth has provisionally confirmed it can take place the week commencing the 23<sup>rd</sup> March.

**9. ADJOURNMENT**

Meeting was concluded by Lee Smith at 4.15pm.

The next scheduled meeting will take place on **Monday 2<sup>nd</sup> March at 5.30pm in the Meeting Room.**

Minutes submitted by: Karen Steele