

**Minutes**  
**PTA (FACES)**  
**Ellingham (Church of England Aided) Primary**  
**School**  
Charity number: 1069014

**3pm 23<sup>rd</sup> January 2017**

**Present:**

Mrs Diane Lakey (DL)  
Mrs Kay Wilkinson (KW)  
Katy Rutter (KR)  
Kate Morton (KM)

Clare Horner (Chair) (CH)  
Megan Dunn (MD)  
Julie Durham (JD)  
Rach Douglas (RD)

**Apologies:** Kathy Davies, Mrs Swinbank

Item	Action	Delivery date
<b>AGM</b> The Chair shared the AGM report for 2015 – 2016. All approved and no amendments required. Clare to email the file to Kathy for addition to PTA section of the school web site, and to upload to the Charities Commission website and HMRC.	CH	Feb'17
<b>PTA Meeting</b>		
<b>1. Introduction from the Chair</b> Clare welcomed everyone, thanked them for attending.		
<b>2. Approval of Minutes</b> Monday 7 <sup>th</sup> November 2016 Minutes of meeting were approved by Mrs Lakey. No amendments made.		
<b>3. Finances &amp; Financial Report</b> <ul style="list-style-type: none"> <li>- Financial report as the AGM – all accounts now audited by Eileen Duncan – Clare shared her thanks to Eileen for assisting with this task.</li> <li>- Agreed a new promotion on the School Lottery Scheme – it brought in £836.40 last year, and with more new pupils, new parents will not be aware.</li> <li>- Likewise – Easyfundraising brought in £169.54 – new promotion will assist with this too.</li> <li>- It was agreed that the approach of fewer, yet more successful, PTA fundraising events worked well for a smaller PTA committee and time poor families.</li> <li>- It was agreed that any expenditure of PTA funds would only be approved in PTA meetings within the committee only. If any</li> </ul>		

<p>decisions are required outside the committee meetings, they would be through the smaller committee email group.</p> <p>Given the Community Account bank status, and restricted access to the bank account, no pretty cash system will be used. All expenses are re-imbursed at an event or as soon as possible thereafter.</p>		
<p><b>4. New Committee Positions</b></p> <p>We are delighted that Julie Durham has offered to take up the role of Chair – and she will be in touch very soon about new communications lists, and event information. A bit of a re launch of the PTA to new and old faces.</p> <p>In addition, we also thank Rach Douglas for stepping in as Treasurer. She will take on this role fully at Easter.</p> <p>Clare and Julie to meet to do a hand over</p> <p>Clare to hand over account info &amp; Rach to change signatories at the bank</p>	<p>CH &amp; JD</p> <p>CH &amp; RD</p>	<p>ASAP</p> <p>ASAP</p>
<p><b>5. Staff Wish list</b></p> <p>Mrs Lakey confirmed as things move forward with the proposals for the new hall, very specific requirements will be clear in the new term.</p>		
<p><b>6. Future events</b></p> <p><b>New events to support the 4e Fundraising campaign for the new hall</b></p> <p><b>Family Bingo Night – Friday 31<sup>st</sup> March 2017</b></p> <p>Suggested location is Lucker Village Hall. Megan and Julie to arrange. Details to follow and discuss at the next meeting. A fun family night, as an introduction to new parents, children to join in too. Easter Egg raffle /running our own bar / need a machine and caller / cards – sell dabbers?</p> <p>Ellingham Hall – for a long time they have offered the use of the hall for fundraising event. It was suggested that it could be used for an Easter Egg hunt / summer fete events?</p>	<p>MD &amp; JD</p>	<p>January 2017</p>
<p><b>7. AOB</b></p> <p>PTA communication – CH suggested that the round robin email list needs refreshing, and perhaps we need to get in touch with new parents, and old, to ask if they prefer email / facebook / school web site for sharing PTA information.</p>		
<p><b>Next Meeting</b></p> <p>Suggested date Monday 27<sup>th</sup> February 2017 3pm for the PTA meeting. All parents and staff are encouraged to attend. <b>CRECHE WILL ONLY BE AVAILABLE IF WE KNOW NUMBERS IN ADVANCE</b></p>	<p>All parents</p>	