



# St. Michael's Catholic Primary Academy and Nursery



Part of the Bishop Cleary Catholic Multi Academy Company  
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SS Peter & Paul Catholic  
Primary Academy



SS Mary and John's Catholic  
Primary Academy



St Michael's Catholic  
Primary Academy



St Teresa's Catholic  
Primary Academy



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Academy



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Principal Mrs S McHale

## PTA Meeting Minutes

16<sup>th</sup> April 2018, 2:30pm

### Present:

Mrs Bradley (chair\*), Ms Lynch (vice chair), Mrs Landa (treasurer), Mrs Bowen, Mrs Watson-Wood, Mrs Train, Mrs Cox, Mrs Phillips, Mr Warden, Mrs Coates.

### Apologies:

No apologies received. (Secretary absent – minutes taken by Mrs Bradley).

Mrs Bradley opened the meeting with a prayer.

### 1) Funding to support iPad & Chrome books leasing:

There was discussion held about when the annual funding support would be needed, and how this could be raised. It was agreed that, at the current uptake, 2 discos per year would approximately cover this expenditure.

Some concern was raised about committing in advance to this expense beyond an annual agreement, and it was suggested that it should be a standing agenda item annually.

It was discussed that PTA funded a number of laptops (£2,000, December 2016). School are very grateful as these are the only working laptops. Mrs Bradley clarified that there is a 3 year life expectancy for purchased hardware in all schools.

### 2) Treasurer's update:

The treasurer informed those present of the amounts of money currently held in the current account, savings account and petty cash as of December. The total value was £4160.00. As a result, PTA members present agreed to the academy's previous request for £990 towards the lease of iPads and Chrome books for one year.

A query was raised regarding the final total raised by the Bring and Buy Sale and the treasurer confirmed that the total raised was £296.00.

### 3) Fundraising:

PTA members present expressed a desire to do more fundraising events. Mrs Bowen and Mrs Bradley shared dates for a further school disco and for Sports Day.

The following events for Summer Term were agreed, in addition to previously agreed cake/tuck sales:

- a. Ice-cream and samosa sale - 18.4.18
- b. School disco - 18.5.18
- c. Sports Day - 19.6.18 (20.6.18)
- d. Summer Fayre - 13.7.18

A query was raised about the possibility of selling obsolete laptops to raise money towards the iPads / Chrome books lease.

A suggestion was made for an “Inflatable Friday” fundraiser. This was discussed in relation to the cost of hiring the inflatables, and there was uncertainty about whether there would be sufficient profit margin.

Various PTA members present shared positive experiences of termly school fund contributions from parents at other schools.

It was agreed to include a cash raffle in the run-up to the Summer Fayre, to be drawn at the Fayre. Mrs Bowen shared information about raffle ticket printing at reduced prices for PTAs, and it was agreed that Mrs Bowen would organise the ordering of raffle tickets, once Mrs Landa had applied for the licence for the raffle.

#### **4) EYFS outdoor area improvement:**

A discussion was held by members present regarding what materials were still needed, and how parents could be encouraged to support this. It was suggested that, if parents were unable to buy items that PTA could collect their cash donations and purchase items on their behalf.

It was also agreed that PTA would contribute up to £200 to support the purchase of any outstanding materials for the project.

#### **5) A.O.B.**

Academy Football Kit – this was provided through PTA fundraising in a previous year, but is now unusable as several items have not been returned by families following matches when children have gone home wearing the kit. It was suggested that, if it is possible to fund a replacement kit in future, that a deposit scheme should be used to ensure all kit is returned.

PTA Insurance- Mrs Landa confirmed that losses e.g. food defrosting due to a freezer failing, would be covered by insurance. The excess was not clarified.

Statue of Mary in grotto – PTA members asked what had happened to the statue of Mary. Mrs Bradley informed them that, although to the best of her knowledge the statue had been secured to the plinth, the high winds that were experienced earlier in the Spring term had blown the statue off the plinth causing irreparable damage.

The meeting closed at 3.20pm.

<b>Action arising:</b>	<b>Person responsible:</b>	<b>Timescale / Deadline:</b>
Contact parents re EYFS outdoor materials	Mrs Watson-Wood	Thursday 19 <sup>th</sup> April 2018
Collect ice-creams	Mrs Train	Thursday 19 <sup>th</sup> April 2018
Collect samosas	Ms Lynch	Thursday 19 <sup>th</sup> April 2018
Cash for £200 for EYFS outdoor materials to school	Mrs Landa (Treasurer)	Thursday 19 <sup>th</sup> April 2018
Cheque for £990 towards iPad / Chrome book lease to school	Mrs Landa (Treasurer)	Friday 20 <sup>th</sup> April 2018
Contact ITS re. wiping and selling on obsolete laptops	Mrs Bradley	Friday 20 <sup>th</sup> April 2018
Apply for licence for raffle	Mrs Landa (Treasurer)	Friday 27 <sup>th</sup> April 2018
Order printed raffle tickets for cash raffle	Mrs Bowen	Monday 7 <sup>th</sup> May 2018
Set date for next meeting	Mrs McHale & Ms Lynch	Friday 11 <sup>th</sup> May 2018
Organise school disco	PTA members (secretary to lead with letters, posters etc)	Friday 18 <sup>th</sup> May 2018
Organise refreshments for Sports Day	PTA members	Monday 19 <sup>th</sup> June 2018
Organise Summer Fayre	PTA members (secretary to lead with letters, posters etc)	Friday 13 <sup>th</sup> July 2018