

# MINUTES

## Howley Grange PTA Minutes

20<sup>th</sup> September, 2011

### In attendance

Julie Egerton (JE)  
Amanda Simons (AS)  
Anna McSporrان (AMc)  
Doreen Corser (DC)  
Paula Bates (PB)  
Liz Cottle (LC)  
Tracy Worton (TW)  
Alison Hope (AH)  
Emma Layton-Boffey (ELB)  
Shirley Phillips (SP)  
Nic Cannings (NC) - Secretary  
Zoe Cilliers (ZC) - Treasurer  
Zillah Williams (ZW) - Chair  
Nicki Bolton (NB) - Press & Marketing  
Simon Duncan (SD) - Head  
Angela Lewis (AL) - Deputy Head  
Dave Hill (DH)

### Apologies

Sue Whitehouse  
Sarah Coton  
Martine Cook  
Julia Cannings  
Glen Nicholls  
Dave Guest  
Kate Wolstencroft

### Welcome – Introductions to New Parents

The meeting was called to order by ZW at 7:08 p.m.

### Apologies and approval of the Last meetings minutes

Apologies were submitted and the minutes from the last meeting were circulated and unanimously approved

### Benches and New Look

ZW confirmed with SD that the new benches now sited outside years 3 & 4 are the ones that the PTA Funded 2 years ago. Many parents have commented on how nice they looked, and SD confirmed that they were proving to be a big hit with the children as well.

### Years Event Planning:

ZW began by giving a brief breakdown of the years typical events with focus in particular on the first terms activities. Previously the first term has hosted the Family disco, the Christmas Hamper Raffle and finally Santa's Breakfast, the latter being a goodwill event. A discussion was had around offering an event to the upper school children, and it was decided that an upper school disco would be held as an additional event during the first term. LC advised that she had a contact via one of the parents for a DJ who may be prepared to provide the disco for free, ZW advised she would follow up. Having agreed upon the events for the first term, the remaining regular events were tabled and agreed, as were the PTA meetings, and dates were assigned as follows:

- 📅 **OCTOBER:** Friday 14<sup>th</sup> 6.30 – 8.00 p.m. Family Disco for Lower School.
- 📅 **NOVEMBER:** Friday 11<sup>th</sup> 7.00 – 8.30 p.m. Upper School Disco.  
Wednesday 16<sup>th</sup> 7.00 p.m. PTA meeting.  
Friday 18<sup>th</sup> Mufti for Christmas Hamper Raffle (Proceeds to be split with Children in Need)

📅	<b>DECEMBER:</b>	Saturday 26 <sup>th</sup> has been penciled in as a possible date for a family Photo Day (portrait photography), but this has yet to be confirmed with the photographer <sup>1</sup>
📅	<b>JANUARY:</b>	Saturday 3 <sup>rd</sup> 9.15 – 11.00 a.m. Breakfast with Santa. (Lower School only)
📅	<b>FEBRUARY:</b>	Thursday 12 <sup>th</sup> 7.00 p.m. PTA Meeting
		Friday 3 <sup>rd</sup> Lucky Dip Mufti – Olympic / Sport theme
		Friday 3 <sup>rd</sup> Ladies Pamper Evening (to include Craft stalls / Avon / Bags etc) this is also provisional for now
📅	<b>MARCH:</b>	Tuesday 6 <sup>th</sup> 7.00 p.m. PTA Meeting
		Friday 9 <sup>th</sup> Chocolate Mufti for Easter Hamper Raffle (Proceeds to be split with Sport Relief)
📅	<b>MAY:</b>	Friday 23 <sup>rd</sup> 7.30 p.m. – 10.00 p.m. Quiz Night <sup>2</sup>
		Wednesday 9 <sup>th</sup> 7.00 p.m. PTA Meeting
📅	<b>JUNE:</b>	Friday 18 <sup>th</sup> 6.30 p.m. – 10.00 p.m. Beer & Skittles evening (restricted to adults)
📅	<b>JULY:</b>	Saturday 30 <sup>th</sup> 1.00 p.m. – 4.00 p.m. Summer Fete.
		Thursday 5 <sup>th</sup> July 7.00 p.m. PTA AGM and Fete Mop-up

Volunteers were requested for the current term forthcoming events. (Family Disco / Upper School Disco): PB volunteered to photocopy and distribute letters to parents. LC volunteered to sort tickets and to assist with the bar. NC volunteered to organize the Bars for both events, ZW to arrange Licenses and follow up re: DJ booking. ZC to sort Children's snacks. Although not in attendance Sue Whitehouse and Glen Nicholls were suggested as additional help if available.

Volunteers for Santa's Breakfast: PB volunteered to photocopy and distribute letters to parents. NB is organizing the presents. AMc, AS and LC volunteered to wrap presents. Ticketing to be sorted by ZW, as is the meat for breakfasts. Volunteers for the event itself so far: LC, AS, TW, SP, AMc, AH, ZC, Members of staff, and although not in attendance Julia Cannings also volunteered.

### **Macmillan Coffee Morning**

Rosie has asked for volunteers to help with the Macmillan Coffee Morning taking place in school on Friday 30<sup>th</sup> September, primarily if anyone can donate any cakes or spare an hour or 2 this would be greatly appreciated.

### **Training Opportunity**

Once again there is an opportunity for anyone wishing to do so to attend a training seminar hosted by the NCPTA, this time it is being held in Chaddesley Corbett on Tuesday 11<sup>th</sup> October between 6.45p.m. and 9.00 p.m.. ZW has provisionally booked 3 spaces for NB, ZW and ZC. If anyone else wishes to attend they should notify ZW who has all the details and can book further spaces if available.

### **Any Other Business – Schedule date of next meeting:**

- No update as yet on the availability of the Minibus which the PTA is aiming to purchase and support for the school. It is hoped that one will become available around early October circumstances permitting.
- Eco Kids Clothing Collection was tabled as a possible money earner, they pay £550 per ton of recycled clothing – due to the logistics of either storing the clothes in school or having to organize a mass collection on one day though, it has been shelved for now
- Concerns that the majority of after school clubs seem to be focusing on sporting activity were raised. SD advised that the after school club coordinator, Claire Richards, was currently setting up new clubs to address this (e.g. film club, Jewellery Club, Craft club)

The next PTA meeting is scheduled to be held in school on Wednesday 16<sup>th</sup> November 2011 at 7pm.

**Meeting was closed at 8.30p.m.**

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<sup>1</sup> PB is going to call Steven Hayes Photography after she has reached out to potential other contacts through school first. LC has also suggested Dave Guest may be able to provide a connection for a Photographer

<sup>2</sup> Quiz master to be reviewed, PB suggested Martin Bolton may be available