



Meeting held on Tuesday 21st May 2019 at 7.15pm in the Resource Centre, Lacon Childe School

MINUTES

PRESENT: Sarah-Jane Trigg (Chair); Sue Brown; Tracey Clinton; Hannah Coleman (Minutes); Sarah Price; Darren Reynolds; Sharon Wakeman; Amie Williams.

1. Apologies

Apologies were received from Zoe Baggott, Emma Macvean and Rachel Robinson.

2. Minutes of the meeting held on 11th April 2019

Following the amendment in 5.c) regarding the Bike Show admission fee, the minutes were agreed and signed.

3. Matters arising

- a) **Wish Lists** Sharon said the outstanding invoices were for sports, snap revision guides, sewing machine, science runway, librarian award trip, French and German revision books and any request for the care of the guinea pigs. However, the majority were in and the deadline was the end of the summer term. Some requests had come in under budget and it was agreed that the balance would go towards the hall refurbishment plan.
- b) **Lacon Lottery** The winner for May had been drawn, and the June winner would be drawn at the Year 6 Intake event on 25th June.
- c) **Facebook page** Sarah-Jane said this was ongoing.

ACTION Sarah-Jane to circulate information on Facebook and events to the catchment primary schools for promotion in their own newsletters in order to encourage new Year 7 parents to become involved with the PTA.

4. Treasurer's Report

- a) **Update** Sharon reported that the Bags to School collection had raised £174.00, and the contribution from her Ladies Night £101.00. The balance stood at £5,489.00.

5. Forthcoming events

- a) **Year 6 Intake on 25th June** It was agreed to include the second-hand uniform sale in the Resource Centre from 5.30pm for an hour. It would be promoted as a recycling initiative, charging £10.00 for blazers and asking for donations for other items. The PTA would set up a table at the entrance to approach parents to become volunteers, especially for the upcoming Bike Show, and to direct them to the uniform sale.

ACTION Office to put a plea out for uniform via Parentmail.

ACTION Sharon to bring the clothes rail and Amie to bring clothes hangers.

ACTION Sarah-Jane to assess the current stock held in school.

b) Cleobury Festival on 29th June It was agreed to follow the health and wellbeing theme in the food provided. It would include hot and cold drinks, sandwiches, fruit and crisps. The kitchen would open at 10.00am for preparation, and serve from 11.00am to approximately 2.00pm.

ACTION Sarah-Jane to ask Gill Bradley, School Business Manager, about kitchen arrangements.

ACTION Tracey to look into getting strawberries in bulk.

c) Summer Quiz on 12th July The event would start at 7.30pm. It was agreed that Darren would be the Quizmaster and Amie would do the scores.

ACTION Sharon to shop for nibbles and the bar.

ACTION Sharon to check with Emma on the bar licence, and apply to Shropshire Council accordingly.

d) Bike Show on 8th September Sue and Tracey said they were ahead of schedule! It had been agreed that the Midlands Air Ambulance was the charity this year. Tracey said the letters were ready to go out to the bike clubs and that emails were now requested on the booking forms to try and cut down on paper and postage next year. Jim Reynolds had been asked to open the Show, but there would be a surprise presentation to acknowledge his past involvement.

ACTION Sue and Tracey to approach Tina, Shire Catering, via the office, to ask for additional help in the kitchen during the day.

6. AOB

a) PTA Volunteers The Year 8 Parents' Evening had obtained another 16 volunteers. Sarah said that she would coordinate the volunteer list and communicate with them regarding events etc.

b) Lottery Licence signatories It was agreed to make Tracey and Sarah the licence signatories.

7. Date and time of next meeting

The next meeting would be held on Tuesday 25th June 2019 at 7.00pm, following the Year 6 Intake evening, in the Resource Centre, Lacon Childe School.

The meeting closed at 8.15pm.

Signed:

Date: