

Otterburn First School PTA

12/11/2015 7pm, Redesdale Arms Rochester

Welcome and Apologies Present: Katie Bland (KB), Deb Walton (DW), Jilli Rogerson (JR) Apologies: Judy Simpson (JS), Tina Henderson (TH), Sam Kellie (SK), Anna Smy (AS), Joanne Tully (JT)	
Matters to discuss	Action
Treasurer's report DW provided a full balance sheet for the PTA accounts. Bank Balance as at 11/11/2015 - £2458.94. Outstanding items to be paid; Ocarina, bean bags, book stands - £355.20, Parentmail - £160, A Dodd, Topsoil £30. Leaving the available funds at £1913.74. £100 cheque from Redefest to be banked (see below).	
Beetle Drive The Beetle Drive was held at school on the 16 th of October. KB extended her thanks to those who had organised, given raffle prizes and attended on the night. DW reported that a brilliant £283.49 was raised! KB stated that requests had been made for the next event to be a bingo. KB said that she had run bingos in the past and would love to be the bingo caller for the evening. To be arranged for Jan/Feb.	All PTA, KB
Allotment Allotment day on the 1 st of November went well with the Summer house re-felted, ramp constructed and topsoil put down. A Big Thanks go to the students from 'Go Volunteers' at Newcastle Uni and the parents and children who organised and attended on the day. KB stressed how important the allotment will be in the future for curriculum based activities and allowing the children to learn in a unique setting. KB reported that Sam and Emma Kellie are looking to apply for further grant funding in the future to fund similar projects. Gardening Club KB extended her thanks to Sam Kellie, Anna Smy and Claire Thorpe who have agreed to run the gardening club.	
Cookery & Ocarina KB extended her thanks to Ellie Jones who has set up and is running the Ocarina club. DW reported that the PTA has paid £114 towards the small instruments with an additional £50 provided from Redefest (see below). Currently it is years 2, 3 and 4 who can take up lessons with Ellie. Teaching materials and equipment are available for anyone who would like to learn.	
Cheques DW reported that she had just received a donation of £100 from Redefest. £50 of this donation is funding the Ocarina instruments/teaching materials and £50 for the Gardening Club. DW queried if £30 of this money was paying for the topsoil bought for the Allotment day and if a subsequent invoice(s) would be coming for the additional felt/materials used on the day. KB agreed to confirm the situation with SK. Thanks go to all those involved in Redefest.	KB
Xmas Trip	

<p>Tickets and coach booked for the whole school to go and see Dick Whittington at the Theatre Royal on the 1st of December. Tickets cost £8.75 per child and £4.25 per teacher. It was agreed that parents should be asked for a voluntary donation of £7 per child with the outstanding amount to be covered by the school and coach cost of £238 to be covered by the PTA. Letter to be sent to the parents to request the donation. Thanks go to Miss Clayton for organising the trip.</p>	<p>TH/KB</p>
<p>School Play School Performances on Wednesday 16th December at 2pm and 6.30pm at Otterburn Memorial Hall. DW explained that there is usually a letter that goes out from the PTA chair to request helpers at 1pm and 5.30pm to help with setting up snacks and teas/coffees. Donations of traybakes etc for the kids also to be requested. KB to ask Miss Clayton for last year's letter and to circulate updated version. DW to ask Joanne Tully to check the PTA box for juices/tea/coffee/sugar/biscuits for kids. JR to purchase anything that is needed. The raffle was also discussed with the importance of not asking parents for more donations at this time of year emphasised. DW explained that 6 bottles of alcohol had been kept back from donations given for the Summer Fair. These will be used to make up 2 hampers for raffle prizes so there is no need to ask parents for raffle prizes for this event. JS agreed to make up 2 hampers.</p>	<p>KB/EC DW/JT JR/All to help</p> <p>JS</p>
<p>AOB Requests for funding. KB asked that all funding requests from school/clubs/etc go through her so that they can be sanctioned by the whole PTA committee. School Website/Advertising local events through the newsletter. All in attendance brought up the school website. KB would like to request that she have access privileges to the school website so that the PTA part of the website can be kept up to date. A request also to be made to the school for all parents to have access to timetables, term topics etc and to update those on the school website. KB explained that there may be issues with County having the access privileges. KB to investigate further with school.</p>	<p>KB/School/ Clubs</p> <p>KB/School</p>
<p>Date for Next Meeting Week beginning 11th January 2016. Date to be agreed.</p>	<p>KB</p>