

**ST. JOSEPH'S PTA**  
**Minutes – Tuesday 24th January 2012**

The meeting commenced at 7.00pm in the school hall.

**Present:**

Mrs Sinclair (President)  
Wendy Rose (Chair)  
Rian Bond (Vice Chair)  
Suzanne Francis (Treasurer)  
Liz Short (Secretary)  
Peter Walton  
Nick Francis  
Gill Punter  
Helen Topping  
Julie Beard

Emily Tremain  
Colleen Josland  
Tracey Cormack  
Julie Daniel  
Sue Cooper  
Denise Tigg  
Susie Spinks  
Christine Warren  
Mark Bradley  
Michelle Soan

**Apologies:**

Robyn Lawrence

Jacqui Redpath (Staff)  
Teresa Brady (Staff)  
Chare Churchill (Staff)

**Welcome**

This was the first meeting for the new PTA and Mrs. Sinclair welcomed and thanked everyone for their attendance. She described the aim of the PTA was to firstly assist in the provision of facilities for the children at school ie. 'provide extras' by fundraising events and secondly as a social network enabling parents, teachers, grandparents and children to come together as a community.

Contact details were taken from all prospective members.

**Constitution & Rules of Membership**

Mrs Sinclair read through the Constitution & Rules of Membership and it was agreed the Association will be known as 'St. Joseph's Parents & Teachers Association'

The organisation of members was discussed and it was agreed that the Executive Committee shall comprise of 4 officers plus all other persons present would be known as 'Ordinary Members'. All members of the Executive Committee are trustees.

All parents with children at St. Joseph's are welcome to become 'friends of the PTA' subject to registering their details with the Secretary and will be welcome to help out at the social events organised.

All members of the Executive Committee need to be CRB checked and all apart from seven new members already has this in place. CRB Forms are to be collected from the school office and sent off as soon as possible.

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The appointed Secretary will need to look at Public Liability Insurance for the Association and prepare a Constitution for the PTA.

### **Roles & Responsibilities of Committee Members**

Mrs Sinclair briefed parents and teachers on the Roles and Responsibilities of being a Committee Member. The 4 office roles comprise of Chair, Vice Chair, Treasurer and Secretary. The Headteacher is the President of the Committee and will have full control on how any funds raised are spent by the school.

Once a treasurer is elected, a bank account will need to be set up for the PTA and bank mandates to be completed by at least two officers and the President who will be authorised to sign cheques on behalf of the Committee.

The treasurer will also be responsible for Charity Registration and Gift Aid. Two auditors (not officers) will be needed to audit the accounts for the AGM (anticipated to be October 2012).

It was agreed the minute taker for the meetings would be the Secretary and that the minutes would be placed on the notice board and on the schools website for all parents to view.

A document detailing the specific roles of the Officers was given to everyone.

### **Election of Officers**

Wendy Rose was nominated as Chair and seconded by Rian Bond

Rian Bond was nominated as Vice Chair and seconded by Wendy Rose

Suzanne Francis was nominated as Treasurer and seconded by Nick Francis

Liz Short was nominated as Secretary and was seconded by Julie Beard

The Committee agreed to meet every half a term but would have extra meetings near any organised event.

### **Summer Fete/BBQ**

The committee agreed to organise a summer fete in the school grounds. The proposed date for the fete is 14<sup>th</sup> July 2012. Ideas raised; chocolate tombola, coconut shy, cake stall, face painting, arts & crafts stall, ice cream van, strawberries & cream, pimms stall (licence depending), bouncy castle & BBQ. A programme will be produced (for sale as entrance fee) and maybe charge local businesses to advertise. Also would like to include programme of events such as dance groups/ soccer school or brownies etc.

A plan of stall positions is to be organised.

The Committee agreed it needed to raise some funds in order to finance the fete. Mrs. Sinclair agreed to a non-uniform day for £1 fee and the committee agreed to organise a quiz night.

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### **Quiz Night**

Proposed date of quiz night is 23<sup>rd</sup> March, 7.30pm in the school hall. Helen Topping volunteered to organise the questions for the quiz. Mark Bradley volunteered to organise the music and would do a music quiz.

Mrs Sinclair is to confirm the maximum number of people allowed in the hall. Peter Walton and Mark Bradley volunteered to be Quiz Masters.

Participants will be allowed to bring their own drinks & nibbles. Prices suggested are £3 per person or £15 for a table of six. A raffle is to be organised – prize to be agreed.

### **Any Other Business**

The school website was discussed briefly and Mrs Sinclair confirmed that this is in hand for improvements at the moment.

### **Date of Next Meeting**

20<sup>th</sup> February 2012 in the school hall.

Liz Short (Secretary)

Date: 27<sup>th</sup> January 2012

### **Minutes Approved by the Chair**

..... **Wendy Rose**