**Minutes of PTA Meeting**

**16th January 2017**

**Present:**

Lisa Gill Jacques Botha Izel Botha Karen Leonard Sarah Elliott David Davies

**1. Agree Previous Minutes**

The minutes were agreed as a true record of the meeting.

**2. Treasurers Report**

Jacques confirmed that the previous Accounts have been audited and submitted. The bank balance is looking healthy and after ensuring the Committed Funds has sufficient monies set aside we still have £13,500 of funds available to spend. Jacques suggested we earmark £10,000 and put this towards a long-term reserve fund called “Big Fund Project”, whereby we can liaise with the School as to their thoughts on what they would like to work towards spending this on. The attendees discussed this idea and agreed to go proceed. Jacques also asked if he could request £150 from the committed Pool Shading Reserve to go towards the purchasing of a new gazebo ready for swimming lessons. All agreed to proceed with this request.

**3. Governors Report**

Nothing new to report.

**4. Event Update**

**Christmas Discos**

The new DJ was fantastic and created a great atmosphere and the kids had a wonderful time. Due to the last minute bookings that affected the ratio numbers, it was discussed and agreed to hold three separate discos this year for each year group.

**Grotto Monies Update**

Karen and Lisa are still chasing for outstanding payments. Once all received will pass these to Jacques.

**Unwanted Gift Collection**

We accumulated a large boxful of gifts, which can be used on tombola stalls.

**5. Future Events**

**Agree Next Year’s Events/Dates**

The following dates were discussed an agreed by all attendees. Karen to update these onto the website.

Pancake Club Friday 24th March – 2.50-4.15pm

Pop Up coffee Shop

 & Easter Craft Saturday 25th March

Quiz Night Friday 17th March

School Discos Friday 23rd June

Summer Fair Saturday 1st July

AGM Thursday 21st September

Quiz Night Friday 13th October

Shopping/Pamper

 Night Friday 10th November

Christmas Fair Saturday 2nd December

Christmas Disco Friday 8th December

Other events in the pipeline and up for discussion soon include an Easter Egg Hunt, 80’s Disco and Pumpkin Hunt.

**First Aid Course**

Received the details of two external companies, Karen will look to organise for early 2017.

**6. AOB**

**Risk Assessments**

The school asked if we could change to the same format they use, Jacques to forward this to Karen, who will aim to produce these for each event and submit to the school one week prior to each event.

**School wish Lists**

The Forest School sessions are underway and Mrs Reid has requested some money to aid the children’s learning. All discussed and agreed to donate £200.

If you have any new ideas for fundraising, please let any of the PTA Committee members know.

**Date of Next Meeting: Thursday 23rd February 2017 – Church House, 30 Yockley Close - 7:30-9.00pm**