



Arnold Hill Academy Parent Teacher Association

Arnold Hill Academy PTA Meeting Minutes

Wednesday 13th May 2015

7:30pm – 9pm Major Oak Rolleston Drive Arnold

Attendees:

Apologies

Paul Drury (Deputy Chair) Gemma Poulter Charlotte Anderson (Treasurer) Matt Robertson Kath Terry Rosy Stocks Jenny McLaughlan Lisa Ellington	Emma Meldrum Gwen Morgan Sarah Sewell Clare White Val Holland Dr Sudha Vashisht
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Minute taker: Ashley Brown (**Secretary**)

Welcome and apologies

3. Minutes of the last meeting: The minutes of the last meeting on 25th March 2015 were accepted.

Matters arising

Action

4. Feedback from Departments: Jenny said the Music department hadn't contacted the PTA with any further details regarding the concert on the 16th July 2015, more information would be needed regarding what help was needed for the event. Jenny to contact the department further. A department rep was needed for Drama and Kath Terry volunteered to contact the department. The department heads list would need updating as changes had been made at the academy and Lisa Nichols would be another contact for this department. Paul Drury said the PE department could use the PTA help at sports days and will be in contact with more information.	Jenny McLaughlan Kath Terry Ashley Brown
5. Matt Robertson was elected to be the PTA Chair.	
6. Year 6 parents' evening would be attended by Paul Drury who would do a talk to parents and Gemma would help do a raffle on the night. Ashley would arrange the raffle prizes and purchase a box of chocolates.	Paul Drury Gemma Poulter Ashley Brown
7. It was decided that the PTA would organise a Food Fair at Arnold Hill Lower site on Sunday 22nd November 2015. Ashley and Rosy would set up a meeting with Lee Roberts the site manager to ask for advice regarding availability of the academy on this day and what was needed for the event and any possible problems.	Ashley Brown Rosy Stocks

<p>Rosie had made initial enquiries regarding the Food Fair and had suggested the date after researching other events in the local area which could affect the availability of stall holders. Rosy will organise the list of preparations for the event after the initial consultation with Lee Roberts next Monday. This list will be used to allocate jobs to volunteers.</p>	
<p>It was decided to have an indoor event using the Lower School Hall, Canteen and L1 classroom. Planning to have 20 plus stalls charging £10 a stall and an entrance fee. Stalls would also be required to provide a raffle prize.</p>	
<p>Paul Drury would look into hygiene certificates and any other certificates needed for the event, and any limitations regarding the stalls.</p>	Paul Drury
<p>An email to parents would be sent regarding advertising the event and asking if parents, or if parents knew someone who was interested in having a food stall at the event.</p>	Ashley Brown
<p>Charlotte agreed to contact the Head of Food Technology for volunteers to provide refreshments at the event for a percentage of the takings.</p>	Charlotte Anderson
<p>Ashley said she would ask Deb Campion (AHA Website) to help with advertising the event on the internet.</p>	Ashley Brown
<p>Charlotte suggested combining the event with garden and home items for Christmas but members were worried that the event would be diluted to a craft fair. The events main focus would be food only.</p>	
<p>Charlotte volunteered to coordinate the raffle and petty cash, she would ask Gwen to help.</p>	Ashley Brown
<p>8. Ashley agreed to ask Deb Campion to update the website regarding the resent items purchased for departments.</p>	
<p>9. Department funding agreed by all members: Science department – Lego Mindstorm Evo 3 educational equipment, £1152 D & T department – funding for a 3D printer, £1349 Music department – funding for equipment hire for the “We Will Rock You” performance.</p>	
<p>Charlotte to contact the finance department regarding invoices for the equipment purchased and hired.</p>	
<p>Paul Drury will invite Sharon personally to the next meeting.</p>	
	Paul Drury

Next Meeting Thursday 2nd July 2015 7.30pm-9pm Major Oak Rolleston Drive Arnold.