



Arnold Hill Academy Parent Teacher Association

Arnold Hill Academy PTA Meeting Minutes

Tuesday 6 December 2016

6.30pm – 8pm Arnold Hill Academy Conference Room (A1 Meeting Rm1)

Attendees:

Paul Drury (Deputy Chair)	Apologies
Charlotte Anderson (Treasurer)	Matt Robertson
Deb Campion	Rachel Hebb
Jayne Gilmartin	Narissa Bailey
Kath Terry	Belinda O'Connor
Rosie Stocks	Sarah Sewell
Jenny Mclaughlan	

Minute taker: Ashley Brown (**Secretary**)

Welcome and apologies

3. Minutes of the last meeting 27 September 2016 were accepted.

Matters arising

Action

<p>4. Paul Drury's Vice Chair report said it had been a brilliant year for fundraising and promoting the PTA. The Craft and Food Fair was a very positive event but it was a pity that it had to be organised and run by support staff and parents only, this may change though in 2017. He thanked everyone that was involved with special thanks to Julie Fox and Jayne Gilmartin who did an amazing job.</p> <p>5. Charlotte Anderson produced the finance report that had been submitted to the Charity Commission. A report was submitted for each account.</p> <p>The second account which was used for the Craft Fair would be closed and all monies put in one account. Different bank accounts would be investigated so the PTA could have a better and more up to date Charity account fit for purpose. Charlotte would investigate and hold a meeting to discuss the options.</p> <p>6. Election of members was as follows:</p> <p>Chair – Deb Campion nominated by Jayne Gilmartin and Charlotte Anderson Vice Chair – Paul Drury nominated by Ashley Brown Treasurer – Charlotte Anderson nominated by Paul Drury Secretary – Ashley Brown nominated by Deb Campion</p> <p>7. Jayne Gilmartin said the support staff reviewed in a meeting earlier, feedback from a survey which was sent to the stall holders (please see the document attached). A report was produced from the discussion (please see the documents attached). The main points raised were; the table price was too high for the size of table supplied.</p>	<p>Charlotte Anderson</p>
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<p>The standard craft fair table was larger and so the price should reflect this. A recommended price for next year would be £15 for 1 table and £25 or £30 for 2. The area used for the Craft Fair was limited, a solution would be to use the PE Hall and Lee Roberts has agreed that it could be used. The small area that is usually partitioned in the Hall would be used to expand the refreshments area. This would make it more attractive to use and encourage more sales. Using both areas would provide a nice flow through the hall straight to the PE Hall.</p>	
<p>The main requirement for the next fair would be commitment from members to take on organising the event and be available to help at the event. We need committed members to run the event and we need to recruit members now, or the event will not take place. The Grease performance would be an opportunity to issue a small punchy leaflet to recruit members, we need to make the PTA sexy, please send Jayne information and ideas you have which you think would attract parents and carers to sign up. Teaching Staff commitment will be limited because of the pressures of teaching and after school commitments.</p>	All Members
<p>During the meeting Ashley suggested a wish list which would benefit all students such as a canopy or seating which would give the PTA/students/parents a focus for fundraising. A totaliser would be a visual symbol of how the fundraising was progressing, this could be produced by the DT technician and put in a prominent place for everyone to see and encourage people to help. Most of the equipment funded by the PTA is not recognised by students as being supplied by the PTA as it is taken for granted that it would be supplied by department budgets. It was agreed that a wish list would be compiled with input from the PTA, school staff, parents and students.</p>	All Members
<p>Jayne said she had discussed with Matt Robertson a staff member representative for the PTA and it was decided that the focus should be on staff who have children attending AHA.</p>	Matt Robertson
<p>The refreshments area was the most disappointing money raiser only making £175. More options for the food including a larger area, a hot food option and better organisation would help in this area. Again more help was needed in this area also particularly with setting up. It was agreed the provisional date for the next Craft Fair or Festive Fair is Saturday 25 November 2017, 10am – 3pm.</p>	
<p>8. Paul Drury said the department rep links would be re-launched in the new year; he asked if Jayne could supply Deb with a list of the Heads of Department. The links with departments would be used to help fundraising and at PTA run events.</p>	Jayne Gilmartin
<p>9. Funding requests should be proposed in advance of a meeting and circulated to members, discussed with the proposer at the meeting and a decision made regarding funding amongst PTA members only. A £1000 cap would be considered at the next meeting for future funding requests and although requests would be funded there would be more emphasis put on funding larger items that were not department related. We would encourage funding for clubs and items to benefit all students. How</p>	



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<p>to divide the funds between both types of requests should also be considered.</p>	<p>All Members</p>
<p>10. Membership should be reviewed continually; members that have not been in contact for 3 meetings or 6 months should be contacted to see if they still want to be a member of the PTA.</p>	<p>Ashley Brown</p>
<p>Membership of AHA PTA should be encouraged for parents of Year 6 children at our family of schools. Contact should be made to family school PTAs to forge links early and encourage the sharing of ideas and facilities so there isn't such a big transition between primary and secondary. The PTA will contact other primary PTA Chairs and invite them for a social gathering.</p>	<p>Deb Campion and Ashley Brown</p>
<p>Jayne suggested checking with lettings to see if the PTA could provide services such as refreshments at events the school is hosting to raise funds. The Mum to Mum market should be encouraged to have their event at the school, so we could fund raise by doing refreshments and a raffle at the event or have a stall. Contact would be made to the organisers.</p>	<p>Deb Campion</p>

**Next Meeting: Tuesday 31 January 2017 6.30pm-8pm
Arnold Hill Academy, A Block Conference Room, Gedling Road, Arnold, NG5 6NZ.**