



Dorin Park PTA AGM

13th February 2019

Minutes of Meeting

Time and location:

7:30pm at The Oak Tree Pub, Upton Grange, Chester, CH2 1BL

Present:

Amanda Hartley, Jamie Hartley, Helen Hill, Claire McKelvey, Lisa Robertshaw, Lesley Body, Clare Roberts, Kate Francis, Bridget Aldridge

Apologies:

Alan Collins, Maxine Nevitt, Helen Muggleton

1. Introductions were made, and a brief outline of the background work that has been taking place to get to this point was shared. Discussions, and hard work, between Claire and Amanda, and then with the school have enabled a PTA to be put forward.
2. Committee roles were discussed in brief and received nominations for the roles were shared with the group.
3. Names were agreed by all present for the four main roles:
 - Chair – Claire McKelvey
 - Vice-Chair – Amanda Hartley
 - Treasurer – Helen Hill
 - Secretary – Clare Roberts – (supported by Claire McKelvey if required)

Plus:

- School liaison – Maxine Nevitt

4. The PTA Constitution is still in draft form, and will be shared when it has been agreed. It was agreed by all present that a minimum of 5 votes are required from PTA members to agree any decisions and changes at an AGM.
5. There are two PTA events already in discussion with SLT at school, a Summer Fayre and a Car Boot Sale. These are Community Events and will be open to the public.
 - The Summer Fayre will ideally be held on one of the last two weekends of the Summer Term, at Upton Pavillion.
 - The Car Boot Sale will hopefully be held in March. Discussions with school regarding use of the car park, and Swim Success access are needed.
 - Looking at charging £10 a car/stall and then each stall holder will keep their own profits.
6. All PTA members were challenged with going away and thinking of different events that we could hold and then share them with the group at our next meeting.
7. The Facebook page is up and running. It is a one-way platform to share information with parents – including monies raised, spends and events, as well as alerts to parents eg snow days, non-uniform days etc.
8. Our own letterhead is in the design stage. Beth Hill, who created the PTA image, is working on creating a digital image to be used on the letterheads. These will then be used to send out letters to companies, suppliers and contacts.
9. Wishlist requests by all departments will start after the February half term, SLT to send this request out to staff.
10. There have already been a number of events and fundraisers that have raised money and are in the PTA fund, these include the Carrot Raffle, the Bramble Raffle and Christmas Raffle. This is a great starting point.
11. Bridget asked if we are a charity and Claire McKelvey confirmed that we are a registered charity and we are also registered for Gift Aid – this was all in place from the previous PTA that had been in place.
12. Days, times and venues for future meetings were discussed and weekday evenings were the preference.

Date of Next Meeting: Wednesday 6th March at 7:30pm

Venue: The Oak Tree Pub, Upton Grange, Chester, CH2 1BL

Pta@dorinpark.co.uk