



Dorin Park PTA

Meeting 6th March 2019

Minutes

Time and location

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

Present

Amanda Hartley, Claire McKelvey, Lisa Robertshaw, Lesley Body, Kate Francis.

Apologies

Alan Collins, Helen Hill, Maxine Nevitt, Nicole Luijnenburg, Amanda Glennon, Helen Muggleton, Josh Coll, Anna Skiepkko, Bridget Aldridge and Jamie Hartley.

Insurance and constitution update

Amanda Hartley has been researching into insurance quotes for the PTA, all findings were shared and a vote was taken to join an organisation called Parentkind. Parentkind (formerly PTA UK) is a charity that aims to advance education by encouraging the fullest cooperation between home and school, education authorities, central government and all other interested parties and bodies. They are the leading membership organisation for parent teacher associations in England, Wales and Northern Ireland. They have member associations (PTAs, PTFAs, Friends Associations, Parent Councils etc) Parentkind seeks to represent all these parent groups as they strive to help every child in their school.

The constitution is still in draft form as the vice chair Amanda is awaiting a working constitution document to help with reference. She is also going to seek advice from the Parentkind organisation. The document will be shared as soon as it has been agreed.

Treasury Update

Helen Hill is setting up a new bank account (Weston Grove) which will take approximately two weeks to set up and is going to update Charity Commission with the new trustees in due course.

Claire McKelvey updated the committee about two other events that the school had fundraised which was a Halloween evening and a Christmas fundraiser. As these weren't raised on behalf of the PTA, we are unable to accept these monies raised into our fundraising pot.

The monies that have been raised by the PTA

- Kevin the Carrot £530.00
- Bramble Day £174.00
- Non uniform day which raised £92.70
- Recent fundraiser held by committee members Amanda and Jamie Hartley who had a birthday party for their daughter that raised £80.00.

Total funds raised is £876.70

Signatories

Vote was taken to have Chair, Vice-chair, Secretary and Treasurer as signatories on the bank account. Although not usual practice to have this many it was deemed good practice in case of illness etc.

Letterhead

The letterhead has been designed and was shown to all attendees who all agreed looked fantastic until we can get the electronic version. A letter has been drafted and sent to Dorin Park to be proof read for us to write to businesses/corporations for raffle donations.

Mothers Day Raffle

A parent from Early Years owns her own business and has donated two raffle prizes which raffle tickets are currently being sold for and all funds will be donated to the PTA . Ticket proforma's to be sent home on 18th March and the raffle will be drawn at the forthcoming carol concert being held within the school on 26th March.

Car Boot and Summer Fayre

Car Boot was postponed due to licencing issues from Cheshire West and Chester Council. It was voted and decided via the committee to cancel this idea moving forward because of the initial monetary outlay. The committee still would like the idea to be used in the long distant future!

The Summer Fayre was voted and agreed to be held at the Upton Pavilion on Sunday 7th July. Timing to be confirmed! Claire and Amanda have had a meeting with Darren at the Upton Pavilion and the Parish Council have agreed to let us hold our Summer Fayre at this venue for a cost of £50 to be paid at least 4 weeks before the event.

Ideas were discussed and some fantastic charities, varieties and stalls were suggested!

Claire McKelvey will action job roles for this in forth coming weeks for the remainder committee members. Actions for Claire McKelvey and Amanda Hartley to arrange relevant licences through Cheshire West and Chester Council.

Easter Fundraiser

Easter concert is being held within the school on 26th March and we will be providing tea, coffee, biscuits etc and raffle prizes. Letters have been drafted and Jamie Hartley had agreed to go and deliver these in a hope of getting raffle prizes.

Action for all members is to help and collate raffle prizes for us to raise funds at the Easter concert. There is a PTA raffle letter request on official letterheaded paper so if anyone knows of a business they could approach, please contact either Claire or Amanda and they will provide you with a letter to take to them. It's worth mentioning to any business you approach that we are a charity (registered with the Charities Commission).

Ticket proforma's will go home to parents week commencing 15th April and the raffle prizes will be drawn by the Schools student council on the 19th April.

Fundraiser Ideas

It has been agreed by the senior leadership team that the last day of every school term can be an own clothes day. One member did ask the question, "Are we asking the parents for too much money?". The consensus was to be mindful of this and as we have two forthcoming raffles to therefore NOT have an own clothes day on 29th March. Therefore, the next non uniform day will be held on 19th July and all communications will go out to parents on Monday 15th July.

Fundraiser ideas were mentioned including:

- School lottery
- Green Tokens (Waitrose, Asda, Co-op)
- Red Nose Day

AOB

No other business was discussed.

Date for the next meeting: Friday 26th April at 9.45am.

Venue: CRC at Dorin Park School.

Amanda Hartley – Vice Chair – 08.03.2019

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